

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**CHANGE 331****1 JULY 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 July 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)

JEFFREY R. MAYO
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 48-14(I)/CAP 48-14(I) -- Remove Metroliner as it has been replaced with AMTRAK Acela Express. Removes the term 'Metroliner' when business class, extra fare train service is used. 'Metroliner' service was replaced with 'Acela Express'. Affects pars. U3615, U3620, and APP A1: ACCOMMODATIONS.

MAP 77-14(E) -- Member PCS as Observer to United Nations (UN) Peacekeeping Organization. States the station and housing allowances of a member assigned PCS as an observer to a UN Peacekeeping Organization, when added to the UN mission subsistence allowance, cannot exceed the station or housing allowance of a member assigned to the same area. This is clearly stated in par. U7505 when a member is TDY as an observer to a UN peacekeeping organization, but is not specified when a member is PCS. However, par. U1030 states a member may not receive duplicate payments for the same expenses. Affects pars. U7505-D, U9230, and U10034.

MAP 90-14(E) -- Add OHA. Adds OHA in several locations in Chapter 10 where the verbiage not only applies to BAH, but to OHA also. Affects Table U10E-1, and pars. U10402-B6, U10412-C, U10416-A, U10416-D2, U10416-F, and Table U10E-12.

MAP 93-14(E)/CAP 93-14(E) -- CTO Fees for Leave Travel. Clarifies that when paying transportation costs only for leave travel, CTO fees are included. Air transportation costs include taxes or fees (includes CTO fees) the GOV'T would have paid if the GOV'T procured transportation was used. Affects pars. U2420-C, U3045-C, U7000-J4, U7005-E4, U7015-A4, and U7025-C3.

MAP 98-14(I) -- Clarify HHG and/or NTS is Authorized on PCS Move. Clarifies that HHG transportation and/or NTS is authorized when the member is ordered to perform a PCS move. Affects par. U5305.

MAP 99-14(I)/CAP 99-14(I) -- Update APP P -- Revised DTR, Part 1, Ch 103. Updates language in APP P to comply with DTR, Part 1, Chapter 103 which was revised 9 Jan 2014. Affects APP P1.

MAP 100-14(I)/CAP 100-14(I) -- R&R – Update CENTCOM Areas. Recertifies certain USCENTCOM areas for one year beginning 1 June 2014 and only for members or employees whose deployment to that country commenced before 1 June 2014. Affects APP U.

MAP 102-14(I) -- Safe Haven Allowances Start Date. Clarifies the start date for safe haven allowances is the day after the date of arrival. When this was changed in in the 1 November 2013 (MAP 99-13) change one arrival day start language was missed. Affects par. U6054-D2.

MAP 109-14(I) -- Reinsert Wording Erroneously Omitted. Reinserts wording erroneously removed from JFTR, par. U7600-F2b(2).

Par. Reference Updates. Par reference updates for Ch 5 made to all affected Chs in this month's change. No UTDs issued.

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 331

1 JULY 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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Part B	324	324	324	324	324	324	324	324	320	320	320	320	305	305
Part C	331	329	329	324	324	324	324	324	319	319	319	319	319	317
Part D	325	325	325	325	325	325	325	316	316	316	316	316	316	316
Part E	325	325	325	325	325	325	325	320	320	320	320	320	302	302
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Part Z	302	302	302	302	302	302	302	302	302	302	302	302	302	302
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TOC	328	328	328	328	310	310	310	310	310	310	310	310	310	310
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Part B	324	324	324	324	324	324	324	324	320	320	320	320	312	312
Part C	324	324	324	324	324	324	324	324	320	320	320	320	319	311
Part D	328	328	328	328	320	320	320	320	320	320	320	320	315	315
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Part F	331	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	331	324	324	324	324	324	324	324	304	304	304	304	304	304
Part I	331	326	326	326	326	326	324	324	320	320	320	320	314	314
Part J	324	324	324	324	324	324	324	324	304	304	304	304	304	304
Part K	328	328	328	328	304	304	304	304	304	304	304	304	304	304
Part L	320	320	320	320	320	320	320	320	320	320	320	320	304	304
Chapter 3														
TOC	328	328	328	328	320	320	320	320	320	320	320	320	316	316
Part A1	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part A2	331	327	327	327	327	320	320	320	320	320	320	320	319	312
Part B	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part C	331	327	327	327	327	320	320	320	320	320	320	320	317	317
Part D	327	327	327	327	327	320	320	320	320	320	320	320	319	316
Part E	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part F	322	322	322	322	322	322	322	322	322	322	320	320	316	316
Part G	331	328	328	328	327	322	322	322	322	322	305	305	305	305
Part H	328	328	328	328	322	322	322	322	322	322	305	305	305	305
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TOC	328	328	328	328	325	325	325	318	318	318	318	318	318	318
Part A	324	324	324	324	324	324	324	324	318	318	318	318	318	318
Part B1	329	329	329	324	324	324	324	324	323	322	320	320	318	318
Part B2	329	329	329	324	324	324	324	324	318	318	318	318	318	318
Part B3	329	329	329	326	326	326	325	324	320	320	320	320	318	318
Part B4	328	328	328	328	326	326	318	318	318	318	318	318	318	318
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Part F	326	326	326	326	326	326	318	318	318	318	318	318	318	318
Part G	326	326	326	326	326	326	324	324	320	320	320	320	318	318
Part H	331	318	318	318	318	318	318	318	318	318	318	318	318	318
Part I	331	318	318	318	318	318	318	318	318	318	318	318	318	318
Part J	324	324	324	324	324	324	324	324	318	318	318	318	318	318
Part Z	325	325	325	325	325	325	325	318	318	318	318	318	318	318
Chapter 5														
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Part B2	330	330												
Part B3	330	330												
Part C1	330	330												
Part C2	330	330												
Part C3	330	330												
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Part F2	330	330												
Part F3	330	330												
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Part A1	328	328	328	328	324	324	324	324	323	318	318	318	318	318
Part A2	331	328	328	328	264	264	264	264	264	264	264	264	264	264
Part A3	328	328	328	328	323	323	323	323	323	301	301	301	301	301
Part A4	331	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A5	331	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	331	301	301	301	301	301	301	301	301	301	301	301	301	301
Part B1	324	324	324	324	324	324	324	324	323	307	307	307	307	307
Part B2	307	307	307	307	307	307	307	307	307	307	307	307	307	307
Part B3	331	323	323	323	323	323	323	323	323	320	320	320	319	309
Part B4	331	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B5	331	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B6	331	301	301	301	301	301	301	301	301	301	301	301	301	301
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TOC	331	324	324	324	324	324	324	324	323	322				
Part A1	331	324	324	324	324	324	324	324	322	322				
Part A2	331	324	324	324	324	324	324	324	322	322				
Part A3	331	329	329	326	326	326	323	323	323	322				
Part A4	331	322	322	322	322	322	322	322	322	322				
Part A5	331	322	322	322	322	322	322	322	322	322				
Part A6	322	322	322	322	322	322	322	322	322	322				
Part A7	322	322	322	322	322	322	322	322	322	322				
Part A8	322	322	322	322	322	322	322	322	322	322				
Part A9	322	322	322	322	322	322	322	322	322	322				
Part B	322	322	322	322	322	322	322	322	322	322				
Part C	322	322	322	322	322	322	322	322	322	322				
Part D	331	322	322	322	322	322	322	322	322	322				
Part E	331	323	323	323	323	323	323	323	323	322				
Part F1	331	323	323	323	323	323	323	323	323	322				
Part F2	327	327	327	327	327	322	322	322	322	322				
Part F3	331	323	323	323	323	323	323	323	323	322				
Part F4	331	322	322	322	322	322	322	322	322	322				
Part G	322	322	322	322	322	322	322	322	322	322				
Part H	322	322	322	322	322	322	322	322	322	322				
Part I	331	322	322	322	322	322	322	322	322	322				
Part J	322	322	322	322	322	322	322	322	322	322				
Part K	322	322	322	322	322	322	322	322	322	322				
Part L	331	324	324	324	324	324	324	324	322	322				
Part M	322	322	322	322	322	322	322	322	322	322				
Part N	331	322	322	322	322	322	322	322	322	322				
Part O	322	322	322	322	322	322	322	322	322	322				
Part P	331	322	322	322	322	322	322	322	322	322				
Part Q	328	328	328	328	322	322	322	322	322	322				
Part R	322	322	322	322	322	322	322	322	322	322				
Part S	322	322	322	322	322	322	322	322	322	322				
Part T	322	322	322	322	322	322	322	322	322	322				
Part U	331	322	322	322	322	322	322	322	322	322				
Part V	322	322	322	322	322	322	322	322	322	322				
Part W	331	322	322	322	322	322	322	322	322	322				
Part X	322	322	322	322	322	322	322	322	322	322				
Part Y	331	322	322	322	322	322	322	322	322	322				

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Part 1	323	323	323	323	323	323	323	323	323	323	286	286	286	286
Part 2A	316	316	316	316	316	316	316	316	316	316	316	316	316	316
Part 2B	316	316	316	316	316	316	316	316	316	316	316	316	316	316
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	316	316
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	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	316	316
Part 5B	316	316	316	316	316	316	316	316	316	316	316	316	316	316
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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	315
Part 3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
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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
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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
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TOC	328	328	328	328	290	290	290	290	290	290	290	290	290	290
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TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	331	320	320	320	320	320	320	320	320	320	320	320	319	316
Part 2	323	323	323	323	323	323	323	323	323	320	320	320	316	316
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TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	328	328	328	328	325	325	325	323	323	322	321	319	319	318
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	328	328	328	328	309	309	309	309	309	309	309	309	309	309
Part 4	322	322	322	322	322	322	322	322	322	322	263	263	263	263
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TOC	316	316	316	316	316	316	316	316	316	316	316	316	316	316
Part 1	325	325	325	325	325	325	325	323	323	287	287	287	287	287
Part 2	326	326	326	326	326	326	326	323	323	316	316	316	316	316
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PART A: ADMINISTRATION AND GENERAL PROCEDURES

U1000 APPLICATION

A. Personnel Covered. The JFTR applies to:

1. An Active or RC member, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DoS);
2. Dependent(s) of an individual covered by JFTR (unless eligible for separate allowances); and
3. A member on loan, assignment, or detail to another Department/Agency. Except as in par. U1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another department/agency is authorized JFTR allowances, not the allowances of the department/agency to which loaned/assigned/detailed.

B. Personnel Not Covered. The JFTR does *not* apply to:

1. A GOV'T civilian employee including a DoD employee appointed under [22 USC §2385\(d\)](#);
2. Dependent(s) of an individual /employee covered by the JTR;
3. A NAF official and/or employee;
4. A contractor's representative and/or contractor's employee;
5. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
6. A person who performs travel under a DoD ITA;
7. A National Guard technician employed pursuant to [32 USC §709](#);
8. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year;
9. A new appointee to the SES; or
10. Certain Presidential appointees.

C. Statutory Regulations. JFTR:

1. Is the basic statutory Regulation governing a Uniformed member's:
 - a. Travel and transportation at GOV'T expense,
 - b. Certain OCONUS station allowances (OCONUS COLA, TLA),
 - c. Housing allowances (BAH, FSH, and OHA), and
 - d. CONUS COLA.
2. Has the force and effect of law and is issued primarily under the authority of [37 USC §§411](#) and [1001](#).

D. Travel Not Paid for by the GOV'T

1. The JFTR:

- a. Addresses allowances paid/reimbursed by the GOV'T; and
- b. Does *not* address travel involving no reimbursement by/expense to the GOV'T (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

2. A travel authorization permitting travel at the traveler's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

E. Separation by Personal Choice

1. Public Health Service (PHS) Member. The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, deny a PHS member any/all travel and transportation allowances if the member resigns/separates, by personal choice:

- a. Before completing 2 years of continuous active duty, or
- b. Before completing a period of active duty agreed to in writing, or
- c. Without adhering to Service policy regarding separation from the Service or release from active duty.

2. National Oceanic And Atmospheric Administration (NOAA) Corps Member. The Secretary of Commerce may, at the Secretary's discretion, deny a NOAA Corps member any/all travel and transportation allowances if the member resigns/separates, by personal choice, before completing 3 years of service from the appointment date in the NOAA Corps.

U1005 PROHIBITION NOT STATED

The JFTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in JFTR. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (e.g., the philosophy of "It doesn't say I can't therefore I can." does not apply to JFTR).*

U1015 IMPLEMENTATION

A. Regulatory Authority. Under [DoDD 5154.29](#) the provisions and subsequent changes to the JFTR are effective based on PDTATAC regulatory authority.

B. Allowance Implementation. *The JFTR requires no further allowances implementation.*

C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JFTR provisions.

2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing should be implemented by Service/Agency issuances. The following list may not be all inclusive:

- a. Completion and submission of travel vouchers (Ch 2, Part K);
- b. Appropriate authority/approval level for business class air travel (par. U3500);

- c. Order endorsements related to foreign flag carrier use (par. U3525-F);
- d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. U2030);
- e. Procedures and conditions under which advance payments are authorized including those in:
 - (1) PDT (Ch 5);
 - (2) Evacuation Allowances (Ch 6);
 - (3) Recruiting expenses (par. U7445);
 - (4) TLA (par. U9157);
 - (5) OHA (par. U10028) ***NOTE: Advance MIHA is not authorized.***
- *f. Appropriate separation or retirement activities (pars. U5088-A3 and U5090-A3);
- *g. Claims for personally procured HHG transportation (par. U5286-D);
- *h. Traveler financial responsibility (pars. U2000, U3105-B, U5282-G, U5288-A, U5414-a4, U5434, U5462, U5488, and U5518);
- i. Personal emergency determination (par. U7015-A);
- j. Establishing dependency (APP A definition of DEPENDENT),
- k. CTO use policy (par. U2400);
- l. Procedures for extending evacuation safe haven allowances (par. U6054-D2);
- m. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 7, Part D);
- n. Currency loss/gain procedures for OHA (par. U10028-D);
- o. Command sponsorship criteria (APP A definition of COMMAND SPONSORED DEPENDENT);
- *p. Family member travel and transportation incident to the repatriation of a member held captive par. U7275);
- *q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. U5190-E and U7115-D); and
- *r. Dependent escort travel and transportation allowances (par. U5208-F).

U1020 SERVICE/AGENCY IMPLEMENTATION ISSUANCE REVIEW PROCESS

A. **Requirement.** [DoDD 5154.29](#) requires that PDTATAC staff review all DoD written material that implements JFTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.

B. **Application.** The review process applies to all DoD Uniformed Services and DoD components. Non DoD Uniformed Services may submit their written material for review as desired.

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

1. Email: pdttac@dtmo.pentagon.mil; or

2. Mail:

Per Diem, Travel and Transportation Allowance Committee
Attn: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

3. Fax: (571) 372-1301

U1025 EXPENDITURE AUTHORITY

Nothing in JFTR provides authority for expenditures for purposes not provided for in appropriations and/or in law.

U1030 DUPLICATE PAYMENT

1. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.
2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the GOV'T.*
3. A non-deductible meal (par. U4210) provided to a traveler in a per diem status is not a duplicate payment.
4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in JFTR.
5. The Improper Payments Information Act of 2002, [P. L. 107-300](#) may apply.

U1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fails to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Disciplinary action must *not* be through refusal to reimburse unless no authority exists or is so stated in this regulation (e.g., par. U2400-E).

U1040 REGULATION CHANGE EFFECTIVE DATE

A change to JFTR is effective, unless otherwise noted, on the published change date in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

U1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

The application of basic laws, appropriation acts, JFTR, and departmental instructions to specific travel circumstances is subject to interpretation by the OSD GC and DOHA (for uniformed members), and CBCA (for a DoD civilian employee). OSD GC, DOHA, CBCA, GSBICA, and GAO decisions provide guidance for similar cases/situations involving the same circumstances and where applicable are referenced. *Other interpretations are strictly advisory in nature.*

U1050 TERMINOLOGY

The terminology used in the JFTR may be unique to the JFTR. See APP A, Part 1 for definitions of terms, and Part 2 for acronyms. Use the relevant Chapters and Parts, with APP A to determine the exact definition of a specific term. Definitions in the JFTR are not necessarily applicable to other GOV'T regulations.

PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

U1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

1. May provide for reimbursement of a school board member for expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses.
2. Must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual.

B. Eligibility. See [DoDI 1342.25](#), dated 30 October 1996 "School Boards for DoD Domestic Dependent Elementary and Secondary Schools (DDESS);" concerning eligibility for reimbursement for official travel at.

C. Funding and Orders. DDESS funds and issues necessary orders.

U1205 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. [Title 5 USC, Ch 45, Subchapter 1](#) provides authority for a Gain-Sharing Program for a civilian employee, but there is no authority for such a program for a uniformed member. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR/JTR for a uniformed member or a DoD civilian employee.

U1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

A. Policy. GOV'T policy is to save lives and protect property by promoting the use of fire-safe hotels and other establishments that provide lodging.

B. GOV'T Responsibility. Each Service/DoD Component must ensure that not less than 90% of all official travelers who use commercial lodgings in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved public accommodations.

C. GOV'T Requirements. Lodgings that meet GOV'T requirements are listed on the [U.S. Fire Administration's Internet site](#).

D. Service/Agency Compliance. Services/agencies are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (TMS) (see APP A definition) whenever possible ([5 USC §5707a](#)).

U1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

A. General. Registered and/or trusted traveler programs (i.e., Fly Clear) are voluntary individual private sector programs designed to expedite the security screening process at participating airports. Collection of the personal information requires memberships to be obtained by individual travelers as opposed to an agency.

B. Participation. Participation in this program is not required by the GOV'T. *Use of GOV'T funds to obtain membership in such a program is statutorily prohibited* by [5 USC §5946](#) per [GSA Bulletin FTR 08-05 of 25 June 2008](#).

C. Enrollment Fee. Enrollment fees in this program are *not* reimbursable. See APP G.

U1220 RECRUITER-RELATED PARKING EXPENSES

- A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of \$25, but NTE \$200.
- B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:
1. As a recruiter for any of the armed forces;
 2. At an armed forces military entrance processing facility; or
 3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.
- C. Example. Monthly parking expenses of \$135 warrant reimbursement of \$110 ($\$135 - \$25 = \110) while monthly parking expenses of \$320 would warrant reimbursement of \$200 ($\$320 - \$25 = \295 but NTE \$200).
- D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.
- E. Recruiter Itinerary Stop Parking. See JFTR, par. U7440 for reimbursement for recruiter itinerary stop parking.

U1225 FOREIGN MILITARY TRAVEL

- A. Authority. The JFTR is not the authority for payments for foreign military and an ITA is not used to support payments.
- B. Defense Personnel of Developing Countries (10 USC §1051). See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Ch 10.
- C. Liaison Officers (10 USC §1051a). See [DoDFMR, Volume 12, Ch 18](#).
- D. Foreign Students at Service Academies. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM), Chapter 10.
- E. Foreign Military Sales Related Travel of Foreign Personnel. See [DoD 5105.38-M](#), Security Assistance Management Manual (SAMM).

U1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

See [DoDD 5210.56](#), Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties. Non-DoD members should consult Service information.

U1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, CH 4

- A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. [DoDD 5154.29](#) *requires that PDTATAC staff review all written material that implements the JFTR provisions.*
- B. Provisions. The DIAM 100-1 provides allowances for a DoD Uniformed member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS DAS/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.
- C. Duplicate Reimbursement. *A member may not receive an allowance under the DIA regulations and an allowance prescribed in the JFTR for the same purpose. The member is financially responsible for all returning any duplicate travel and transportation allowances received.*

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. Therefore, trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be authorized under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,

2. Travel and other expenses for dependent education,

3. Home visitation between consecutive tours,

4. Dependent travel ICW TDY,

5. Dependent visitation,

6. Dependent care expenses ICW training of responsible dependents,

7. Dependent representational travel,

8. Removal of dependents and HHG, and

9. POV Transportation.

E. DIAM 100-1 Request. Address requests for copies of DIAM 100-1 to DoD, DIA, ATTN: DA, Washington, DC 20340-5339.

U1237 ASSIGNED TO NSA

A. Authority. An Armed Forces member assigned to NSA may be authorized DOS allowances IAW the National Security Act of 1959 (50 USC 3601-3617) if implemented in NSA regulations.

B. Duplicate Reimbursement. *A member may not receive an allowance under the NSA regulations and an allowance prescribed in the JFTR for the same purpose. The member is financially responsible for returning any duplicate travel and transportation allowances received.*

U1240 CHAPLAIN-LED PROGRAMS

A. Authority. [10 USC §1789](#) authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in [10 USC §10141](#), and the member's immediate family, in building and maintaining a strong family structure.

B. Official Order/ITA. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an official capacity as outlined in APP E, Part 1 are sent using an official TDY order or an ITA, as appropriate. For all others, the JFTR is not the authority for payments ICW attendance at these programs and the payments are not travel and transportation allowances.

C. Unofficial Attendance. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs. The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1245 PAY AND ALLOWANCES CONTINUATION PROGRAM

If a member is authorized to participate in the Pay and Allowances Continuation Program IAW OUSD (P&R) Memorandum, 15 May 2008, and [DoDFMR, Volume 7A, Ch 13](#), the member is authorized IE as part of the PAC even though not in a travel status.

U1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

Effective 1 January 2009 through 31 December 2015

*Sec. 533 of FY09 NDAA ([P.L. 110-417](#)) as amended by Sec. 531 of FY12 NDAA (P. L. 112-81) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs between calendar years 2009 and 2015. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. U5088, U5194, U5410 and U5442-C. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty. A member must return to active duty within 3 years of release but NLT 31 December 2018.

U1255 SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT

Effective 15 April 2013 through 14 April 2016

A. Authority

1. 10 USC §1092 authorizes SECDEF to conduct studies and demonstration projects on the Uniformed Services health care delivery system.
2. The Federal Register, Vol. 78, No. 31, 14 February 2013 published authority for David Grant USAF Medical Center Specialty Care Travel Reimbursement Demonstration Project to test whether providing travel reimbursement will increase utilization of the direct care system by selected patients.

B. Eligibility

1. Based on the Federal Register information, the Military Treatment Facility (MTF) commander may offer qualified patients who reside more than one hour drive time away (according to ASD/HA protocols) from the David Grant USAF Medical Center (DGMC) at Travis AFB, CA, travel costs from their residence to the MTF if the patient agrees to care at DGMC.
2. This demonstration project applies to all DoD beneficiaries that are eligible for care in a MTF.
3. For an active duty member patient, see par. U7150.

C. Non Medical Attendant (NMA). When medically indicated, NMA may be authorized.

D. Reimbursement

1. Transportation

- a. Patient. The patient is authorized roundtrip TDY mileage (par. U2600) for the official distance between the residence and the MTF (par. U2650).
- b. Non Medical Attendant (NMA). If the patient is hospitalized overnight, the NMA may be authorized roundtrip TDY mileage to return to the residence.

2. Lodging

- a. Lodging Cost. The patient and the NMA may be reimbursed actual lodging costs (including tips and service charges) up to the lodging portion of the locality per diem rate for one night prior to the procedure if the procedure is scheduled before 0800.
- b. Lodging Tax. Lodging tax is not included in the locality per diem lodging ceiling and is separately reimbursed in the CONUS and non-foreign areas.

3. Meals. *Reimbursement for meals is not authorized.*

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PART E: TRAVEL ADVANCE

U2300 AUTHORITY

A. Authorization. A travel advance, as allowed by the authorizing statute:

1. May be paid when authorized on a travel order, and
2. Is not the same as authorizing GTCC IBA use for an ATM advance.

B. Regulations. A travel advance is paid IAW:

1. The [DoDFMR, Volume 9](#) (DoD Services), and
2. Service issuances (Non-DoD Services).

U2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

A. Traveler Responsibility. A traveler on official business:

1. Is responsible for travel expenses, but
2. Should not have to pay official travel expenses entirely from personal funds, unless the traveler decides not to use available GOV'T resources (e.g., the GTCC or traveler's checks).

B. Service/Agency Responsibility. The Service/Agency:

- a. May issue travel advances for certain authorized expenses, and
- b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Service/DoD Component and the traveler (e.g., using the GTCC).

U2310 AUTHORIZED TRAVEL ADVANCES

A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses, specified travel and transportation allowances, station allowances, and housing allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. Discounted Conference/Training Registration Fee (APP R2-H);
2. TDY travel (Ch 4);
3. Advance Lodging deposit (par. U4130-M);
4. Reimbursable expenses (APP G);
- *5. Member PCS (par. U5008-E);
6. Dependent outpatient travel (par. U7215-J);
- *7. Dependent PDT (par. U5122);
- *8. HHG transportation (par. U5264);

9. Designated representatives to Yellow Ribbon (par. U7555-F);
- *10. Mobile home transportation (par. U5502);
11. DLA (Ch 5G, pars. U6012 and U6059);
12. Recruiting expenses (par. U7445);
13. SROTC member (par. U7620);
14. Attendants on behalf of member patients (pars. U7220-G and U7150-A);
15. Escorts and attendants of dependents (par. U7135); and
16. Station (COLA and TLA) and housing (OHA & FSH) allowances (pars. U9157 and U10028). **NOTE:**
Advance MIHA is not authorized.

PART F: ARRANGING OFFICIAL TRAVEL

U2400 CTO USE

A. Policy

1. It is mandatory policy that all Uniformed Services travelers use an available contracted CTO (DTMO-contracted for DoD Services), or a GSA contracted TMC (when a contracted CTO is not available) for all official transportation requirements, except when authorized IAW par.U3045.
2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available contracted CTO to provide the official travel. DoD travelers contact DTMO.

B. Command Responsibility. A command must not permit a CTO to issue:

1. A YCA airfare purchased at GOV'T expense to a traveler when a -CA airfare is available and the AO determines that a -CA airfare meets mission needs. This *does not* establish the -CA as the basis for policy-constructed airfare. *The basis for policy-constructed airfare is the YCA.*; and
2. Other than the least expensive unrestricted economy/coach class tickets purchased at GOV'T expense without prior proper authority (see pars. U3500, U3600 and U3650 for exceptions).

C. Service Regulations. See Service regulations for CTO use information.

D. Failure to Follow Regulations

1. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. U1035.
2. A command/unit is expected to take appropriate action for reimbursement to the GOV'T when a traveler and/or AO acquires/allows a YCA airfare to be acquired when there is a _CA airfare available that meets mission needs ([CBCA 1511-TRAV, 7 May 2009](#)).
3. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means.
4. Disciplinary action must *not* be through refusal to reimburse.
5. See par. U2400-E for the exceptions when reimbursement is *not* allowed.

E. Reimbursement Not Allowed. *Reimbursement is not allowed* when the traveler does not follow the regulations for:

1. Non-U.S.-certificated carriers use. See par. U3500-H.
- *2. Directed transoceanic transportation. See pars. U3045-B, and U5034-B.

U2405 TRAVEL ARRANGEMENT REQUIREMENTS

A. Making Travel Arrangements. When making travel arrangements, travelers should use the following in priority order:

1. A CTO (see APP A definition and par. U2400-A), or
2. In-house travel offices.

B. Authority. All travel arrangements must be made IAW:

1. [DoDD 4500.09E, Transportation and Traffic Management](#), 11 September 2007, and
2. Service regulations.

U2410 NON-U.S.-CERTIFICATED AIRCRAFT OR SHIP TRANSPORTATION

Transportation on a non-U.S.-certificated aircraft or ship must *not* be authorized/approved unless the conditions in, par. U3525 are met.

U2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED

A. Transportation Reimbursement. When a CTO is available, but not used by the traveler, transportation cost reimbursement is limited to the amount the GOV'T would have paid if the arrangements had been made directly through a CTO.

B. Transaction Fee Reimbursement. When an available CTO is not used and no transaction fee is included in the GOV'T/GOV'T-procured transportation, the transaction fee for personally procured transportation from other than a CTO may be reimbursed as long as the total reimbursable amount for the transaction fee and transportation cost does not exceed the GOV'T/GOV'T procured transportation cost.

U2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE

A. General. When the AO certifies that a CTO was/is not available to arrange the required official transportation, reimbursement is for the actual authorized/approved transportation cost NTE the policy-constructed airfare (see APP A1 definition) that meets mission requirements.

B. Non-Availability Limitations. CTO service not being available should be an extremely rare occurrence. Each event of non-availability should lead to correction(s) that make CTO service available should the same situation arise again.

*C. Transaction Fee Reimbursement. When a CTO is not available, the transaction fee incurred for arranging transportation is part of the transportation cost. See par. U3045-C.

PART H: GOV'T QTRS USE/AVAILABILITY

U2550 NON-DOD MEMBERS GOV'T QTRS USE/AVAILABILITY

For Coast Guard, NOAA, and PHS Personnel, GOV'T QTRS are available only if use is directed in the order.

U2555 GOV'T QTRS USE

A. Directed Use. A member may be required to use GOV'T QTRS only if:

1. Sent TDY to a U.S. INSTALLATION (see APP A1); *and*
2. The GOV'T QTRS on that U.S. INSTALLATION are adequate and available, *and*
3. The TDY order directs their use.

B. Member Assigned to a CONTINGENCY OPERATION for More Than 180 Days at One Location

1. The Secretary Concerned may direct the use of GOV'T contract QTRS, at/near the U.S. INSTALLATION/RESERVATION specifically contracted for a member assigned to a CONTINGENCY OPERATION for more than 180 days at one location.
2. Arrangements for GOV'T contract QTRS should consider arrangements for transportation between the lodging and work site.
3. Directed use of GOV'T contract QTRS off the U.S. INSTALLATION does not permit directed GMR.

U2560 GOV'T QTRS AVAILABLE

A. Checking GOV'T QTRS Availability

1. A member ordered to use GOV'T QTRS on a U.S. INSTALLATION (as opposed to a town/city) *is required* to check GOV'T QTRS availability (through the CTO) at (*not near*) the assigned U.S. INSTALLATION.
2. The member *is not required* to seek/check for GOV'T QTRS when TDY to a U.S. INSTALLATION/RESERVATION after non-availability documentation has been initially provided.
3. Example: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and certifies non-availability, or is issued non-availability documentation. The member cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there. See par. U2570.

B. AO Directs GOV'T QTRS. The AO:

1. May direct adequate (based on DoD and Service standards) available GOV'T QTRS use for a uniformed member on (*not near*) a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. See DOHA [Claims Case No. 2009-CL-080602.2](#), 7 July 2010).
2. *May not* direct the use of 'nearby' GOV'T QTRS not on that U.S. INSTALLATION.

C. Availability/Non-availability Documentation

1. Availability/non-availability must be documented (see par. U2570).
2. Non-availability documentation is required only for GOV'T QTRS on (not near) the U.S. INSTALLATION at which a member is TDY.

D. Member Uses Other Lodgings as a Personal Choice. A member:

1. Should use adequate and available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY.
2. Who uses other lodgings *as a personal choice*, when adequate GOV'T QTRS:
 - a. Use is directed on that U.S. INSTALLATION, and
 - b. Are available on that U.S. INSTALLATION,

is limited to the GOV'T QTRS lodging reimbursement cost on the U.S. INSTALLATION to which assigned TDY ([44 Comp. Gen. 626 \(1965\)](#)).

E. Per Diem Limitation Not Allowed. Per diem cannot be limited based on 'nearby' GOV'T QTRS that are not on the U.S. INSTALLATION, to which the member is assigned TDY, but on another 'nearby' U.S. INSTALLATION, uniformed facility, or elsewhere.

U2565 GOV'T QTRS NOT AVAILABLE

The Services have predetermined that GOV'T QTRS are *not available*:

1. When a TDY/delay point is at other than a U.S. INSTALLATION (See APP A);
2. When an AO determines that GOV'T QTRS use would adversely affect mission performance except for:
 - a. A member attending a service school at a Uniformed Service facility, and
 - b. An O-7 through O-10 officer who personally determines QTRS availability;
3. During en route travel periods;
4. For any TDY/delay of only 1 night at one location (stopover or multiple locations);
5. When travel is ICW a PCS:
 - *a. When per diem is payable under 'MALT-Plus' (see JFTR, par. U5220-A);
 - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or
 - c. To a ship/afloat staff with an OCONUS home port, and;
 - (1) A member is accompanied by dependents authorized concurrent travel;
 - (2) Is put on TDY at the home port while awaiting ship/staff arrival or onward transportation;

and GOV'T QTRS are not available for the entire family; or

6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See JFTR, par. U7115.

U2570 TRAVEL ORDER/VOUCHER

A. Documentation. Availability/non-availability must be documented by the member by:

1. Confirmation number provided by the Service's lodging registration process; or
2. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
3. Member certification that GOV'T QTRS were not available on arrival.

B. Authorization/Approval. When a member provides acceptable documentation of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

C. Paper Non-Availability Statement Not Required (Effective 1 October 1995). Per USD(P&R) memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

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PART I: MILEAGE AND MALT RATES

U2600 TDY & LOCAL TRAVEL

A. TDY Mileage Rate Chart TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>
Airplane	\$1.31	1 Jan 2014
Automobile (If no GOV is available)	\$0.56	1 Jan 2014
Motorcycle	\$0.53	1 Jan 2014
<u>Other Mileage Rate.</u> Applies when: 1. A POC is used instead of a GOV'T furnished vehicle (if a GOV is available) when GOV'T furnished vehicle use is to the GOV'T's advantage; 2. IDT outside normal commute IAW par. U7160; and. 3. Disciplinary action travel under par. U7450	\$0.235	1 Jan 2014

B. Non Motorized Transportation Mode

1. Mileage allowance is not authorized for non motorized transportation mode (bicycle, etc.) used for official travel. See GAO decisions [B-184641, 11 September 1975](#); [B-196484, 19 February 1980](#) and [B-201654, 12 January 1981](#).
2. Reimbursement of actual transportation expenses incurred in the use of the non-motorized transportation mode is limited to the most advantageous transportation mode per the AO determination.

C. Helicopter and Privately Owned Boat. Privately owned aircraft use (other than an airplane, e.g., helicopter) and privately owned boat use are not reimbursed on a TDY mileage basis. See pars. U4750 and U4755.

D. POC Use Instead of GOV. See par. U4795 for POC use instead of a GOV.

U2605 PCS, HHT (DoD CIVILIAN EMPLOYEE), FIRST DUTY STATION, AND SEPARATION TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW applicable JFTR provisions.

B. MALT Rate

1. *Effective 1 January 2014*, the MALT rate per authorized POC is \$.235/mile. The MALT rate in effect from 1 January – 31 December 2013 was \$.24/mile.

2. The \$.235/mile rate is effective for all PCS travel that commences on or after 1 January 2014 (i.e., the date travel is started).
3. PCS travel that commenced prior to 1 January 2014 must be paid at the old rate (\$.24/mile) even if the travel was not completed until after 1 January 2014.
- *4. Par. U5212 clarifies general information and reimbursement ICW MALT.
5. Regardless of the POC type used (except in par. U2615), this is the PCS travel MALT rate. See par. U2650 for official distance determination.
- *6. See par. U5220-A if there is more than one authorized traveler in a POC.

U2610 CONVERTING KILOMETERS OR NAUTICAL MILES TO MILES

- A. Kilometer Conversion. To convert kilometers to statute/regular miles, multiply the number of kilometers times .62. **Example:** To convert 84 kilometers to miles, multiply 84 times .62 (84 km x .62 = 52 miles).
- B. Nautical Mile Conversion. To convert nautical miles to statute/regular miles, multiply the nautical distance times 1.15077945. **Example:** To convert 53 nautical miles to miles, multiply 53 times 1.15077945 (53 nautical miles x 1.15077945 = 61 miles).

U2615 SELF PROPELLED MOBILE HOME

*Mileage reimbursement for a self propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. Also see par. U5510-B.

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. U5034-B), 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. U5034-B, 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 part of the transportation cost.
- *3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost.

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. U5034-B 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. U5034-B, 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.

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 extra fare trains (e.g. AMTRAK Acela Express), 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 (e.g. AMTRAK Acela Express), may be authorized/approved when to the GOV'T's advantage and/or required for security reasons.

*b. Extra fare train service (e.g. AMTRAK 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 Express 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.

CHAPTER 4: TDY

PART E: HOUSEHOLD GOODS

U4500 GENERAL

- A. General. This Part prescribes TDY HHG transportation allowances.
- B. Delivery Out of Storage. Delivery out of storage is authorized at GOV'T expense, regardless of the length of time in storage (as long as the order and/or transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.
- C. TDY HHG Authorized Locations. See tables in par. U4575.

U4505 AUTHORIZING/APPROVING TDY HHG TRANSPORTATION

A. General

1. Common carrier accompanied baggage limits may preclude a member from transporting necessary HHG items without cost.
2. An AO/commanding officer may authorize/approve HHG transportation required for the member's personal comfort and wellbeing while on TDY, in addition to any authorized UB.

B. Restrictions

1. If required due to unusual circumstances, Service regulations may restrict the type of HHG items shipped to a TDY location.
- *2. For example, the Service could determine that shipment of motorcycles, boats, snowmobiles, firearms (par. U5284-H) and/or appliances is not appropriate due to local customs/laws of the TDY country or military necessity of the TDY mission.
3. Any restriction must be stated on the TDY order.

U4510 BASIC ALLOWANCE

A. Shipments in Addition to Authorized TDY Weight Allowance. The following may be transported in addition to the member's TDY weight allowances:

- *1. PBP&E (par. U5356), and
- *2. Required medical equipment (par. U5258).

B. Weight Allowance

1. General

- a. TDY maximum weight allowances do not include accompanied baggage transported on a passenger transportation commercial ticket. They are the actual weight of unpacked and uncrated HHG.
- b. If practicable, the actual weight of unpacked and uncrated HHG is established before packing.

- *2. Net Shipment Weight. See pars. U5280-B, U5280-C, U5280-D, U5280-E, and U5280-F.

3. Higher Weight Allowance. On a case by case basis, the Secretary Concerned may authorize a higher weight allowance (NTE a total of 1,000 lbs. including the allowance listed below):

- a. For a member below pay grade O-7, and/or
- b. When failure to increase the TDY weight allowance would create a significant hardship for the member.

TDY WEIGHT ALLOWANCE (POUNDS)			
Service and Grade 1/			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
Officer Personnel			
General/General of the Army	Admiral	N/A	2,000 2/
Lieutenant General	Vice Admiral	Surgeon General	1,500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1,000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1,000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
Enlisted Personnel			
E-9	E-9	N/A	600 3/
E-8	E-8	N/A	500
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

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

2/ The Secretarial Process may authorize additional weight up to 2,000 lbs. (up to 4,000 lbs. total) for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps, who requires a TDY HHG weight allowance, is authorized 800 lbs. for a TDY order issued on/after receiving notice of selection to that position and for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed/lost during transportation, through no fault of the member, a replacement shipment (within the member's weight allowance) may be made at GOV'T expense ([68 Comp. Gen. 143 \(1988\)](#)).

U4515 LIMITATIONS

A. General. Under a TDY order, a temporary to permanent duty order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination/origin is the TDY station, subject to the following cost limitations:

1. From PDS to TDY station;
2. Between TDY stations; or
3. From the last TDY station to the old PDS, or to the new PDS.

B. New Orders. When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

U4520 TRANSPORTATION METHODS

*The transportation methods in par. U5286 apply.

U4525 FACTORS AFFECTING TDY HHG TRANSPORTATION

A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.

*B. Order Amended, Modified, Canceled or Revoked. The provisions in par. U5284-J apply.

C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected or otherwise separated from the member.

U4530 EXCESS CHARGES

A. Unauthorized Articles. HHG not authorized/approved for transportation or not within the member's TDY weight allowance must not be transported with authorized HHG. The member must arrange separate transportation for such articles.

*B. Unauthorized Shipment. When a shipment includes unauthorized articles that are later disclosed, the member is financially responsible for transporting them. If the transportation cost of these articles cannot be established, see par. U5282.

U4535 CALLED/ORDERED TO ACTIVE DUTY

*A. Called/Ordered to Active Duty. See par. U5378-B for transportation allowances when called/ordered to:

1. Initial active duty for training for less than 6 months, or
2. Active duty for less than 20 weeks.

*B. Relieved from Active Duty. See par. U5410 for transportation allowances when a member is relieved from active duty ICW this par.

U4540 PCS WITH TDY EN ROUTE

*See par. U5380-A.

U4545 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

Under an order from a PDS to TDY without direction to return to the PDS, or to TDY for further assignment, a member's HHG (within the PCS weight allowance) may be:

1. Placed in NTS for the entire TDY period under par. U4565-C; or
2. Packed and moved from GOV'T QTRS to private sector housing in the old PCS vicinity, if required to vacate GOV'T QTRS.

U4550 ITDY

A. General. If authorized/approved by the Secretarial Process, HHG transportation (within the PCS weight allowance) under an order from the PDS to TDY for an indeterminate period of time, may be made to any combination of:

1. The TDY station, or
2. Any CONUS point, or
3. Other location authorized for dependent travel by the Secretarial Process, or
4. NTS under par. U4565-C.

B. HHG Transportation to PDS. HHG stored or shipped under this par. may be transported to the member's PDS after TDY.

C. Dependent Transportation. See Ch 4, Part I.

U4555 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP

A. General. An order from a PDS to TDY pending PCS to:

1. OCONUS, or
2. A ship,

authorizes allowances to a member in pars. U4555-B and U4555-C.

B. Ordered to a Ship. Under an order from a PDS to TDY pending a PCS assignment to a ship (other than one in par. U4555-C) transportation of the PCS HHG weight allowance may be made to any combination of:

1. The ship's home port;
2. From GOV'T QTRS to private sector housing in the old PDS vicinity, if required to vacate GOV'T QTRS; and
3. NTS under par. U4565-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer

1. Under an order from a PDS to TDY pending a PCS to an:
 - a. OCONUS assignment, or

b. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

2. PCS HHG weight allowance transportation may be made to any combination of:

- a. Any CONUS location the member specifies;
- b. The OCONUS duty station; and
- c. NTS under par. U4565-C.

U4560 TDY ICW BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP

A. General. This par. applies to an order from a PDS to TDY ICW:

1. Building,
2. Fitting out,
3. Converting, or
4. Reactivating a ship

that directs duty on board when commissioned.

B. Ordered to a Ship Not Specified as Unusually Arduous. Transportation of the PCS HHG weight allowance may be made to a combination of:

1. The ship's home port, and
2. NTS under par. U4565-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, transportation of the PCS HHG weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and
2. NTS under par. U4565-C.

U4565 HHG STORAGE ICW TDY/DEPLOYMENT

A. Storage in Transit (SIT)

1. SIT is authorized as part of HHG transportation (par. U4500).
2. HHG, within the TDY weight allowance, may be placed in SIT when:

*a. On a PCS with TDY/deployment en route (par. U5380); or

b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves SIT as necessary for reasons beyond the member's control.

*3. See par. U5328-A2 when HHG are in SIT incident to a PCS and the member is TDY/deployed for 90 or

more days/an indefinite period.

B. Special Storage

1. General

a. Special storage:

(1) Is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. See par. U4565-A when PCS is involved.

(2) Includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.

b. The Secretarial Process may authorize/approve special storage under pars. U4565-B2 and U4565-B3.

*c. The member's PCS weight allowance applies (par. U5276-B).

*d. See par. U5290 for storage facility selection.

2. TDY/Deployment for 90 or More Days/an Indefinite Period

a. A TDY/deployment order for 90 or more days/an indefinite period may authorize special storage (not ICW a PCS shipment).

b. The Secretarial Process may authorize/approve special storage, except for a member who:

*(1) Is authorized HOS allowances in par. U5408-A, and

*(2) Has HHG in NTS under par. U5408-C when recalled to active duty (par. U5408-H).

3. TDY/Deployment of an RC Member Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

a. The Secretarial Process may authorize/approve special storage for an RC Member who is:

(1) Called/ordered to active duty under unusual/emergency circumstances or Service exigencies for other than training purposes, and

(2) Ordered to TDY or deployment.

b. The TDY/deployment can be for any length of time.

*c. The TDY HHG weight allowance limitations (par. U5378-B3) for an RC member called/ordered to active duty for less than 20 weeks *does not* apply.

*d. PCS weight allowances *do* apply (par. U5290).

C. Non Temporary Storage (NTS)

1. NTS while TDY is authorized only when a member is:

a. Ordered on a PCS:

- (1) With TDY en route, or
- (2) While on TDY, and

b. In the situations listed in the chart below.

2. Authorized NTS begins on the day the order is issued and continues (see par. U4565-D) as long as any of the situations in the chart below exist.

<u>SITUATION</u>	<u>COMPLETION</u>
1. TDY without return to PDS or pending further assignment (par. U4545)	1. Departure day from the TDY station incident to an order assigning a new PDS
2. ITDY (par. U4550)	2. Departure day from the last TDY station to proceed to the new PDS
3. TDY pending assignment OCONUS or to a ship (par. U4555)	3. Departure day from the last TDY station to proceed OCONUS or to the assigned ship
4. TDY ICW building, fitting out, converting or reactivating of a ship and duty aboard when commissioned (par. U4560)	4. The ship's arrival day at its assigned home port

*D. Storage after TDY/Deployment Completion. HHG storage is authorized for up to 90 days after TDY/ deployment completion. Extensions to this 90 day period may be authorized IAW par. U5326.

U4570 HHG TRANSPORTATION AFTER STORAGE

*HHG stored under pars. U4545, U4550, U4555, and U5326 may be transported to any subsequent PDS. When applicable, HHG may be shipped to any point in CONUS IAW par. U5392.

U4575 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE

The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY order. The referenced paragraphs provide benefit details and *should be reviewed for thorough understanding*.

ORDER TYPE AND JFTR REFERENCES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE (footnote explanations follow summary)
1. TDY order, a temporary to permanent duty order, or a combination thereof (par. U4515)	1, 2, 3, 4, 5, 6, 7, 8
2. An RC member called or ordered to active duty for less than 20 weeks at one duty station under the following conditions: (a) Initial active duty for training for less than 6 months; or (b) Active duty (including active duty for training) for less than 20 weeks; or *(c) Active duty for training for 20 or more weeks with less than 20 weeks at any one location (pars. U4535 and U5378-B3)	8, 10, 12, 16, 17
*3. A PCS with TDY/deployment en route (pars. U4540 and U5326)	1, 2, 4, 5, 6, 9
4. TDY without being directed to return to the PDS or TDY pending further assignment (pars. U4545, U4565, and U4570)	5, 6, 9, 17
5. ITDY (from a PDS to a TDY location for an indeterminate time) (pars. U4550 and U4570)	1, 4, 5, 9, 17, 20
6. From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS 1 year or more (pars. U4555-B and U4570)	4 (“ship home port”), 5, 9, 17
7. From a PDS to a TDY location pending: (1) OCONUS assignment, or (2) Pending assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. U4555-C and U4570)	4, 5, 9, 17, 20
8. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (not specified as unusually arduous) (par. U4560-B)	4 (“ship home port”), 5, 9
9. Ordered from a PDS to TDY ICW building, fitting out, converting or reactivating a ship (specified as unusually arduous) (par. U4560-C)	5, 9, 20
10. TDY/deployment of 90 or more days/an indefinite period when no PCS involved (par. U4565-B)	5 (“special storage”), 9
11. TDY/deployment of an RC member called/ordered to active duty under unusual/emergency circumstances/service exigencies for other than training (par. U4565-B3c)	5 (“special storage”), 9
12. Relief from active duty for an RC member called/ordered to: (a) Initial active duty for training for less than 6 months, or (b) Active duty for training for 20 or more weeks but less than 20 weeks at any one location, or *(c) Active duty (including active duty for training) for less than 20 weeks at one duty station (par. U5410-E)	6 (“NTE 30 days”), 8, 11, 13, 15, 19
*13. Recalled to active duty for TDY after separation from the service or relief from active duty (par. U5410-K)	5 (“continued storage only if member qualifies for special storage under par. U4565-B), *8. Authorized locations depending on the TDY order. Upon separation following recall, pars. U5410-A and U5410-B for authorized places.

FOOTNOTES	HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE
1	From PDS To TDY
2	From TDY To TDY
3	From Last TDY To Old PDS
4	From Last TDY To New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.” par. U4515)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or place from which called/ordered to Active Duty for Training
15	To PLEAD or to place from which called/ordered to Active Duty for Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	From PLACE HHG Last Transported at Gov’t Expense
20	Any CONUS Point Selected By Member

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CHAPTER 4: TDY

PART H: TDY STATION BECOMES PDS

U4800 TDY STATION BECOMES PDS

A. Change Effective Immediately. A member, who receives a PCS order while at a TDY station designating the TDY station as the new PDS *effective immediately*, is not authorized per diem beginning on the date the member receives the order.

B. On a Specified Future Date. A member, who while at a TDY station receives a PCS order or information indicating that the member will be transferred to the TDY station on a *specified future date*, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS.

*C. Return Travel to PDS. See par. U5064-A.

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CHAPTER 4: TDY

PART I: ITDY TRAVEL

U4900 GENERAL

A. Authority

1. This Part prescribes dependent travel and transportation allowances when the member is assigned to ITDY IAW 37 USC 476.
2. ITDY travel by the member via the dependent alternate place may be authorized by the Secretarial Process *only* to assist in moving dependents from one location to another when the dependents have been or are being moved at GOV'T expense.

B. Authorization/Approval. Only Service Headquarters can authorize/approve ITDY.

C. Allowances

*1. DLA. DLA is payable to a member when dependents relocate under an ITDY order. See pars. U5594 and U5586-T.

2. Dependent Transportation. Dependent transportation is authorized under this Part the same as for PCS.

3. MALT

*a. The MALT in par. U5212-A applies unless the dependent accompanies the member to the TDY location traveling in the same POC.

b. If the dependent travels as a passenger, no MALT is payable for the dependent since the member receives TDY mileage.

4. HHG Transportation. See par. U4550 for HHG transportation.

U4905 TRAVEL TO/FROM THE OLD PDS/ALTERNATE PLACE EN ROUTE TO THE ITDY LOCATION

A. Authorized Travel and Transportation Allowances. The member is authorized PCS travel and transportation allowances to accompany the dependent to the alternate place, from the old PDS, *when authorized by the Secretarial Process*.

B. Member Accompanies Dependent to Alternate Place. The member may accompany the dependent to the alternate place:

1. While en route to the ITDY assignment, or
2. As a separate PCS round trip between the old PDS and alternate place at GOV'T expense before departure on the ITDY assignment. [See B-199354, 1 July 1981](#).

C. Limitations/Restrictions

1. The Secretarial Process must determine that the member's presence is needed to assist the dependent(s) and *not for personal convenience*.

2. Travel and transportation allowances are not authorized for travel performed prior to the official written ITDY order.
3. GOV'T funded round trip transportation is not authorized between the ITDY station and the alternate place to assist dependents in relocating.

U4910 MEMBER RETURNS TO OLD PDS OR TRAVELS VIA OLD PDS EN ROUTE TO THE NEW PDS

A. Authorized Travel and Transportation. The member is authorized PCS travel and transportation allowances from the ITDY location via the:

1. Alternate place the dependents were moved at GOV'T expense, en route to the old/new PDS, or
2. Old PDS, to the alternate place the dependents were moved at GOV'T expense, and to the new PDS. Return to the old PDS (prior to travel to the new PDS via the alternate place) must be:
 - a. Stated in the member's order, or
 - b. Authorized/approved through the Secretarial Process.

B. Travel to Alternate Place Dependents were Moved at GOV'T Expense. The Secretarial Process must determine that it is necessary for the member to assist the dependent(s) in relocating to the PDS and not for personal convenience (e.g., a visit). Arranging a HHG/POV shipment is not an authorized reason.

C. Dependent Travel Reimbursement. Dependent travel reimbursement is limited to travel directly from the alternate location to the official destination (either old or new PDS).

D. Dependent(s) Remain at PDS. If the dependents were not relocated to an alternate place but remained at the PDS from which the member departed on ITDY, the member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS if a new PDS is named.

E. Constructed Cost. The member's PCS travel and transportation allowances between the ITDY location and alternate place/previous PDS at which the dependents are located is limited to the GOV'T's constructed cost and POC travel is not ordinarily authorized to the alternate location or previous PDS from the ITDY location. For example, GOV'T or common carrier transportation mode and necessary travel time between the authorized points (par. U3010) is cost effective and time efficient to perform the official travel in most situations.

F. Reimbursement Limitations. Travel and transportation reimbursement is not authorized when the member has reported to the new PDS on a subsequent PCS travel order prior to accompanying the dependent(s) from the alternate place or previous PDS where the dependents elected to remain at GOV'T expense. The member is financially responsible for the travel and transportation expenses if performed. See par. U2150.

U4915 MEMBER RETURNS TO THE OLD PDS

A. Authorized Travel and Transportation. After the dependent has been moved at GOV'T expense to the ITDY station/alternate location; the member is authorized to travel via the alternate location to assist with dependent travel and transportation from the ITDY station/alternate location, to the old PDS when:

1. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or
2. Returns to the old PDS from ITDY.

B. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:

1. The dependent is scheduled to, or actually does, arrive at that PDS; or
2. Command sponsorship is granted again;

whichever is later.

U4920 DEPENDENT TRAVEL

A. Dependent Travel and Transportation to the Alternate Place

1. Purpose. Travel and transportation authorized at GOV'T expense is to enable the dependent to establish permanent a residence during the member's ITDY assignment.

2. Authorization. Dependent travel and transportation allowances to an alternate place may be authorized at GOV'T expense IAW Agency/Service regulations when:

- a. ITDY applies;
- b. The member's TDY order does not provide for return to the PDS; and
- c. The TDY:
 - (1) Is contemplated to be for 20 or more weeks at any one location, except as in par. U2146-B; or
 - (2) Order does not specify/imply any limit to the period of absence from the PDS.

3. PDS and ITDY Stations Are Both in CONUS. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

4. PDS and ITDY Stations Are Both OCONUS

a. Dependents' travel and transportation at GOV'T expense is authorized to any location at a cost NTE the cost from the PDS to the ITDY station.

b. *If determined to be in the GOV'T's best interest, the Secretarial Process may authorize dependent travel to an alternate CONUS location without any cost limitation.*

5. PDS is in CONUS and the ITDY Station is OCONUS

a. Authorization/Approval. Only the Secretarial Process may authorize/ approve dependents' travel and transportation at GOV'T expense when the PDS is in CONUS and the ITDY station is OCONUS.

b. Transportation. When authorized/approved, transportation may be authorized from the PDS to:

- (1) The ITDY station;
- (2) A CONUS location; or
- (3) A non foreign OCONUS location *if the non foreign OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or was the spouse's legal resident at the time of marriage.*

c. Limitations. Travel must not be authorized/approved to a foreign OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependent is scheduled to, or actually does, arrive OCONUS.

6. PDS is OCONUS and the ITDY Station is in CONUS. The Secretarial Process may authorize/ approve dependent transportation at GOV'T expense to the ITDY station, or other alternate location, NTE the cost from the PDS to the ITDY station. See par. U4915.

B. PCS Order Received at the ITDY Station. When a dependent is moved, at GOV'T expense, to the ITDY station/ other alternate location and the member receives a PCS order at the ITDY station, dependent travel and transportation allowances at GOV'T expense for travel performed to the new PDS must not exceed the cost from the ITDY station/alternate location to the new PDS.

C. Member Returns to the Old PDS

1. Authorized Travel and Transportation. After the dependent has been moved at GOV'T expense to the ITDY station/alternate location; the member is authorized dependent travel and transportation from the ITDY station/ alternate location to the old PDS, when:

a. The member returns from ITDY on a subsequent order (or amendment/modification to the original ITDY order) to an activity at the old PDS, or

b. Returns to the old PDS from ITDY,

2. Transportation Limitation. Return transportation from CONUS to an OCONUS PDS must not be authorized/ approved unless at least 12 months remain in the member's tour of duty at that PDS on the date:

a. The dependent is scheduled to, or actually does, arrive at that PDS; or

b. Command sponsorship is granted again;

whichever is later.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 1: GENERAL

U5236 GENERAL

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

U5238 ELIGIBILITY

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

U5240 AUTHORIZED TRANSPORTATION

A. General. Subject to this par. , a member ordered on a PCS is authorized HHG transportation (par. U5240-J); dependent transportation (par. U5116); and mobile home transportation (par. Ch 5, Part G).

B. Transportation Cost

1. The GOV'T's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. U5276) in one lot between authorized places at the GOV'T 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS.
2. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).
3. HHG authorized locations are in par.:
 - a. U5266 for PCS, and
 - b. U4575, for TDY.

C. Former PDS. A "former PDS" in par. U5240 includes an individual's HOR.

D. Subsequent HHG Transportation. 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:

1. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and
2. 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.

E. Example

1. 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.
2. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 lbs.

3. 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. U5282.

F. SIT. HHG transportation includes SIT unless specifically prohibited (par. U5320).

G. Mobile Home Allowances. Mobile home allowances are IAW par. U5284-D and Ch. 5, Part F.

H. Unaccompanied Baggage (UB)

1. UB weight is part of the member's authorized HHG weight allowance, and NTE the following:

a. Active Duty Members with Command Sponsored Family Member(s). UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in APP W, whichever is less).

b. Unaccompanied Active Duty Members Normally Assigned to Furnished GOV'T QTRS. UB is authorized NTE 10% of the member's authorized weight allowance (or the administrative weight limit shown in APP W, whichever is less).

c. Unaccompanied Active Duty Members not Normally Assigned to Furnished Bachelor Enlisted QTRS or Bachelor Officer QTRS. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in APP W, whichever is less).

2. 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.

3. Transportation expenses of UB in excess of the authorized weight limit are the member's financial responsibility.

4. UB transportation by an expedited mode is limited IAW par. U5286-B.

I. Transportation Prohibition. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.

J. Delivery Out of Storage. 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.

U5242 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.

U5244 TRANSPORTATION EXPENSES

A. 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. U5324).

B. Member-paid Expenses. The member is financially responsible for all transportation costs as a result of:

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (APP A -- Household Goods);
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. U5286-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5284-C;
5. Special services requested by the member (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the GOV'T due to the member/member's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. The relocating member is financially responsible for reimbursing the GOV'T for all HHG-related costs incurred for excess weight if the shipment is overweight.

U5246 LOSS OR DAMAGE CLAIMS

HHG loss or damage claims are submitted IAW Service regulations.

U5248 MEMBER MARRIED TO DOD CIVILIAN EMPLOYEE

See JTR, par. C5154-J for HHG transportation for a DoD civilian employee married to a member when both are authorized HHG shipments to the same new PDS.

U5250 EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG

See the [USTRANSCOM website](#) for excess cost computation, using the 'Best Value' methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG,

U5252 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.

U5254 STORAGE

SIT is part of HHG transportation (par. U5320). NTS may be authorized/approved as an alternative to HHG transportation of any/all of a member's HHG.

U5256 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.

U5258 TRANSPORTATION OF REPLACEMENT HHG ITEMS

When a member's original HHG shipment is destroyed/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.

U5260 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):

1. May be shipped in the same manner as HHG and UB but will not be weight constrained nor chargeable to the 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.

U5262 HHG TRANSPORTATION NOT ALLOWED

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. U5378-B);
2. On leave;
3. Who is AWOL; a deserter/straggler; dropped/dismissed; transferred as a prisoner to a place of detention; or in confinement, except as in pars. U5394-A, U5394-B (par. U5150-B8), and U5404;
4. Serving in CONUS, who has 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. U5394-A, U5394-B (par. U5150-B8), and U5404);

5. Under an order to a course of instruction of less than 20 weeks (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. U5378-B);
7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5392-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. U5382-A; and/or
8. Transferred between PDSs in proximity to, or activities at, the same PDS, except as in par. U5346-B ([57 Comp. Gen. 266 \(1978\)](#)).

U5264 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. U5286-D4.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. U5286-D5a.
3. 60% of the monetary allowance under par. U5286-D5b.

U5266 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

A. General

1. A member may transport HHG between any locations.
2. The GOV'T's expense *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 legal heir's home, whichever results in a lesser cost to the GOV'T.
3. This also applies to a member on a PCS order from an administratively weight restricted area. See par. U5282-I1.

4. Examples

a. Example 1. A member has a PCS order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments exceeds the member's authorized PCS weight allowance, par. U5282.

b. Example 2. A member has a PCS order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the member's maximum PCS HHG weight allowance transported in one lot from the old to the new PDS.

c. Example 3. 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 cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of

the member’s maximum PCS HHG weight allowance (less the weight of any UB/HHG moved between PDSs) from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) exceeds the member’s authorized PCS *weight* allowance, par. U5282.

B. Summary of PCS HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowances for HHG transportation under a PCS order. The references provide details and *should be reviewed for thorough understanding.*

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
1. Entrance in the Service – Initial Reporting See par. U5376-A.	9, 14, 16, 10
2. Member reenters the service within 1 year of discharge/release from active duty under honorable conditions. See par. U5376-B.	From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
3. Called/ordered to active duty for 140 or more days at one duty station (other than for reasons listed under par. U5378-B). See par. U5378-A.	9, 10, 14, 16, 17
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS. See par. U5378-E.	5, 9, 12, 14 (“if recalled after selecting a HOS”), 19
5. Commissioned/appointed from an enlisted grade to become an officer. See par. U5378--F.	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 10, 23,
6. Commissioned from a service academy. See par. U5378-G.	9, 10 (“to first PDS” - reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route. See par. U5380-A.	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location. See par. U5382.	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location. See par. U5382.	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area where HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks. See par. U5384.	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS. See par. U5384.	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital. See pars. U5386-B and U5386-D.	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital. See pars. U5386-C and U5386-D.	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve). See par. U5386-E.	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await order, detail, assignment, or separation. See par. U5388-A.	5, 9, 18 (“upon receipt of order”), 23
16. Ordered to CONUS from an OCONUS PDS to await order, detail, assignment, or separation. See par. U5388-B.	5, 9, 18 (“to ordered place”), 23 (reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized. See par. U5388-C.	5, 6, 9, 13, 18 (reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
18. Ordered on PCS to a PDS in the storage vicinity. See pars. U5390.	From/to 5, 9
19. Ordered to an OCONUS PDS where HHG transportation is permitted. See par. U5392-A1.	5, 9, 18 and 20 (reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS where HHG transportation is authorized within 20 weeks of member's port-reporting month. See par. U5392-A2.	5 ("for duration of OCONUS assignment" and "HHG for OCONUS PDS may be placed in NTS until transported"), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS where HHG transportation is not authorized until 20 or more weeks after member's port-reporting month. See par. U5392-A3.	5 ("until transported to OCONUS PDS or for duration of OCONUS assignment"), 9, 20, 25, 28 ("if qualified"), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty). See par. U5392-B.	5, 9, 18 ("to the unit's home port; or the ship, afloat staff, afloat unit or home port for UB") ("When the home port is OCONUS, par. U5392-A1, U5392-A2, or U5392-A3; or par. U5392-D also applies")
23. Ordered from a CONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5392-C)	5, 9, 20 ("or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location where dependent transportation has been authorized"), 23 ("to OCONUS PDS in an amount authorized and later from OCONUS PDS to member's new PDS")
24. Ordered from an OCONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances. See par. U5392-D.	From/to 5, 9, 18, 20, 21 ("or place of storage"), 23 ("to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized"), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS. See par. U5392-E.	9, 18, 19 ("except for limitations noted under pars. U5392-C and U5392-D, member is authorized HHG transportation from the designated place, location, or NTS where HHG were transported under pars. U5392-A U5392-B, U5392-C, and U5392-D, or U5392-H"), 23
26. Ordered from sea duty to OCONUS shore duty PDS. See par. U5392-F.	(Pars. U5392-D and U5392-E for limitations to the following) 5 ("but not NTS to NTS"), 9, 18 ("to new or specified location"), 19 ("from prior specified location or place of storage"; "authorized without cost limitation to new OCONUS PDS")
27. Ordered from sea duty to sea duty – home ports identical. See par. U5392-G1.	HHG transportation is not authorized except for cases under pars. U5392-D and U5392-E.
28. Ordered from sea duty to sea duty – home ports not identical. See par. U5392-G2.	5, 9 ("except where restricted –pars. U5392-D and U5392-E"), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port. See par. U5392-H.	"only UB transportation to/from deployed ship without regard to distance"
30. Unit home port officially changed. See par. U5392-I.	If not arduous sea duty, same as par. U5392-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Unit home port change officially announced. See par. U5392-J.	5, 9 ("regardless of time left in tour"), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from GOV'T QTRS or privatized housing; (3) vacating local economy QTRS; (4) involuntary tour extension. See pars. U5346, U5348, and U5350.	9 ("weight allowance does not apply")

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
33. Separation from the service or relief from active duty except for discharge with severance/separation pay. See pars. U5410-A and U5410-B.	5 (“or authorized place of storage”), 6 (“very limited”), 9, 18, 21, 30
34. Separation/relief from active duty to continue in the service. See par. U5410-C.	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation/relief from active duty upon expiration of enlistment/prescribed term of service. See par. U5410-D.	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate GOV’T/GOV’T-controlled QTRS or Privatized Housing upon separation/relief from active duty. See pars. U5410-F and U5410-G.	5, 6, 9 (“Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. U5088”)
37. Member ordered home to await the results of disability proceedings. See par. U5410-H.	9 (to the “home or specific location to await results. Then to the final separation point, less the cost to waiting point”)
38. Member serving in CONUS who has no dependent and is separated from the service under other than honorable conditions. See par. U5410-I.	HHG transportation & NTS not authorized
39. Enlisted member ordered to a college. See par. U5410-J.	From/to 5 (“or from authorized place of storage”), 6, 9, 11, 15 (“and/or college also”), 18, 21, 30
40. Recalled to active duty after separation from the service/relief from active duty. See par. U5410-K.	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, pars. U5410-A and U5410-B for authorized places.
41. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS AUTHORIZED. See par. U5408-A.	To/from 5, 6 (“limited”), 9, 13, 18, 21, 26
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS NOT AUTHORIZED. See par. U5408-B.	5 (“or from authorized place of storage”), 6, (limited) 9, 11, 15, 18, 21, 30
43. Member required to vacate GOV’T/GOV’T-controlled QTRS/privatized housing before selecting a home. See par. U5408-G.	9 (“not limited on short move”) (“move from temporary to selected home is within the PCS weight limit”)
44. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions. See par. U5408-H.	5, 9, 13
45. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions. See par. U5408-I.	9, 13 (“previous HOS”) or 15 (“whichever member chooses – HOS or PLEAD”)
46. A member on the TDRL discharged or retired. See par. U5408-J.	5, 6, 9 and 13 if still authorized from originally being put on TDRL
47. Member dies after retirement or release, after selecting a home but before HHG transportation. See par. U5408-K1.	9, 13 (“or place selected by dependents NTE member’s maximum PCS HHG weight allowance in one lot to HOS”)
48. Member dies after retirement or release, before selecting a home. See par. U5408-K2.	9, 13 (“NTE dependents’ choice”)
49. Member ordered home to await disability retirement. See par. U5408-L.	9 (“to the home or specific location; may re-transport to retirement location NTE PDS to HOS” less the cost to waiting point)
50. HHG transportation under unusual/emergency circumstances. See par. U5374.	9 (“contingent on dependent transportation” in par. Ch 5, Part C4)

Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
51. Member serving in CONUS who has dependents and is separated from the service under other than honorable conditions. See par. U5404.	9 (“directly related to dependent transportation” in par. U5204), 31
52. Member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions. See par. U5394-B.	9, 11, 15
53. Member serving OCONUS who has dependents and is separated from the service under other than honorable conditions. See par. U5394-B.	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
54. Early Return of Dependents from a foreign area -- due to official situations in par. U5146. See par. U5372-A1.	To/from 5, 9 (“within authorized allowance or admin wt. limit”), 22, 31
55. Dependents Return to Member’s OCONUS PDS when authorized due to official situations under par. U5146-A3. See par. U5372-A2.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported
56. Early Return of Dependents from an OCONUS PDS due to national interest. See pars. U5148 and U5372-B.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
57. Dependents Return to Member’s OCONUS PDS when national interest reasons no longer exist. See pars. U5148 and U5372-B.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported”
58. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. U5150 and U5152. See par. U5372-C1.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
59. Dependents do not travel to OCONUS PDS. See par. U5372-C2.	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
60. Death of Dependents in OCONUS Areas. See par. U5372-C3.	5 (“up to prescribed weight limit”)
61. Dependent Return Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements. See par. U5372-C6a. Member Serves an IPCOT. See par. U5372-C6b.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported under either par. U5372-C6a or U5372-C6b”
62. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. Order authorizing dependent transportation under pars. U5150-B8a through U5150-B8h. See par. U5372-C8.	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
63. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with/without Discharge. Order authorizing dependent transportation under par. U5150-B8i. See par. U5372-C8.	“HHG transportation may not be authorized for a distance greater than from the member’s last/former OCONUS PDS to the HOR/PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)
64. Authorization following confinement without discharge. See par. U5372-C9.	If transported under par. U5372-C8: 23 (“NTE from HOR/PLEAD to the new PDS”) If not transported under par. U5372-C8: From 19 (“to the new PDS based on the grade held on the PCS order effective date to the new PDS”)

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
4	From Last TDY to New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance.” Par. U4515)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at GOV'T Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	Not Used
25	To CONUS Designated Place
26	From CONUS Designated Place
27	Any Place to Which HHG were Transported at GOV'T Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

SECTION 2: DEPENDENT TRANSPORTATION**U6004 DEPENDENT TRANSPORTATION**

A. General. Par. U6004 provides for necessary dependent's relocation incident to an evacuation, to include the dependent of a member assigned to an OCONUS PDS who dies before/during an evacuation of that PDS.

Authorization for dependent's transportation under par. U6004 is the same as that authorized for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the transportation officer in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. U7305-D, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. U6004-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. U6004-I1a.

C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered. A dependent who is residing at/in the vicinity of a member's former duty station following the member's assignment elsewhere, or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an authorization/order ICW the member's unaccompanied tour of duty, when an evacuation of the duty station at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs such travel. A dependent, who was moved at Gov't expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21, is a dependent for this Part. Further, such dependent, and any dependent transported under par. U6004-C who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

D. Dependent Temporarily Absent from a Member's PDS when an Evacuation is Authorized/Ordered

1. Command-sponsored Dependent Who Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A command-sponsored dependent, who has established a residence at/in the member's OCONUS PDS vicinity but who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ordered, is to be retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or be furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had their return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation authorization/order.

*2. Dependent Student Attending School in the United States when an Evacuation Is Authorized/Ordered.

When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. U7305-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. U7305-D. If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the

Part A: Authorized/Ordered OCONUS Movements Section 2: Dependent Transportation

member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. U7305-F.

E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. U7305-D:

1. With a port call for the travel to the member's PDS or with official authorization to travel to the member's PDS on personally-procured transportation subject to Gov't reimbursement (i.e., it was not intended to issue a port call for that dependent travel), and
2. Who have disestablished their residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS,

must be requested to remain where they are (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For a dependent with a port call, the official issuing the port call must ascertain the appropriate action to take in each case from the member's Service headquarters and furnish timely notification to the dependent concerned. For a dependent without a port call, the Service member's AO determines the appropriate action to take in each case and furnishes timely notification to the dependent concerned. The dependent is authorized transportation from the place at which evacuation notification was received to the safe haven or the designated place, whichever the official implementing the State Department evacuation instructions considers appropriate. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has neither received a port call nor official authorization to travel to the member's PDS is not authorized any transportation under this Part.*** See par. U6005-F for safe haven allowances payable.

F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Authorized/Ordered to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or dependent student evacuated to a safe haven under par. U6004 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

G. Non-command-sponsored Dependent. A non-command-sponsored dependent at the member's OCONUS PDS when the evacuation is authorized/ordered is authorized transportation to a safe haven or designated place, whichever the authority authorizing/ordering the evacuation considers appropriate. A non-command-sponsored dependent who is en route to, but has not yet arrived at, the PDS when the dependent's evacuation is authorized/ordered, is not authorized any transportation under this Part.

H. Allowances for an Escort for a Dependent Incapable of Traveling Alone due to Age, Physical or Mental Incapacity, or Other Extraordinary Circumstances

1. General. Travel and transportation allowances provided in par. U6004-H2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. U6004-H may be paid in advance.

2. Travel and Transportation Allowances

- a. Member as Escort. While a member is performing escort duty under par. U6004-H to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as for all other TDY.
- b. U.S. Gov't Civilian Employee as Escort. While a U.S. Gov't civilian employee is performing escort duty under par. U6004-H, the employee is authorized the allowances in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort, see JTR, par. C7100.
- c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Gov't civilian employee, whose travel is authorized as an escort for a dependent(s) under par. U6004-H, is issued an ITA. See APP E. Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for a U.S. Gov't civilian employee.

I. Subsequent Authorization for a Dependent's Transportation when the Evacuation Status Is Canceled for a Member's PDS

1. Command-sponsored Dependent and Dependent Student

- a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DOD Services, the USD(P&R) can authorize an evacuated dependent who is a command-sponsored dependent or dependent student to travel to the member's OCONUS PDS. For the non-DOD Services, that authority is vested in the Secretarial Process. When that authority has been granted, a command-sponsored dependent at a safe haven or designated place is authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the dependent's scheduled arrival date there. If less than 60 days remain in the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. U6004-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS. An evacuated dependent who was at a member's previous PDS or an OCONUS designated place incident to the member's unaccompanied tour is authorized return transportation to the location from which evacuated under these conditions.
- b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. A command-sponsored dependent required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, is authorized one of the following for authorized round-trip travel:
 - (1) Gov't-owned or Gov't-procured transportation, or
 - (2) Transportation-in-kind, or
 - (3) Reimbursement for the actual cost of personally-procured commercial transportation, limited to what it would have cost to provide Gov't-procured transportation, or
 - (4) The automobile TDY mileage rate for the official distance when a POC is used.

When two or more command-sponsored dependents travel together by POC, only the POC operator is authorized the TDY mileage allowance. *Additional safe haven allowances or reimbursement for meals and lodging are not authorized ICW this travel.*

2. Non-command-sponsored Dependent. A non-command-sponsored dependent, who has been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation, is furnished transportation to the member's PDS from the safe haven when the USD(P&R) has authorized a DOD Service member's dependent, and the Secretarial Process has authorized a non-DOD Service member's dependent, to return to the member's PDS. *A non-command-sponsored dependent who has been transported to a safe haven in CONUS incident to an evacuation must not be furnished transportation to the member's PDS from the safe haven except when authorized/approved by the USD(P&R) for the DOD Services and the Secretarial Process for the non-DOD Services.*

SECTION 4: HHG TRANSPORTATION**U6007 HHG TRANSPORTATION****A. General**

*1. **HHG.** A member with a dependent is authorized HHG transportation (including UB as defined in APP A) as noted below incident to a dependent's evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored for the member at Gov't expense minus any weight of HHG otherwise already in storage at Gov't expense. When a dependent selects a designated place outside the U. S., any tax consequences (ex., import tax) that result from transporting HHG there are the member's/dependent's responsibility. ***NTS of HHG in excess of 18,000 lbs is not authorized at Gov't expense.*** A member who personally procures the HHG transportation authorized below is authorized reimbursement IAW par. U5286-D, unless the member has a PCS authorization/order, in which case reimbursement is under pars. U5286-D or U5286-E.

*2. **UB.** UB items may be transported separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 or older, and 175 lbs for each dependent under age 12. The 1,000-lb expedited shipment mode limitation (and exception authority) in par. U5286-B applies to a UB shipment made under this Part. The 1,000-lb limitation applies to the total UB transported for the member's family. See par. U6007-B.

3. **Air Freight Allowance and Air Freight Replacement Allowance.** An air freight allowance for UB may be authorized/approved as in par. U6007-A2 for authorized/ordered departure from and return to PDS trips. If the air freight allowance is not used to transport UB because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance for travel from the PDS) may be authorized/approved to help defray costs of items ordinarily part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: \$250; two evacuated dependents: \$450 (total); three or more evacuated dependents: \$600 (total). No receipts are required for this allowance. ***NOTE: Even when the air freight replacement allowance is authorized incident to travel from the PDS, evacuees are still eligible for an air freight allowance when/if they return to the PDS.***

*B. **HHG at the PDS when an Evacuation Is Authorized/Ordered.** A member, whose HHG are at/in the member's PDS vicinity when the evacuation is authorized/ordered is authorized HHG transportation under pars. U6007-B1 and U6007-B2. The official serving as the transportation officer in the area being evacuated is the authority for transporting UB by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5286-B. That official may authorize/approve commercial air use and/or any weights above 1,000 lbs via commercial air if the dependent needs the items immediately or soon after arrival at the safe haven or designated place, as appropriate.

****NOTE: Non-temporary storage also may be appropriate for vacating Gov't quarters to meet an unusual Service operational requirement. See par. U5300--B1c.***

1. **A Dependent Is Directed to Move to Safe Haven.** When a dependent is directed to move to a safe haven under par. U6004, the member is authorized transportation of:

- a. UB for the dependent, and
- b. those HHG items authorized/approved by competent authority as needed for the dependent's comfort and well-being at the safe haven

from the member's foreign OCONUS PDS and/or from NTS to the safe haven.

2. **A Dependent Is Directed to Select a Designated Place.** When a dependent is directed to select a designated place and move to that designated place, or convert the safe haven to a designated place, the member is authorized HHG transportation from the member's OCONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered

1. Gov't-arranged HHG Transportation. Competent authority must make every reasonable effort to stop the forward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Gov't-arranged move, or have been turned over to the Gov't for transportation to the member's PDS, when the PDS evacuation is authorized/ordered, and, if the dependent is directed to:

- a. Travel to a safe haven, UB for the dependent and HHG items which competent authority authorized/approved as needed for the evacuated dependent's comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or shipment remainder) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipments to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.;
- b. Move to a designated place, HHG may be diverted to the designated place and/or the shipment (or shipment remainder) may be diverted to NTS. When HHG shipments contain HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipments to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.
- c. Remain in place at the old PDS, a temporary withdrawal of HHG which competent authority authorizes/approves as being needed for the dependent's comfort and well-being at the old PDS, and/or transportation of the remainder to NTS and/or the OCONUS PDS for member's use. The sorting of such HHG and repacking and transportation when the dependent is either authorized to proceed to the evacuated PDS or move to a designated place is accomplished at Gov't expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. U6007-B1.

2. A Member Who Personally Arranges for HHG Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. U6007-B. Additional necessary expenses for sorting, repacking, and additional shipment of HHG as covered in par. U6007-C1 are added to the Gov't's costs for comparison computation.

D. HHG Transportation Incident to an Authorized or Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place

1. Dependent Moves between Safe Havens. When a dependent is authorized/directed to proceed between safe havens, the member is authorized transportation of:

- a. UB,
- b. HHG (other than UB items) which had been transported to the former safe haven under par. U6007-B or U6007-C, and
- c. Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependent's comfort and well-being at the safe haven,

between safe havens.

2. Dependent Moves from a Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select, and move to, a designated place, the member is authorized transportation of:

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

to the designated place. This includes short distance HHG transportation from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. U6007-D2.

3. Dependent Converts the Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select a designated place and the safe haven is converted to a designated place, the member is authorized HHG transportation:

- a. At the member's PDS, and/or
- b. In NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. U6007-D3. The member is also authorized short distance HHG transportation from one address to another address in the same city, town, or metropolitan area for:

- a. UB transported to the safe haven,
- b. HHG (other than UB items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1, and
- c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,

4. Dependent Moves from the Safe Haven to the Member's PDS

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

- (1) UB,
- (2) HHG (other than UB items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1,
- (3) Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven, and/or

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(4) HHG, acquired by the dependent, which are authorized/approved by the Service Concerned as necessary replacements of like items lost or destroyed at the OCONUS PDS ICW the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at/in the OCONUS PDS vicinity, or the member's HHG at the safe haven may be placed in NTS for the member's tour remainder at the OCONUS PDS, as appropriate. HHG cannot be transported to the member's OCONUS PDS under par. U6007-D4 unless at least 12 months remain to be served at the member's OCONUS PDS after the date the HHG are scheduled to arrive there or unless the Secretarial Process authorizes an exception to that 12-month requirement.

b. Member in Receipt of a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven, the member is authorized transportation of:

(1) UB and other HHG (other than the UB items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1, and

(2) Authorized HHG and UB acquired while at the safe haven for the evacuated dependent's comfort and well-being at the safe haven,

from the safe haven to which the dependent was evacuated under Chapter 6, Part A, to the destination(s) authorized ICW the member's PCS authorization/order. The authorization that applies for the transportation accrues to the member on the PCS authorization/order.

E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

1. Member Not in Receipt of a PCS Authorization/Order from an Evacuated Area. When a command-sponsored dependent is authorized to travel from the designated place to the member's PDS under par. U6004-I1a, the member is authorized transportation of:

a. HHG (includes UB) transported to the designated place under this Part,

b. Authorized HHG acquired while at the designated place for the evacuated dependent's comfort and well-being at the designated place, and those which are authorized/approved by the Service Concerned as replacements of like items lost or destroyed at the OCONUS PDS ICW the unusual or emergency circumstances that resulted in the evacuation of the area, and/or

c. HHG in NTS,

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

2. Member in Receipt of a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a designated place, the member is authorized HHG transportation from the designated place to which the dependent was evacuated under Chapter 6, Part A, to the destination(s) authorized ICW the member's PCS authorization/order. The authority that applies for the transportation accrues to the member on the PCS authorization/order.

SECTION 5: POV TRANSPORTATION**U6008 POV TRANSPORTATION****A. POV Transportation Incident to Dependent's Evacuation**

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

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a command-sponsored dependent is authorized to travel from the designated place to the member's PDS, transportation of one POV to the member's OCONUS PDS, including any overland transportation required, may be authorized/ approved provided:

1. A POV had been transported to the designated place under par. U6008-A2, and
2. At least 12 months remain on the member's tour after the date the POV is delivered to the loading port/VPC or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Authorization/Order from the Evacuated Area. When a member receives a PCS authorization/order, while a dependent is at a safe haven or designated place under this Part, the authorization to POV transportation from the safe haven or designated place is that authorized ICW the member's PCS authorization/order.

D. Rental Vehicle Cost Reimbursement when the POV Arrives Late.** This applies to POV transportation incident to a dependent's evacuation. If the member's (or dependent's) POV, transported at Gov't expense for the member and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a POV for the dependent's use. Reimbursement, by law, may not exceed \$30 per day beginning the day a dependent first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the dependent, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the dependent on or before the authorized (required) delivery date. The maximum reimbursement is \$210. See Examples in par. U5456-E.

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SECTION 6: MISCELLANEOUS ALLOWANCES**U6009 STATION ALLOWANCES AND OHA/FSH**

See pars. U9215 and U10426 for authority to continue station allowances (COLA & TLA) and housing allowances (OHA/FSH) for a member serving in an area from which a dependent is evacuated.

U6010 BASIC ALLOWANCE FOR HOUSING (BAH)

See par. U10426 for BAH continuation for a member serving at a PDS in Alaska or Hawai'i from which a command-sponsored dependent is evacuated, and BAH authority when a command-sponsored dependent establishes a permanent residence at a designated place in the United States following an evacuation from an OCONUS location.

U6011 FAMILY SEPARATION HOUSING (FSH)

For FSH ICW a dependent's evacuation, see par. U10426 for a DOD member, [COMDTINST M7220.29](#) (Series), "U.S. Coast Guard Pay Manual", Chapter 3 (for a Coast Guard member) and Service pay regulations for a NOAA Corps or USPHS member.

U6012 DISLOCATION ALLOWANCE (DLA)

*DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When a command-sponsored dependent is evacuated to a designated place under par. U6004, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for a command-sponsored dependent is authorized under par. U6007-E from the designated place to the member's PDS. ***A DLA is not payable incident to relocation of a dependent to a safe haven.*** The prohibition in par. U5594 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation. ***A member is not authorized a DLA on behalf of a non-command-sponsored dependent.***

U6014 CONUS COLA

For authority for CONUS COLA during an evacuation, see par. U8036.

U6016 PET TRANSPORTATION AND QUARANTINE

A. General. A member is authorized transportation and quarantine for up to two household pets incident to an evacuation from a foreign PDS.

B. Pet Transportation. A member is authorized transportation to and from the safe haven location and/or to a designated place incident to an evacuation from a foreign PDS for up to two household pets the member owned at the evacuated foreign PDS. The member may be reimbursed up to the constructed cost to the GOV'T for transporting the pets.

C. Pet Quarantine. The member may be reimbursed quarantine fees for up to two household pets transported from the evacuated foreign location.

D. Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. ***Any cost related to these exclusions is the member's financial responsibility. Reimbursement is not authorized.***

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, shipping restrictions, host country restrictions, and/or special handling difficulties.

2. A member traveling on a separation/retirement order is not authorized reimbursement for pet transportation and/or quarantine.

SECTION 3: SAFE HAVEN ALLOWANCE

U6054 SAFE HAVEN ALLOWANCE

A. Purpose. A safe haven allowance is provided to assist a dependent in meeting the excess costs involved in temporarily maintaining a place away from the PDS. Each dependent listed in par. U6050-A, including a dependent who turned 21 while at the safe haven/DESIGNATED PLACE, are authorized safe haven evacuation allowances.

NOTE:

1. Tax paid on lodging while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to lodging reimbursement.

2. Tax paid on lodging while at a safe haven/DESIGNATED PLACE or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. 'Lodging Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated dependent is authorized a safe haven allowance computed under the 'Lodging Plus' computation method for each day the dependent is in an evacuation status. *An AEA described in Ch 4, Part C, does not apply to an evacuation.* The 'Lodging Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. APP A PER DIEM definition and Ch 4, Part B for an explanation of the expense items the safe haven allowance is intended to cover. The maximum lodging reimbursement for a dependent family is the actual total daily lodging the family incurs, NTE the sum of the daily lodging portion of the evacuation allowance authorized for each dependent concerned. Because such an evacuated dependent may stay with a friend or relative while at a safe haven, par. U4130-E applies. *That is, if an evacuated dependent stays with a friend or relative while at a safe haven, no lodging cost is allowed, whether or not any lodging payment is made to the friend or relative.* This restriction does not apply when the dependent leases a house, apartment (i.e., lodging) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated dependent is authorized the M&IE portion of the safe haven allowance even if not authorized the lodging portion of the safe haven allowance for any given day. See the computations in par. U6054-G. *GOV'T dining facility/mess or open mess availability/use has no effect on safe haven evacuation allowances even though the dependent may or does use such facilities without charge.* Par. U6054 safe haven evacuation allowances may be paid in advance as in par. U6060-A.

2. Authorization Termination

a. Authorization for safe haven evacuation allowances may:

(1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or,

(2) Terminate sooner for other reasons.

b. If not terminated under par. U6054-B2a(1) or U6054-B2b(2), above, safe haven evacuation allowances, authorized in par. U6054-B, terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

(1) Authorization for evacuation safe haven evacuation allowances is extended by the Secretarial Process; or,

(2) Member dies. Par. U6050-A.

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;
- (2) Date the dependent departs the safe haven for the PDS or DESIGNATED PLACE (or converts the safe haven to the DESIGNATED PLACE); or
- (3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a DESIGNATED PLACE. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/DESIGNATED PLACE and is then authorized to return to the PDS or move to a DESIGNATED PLACE, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the lodging portion of the safe haven evacuation allowances for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling:

1. From:

- a. The place a dependent, while traveling to a member's PDS, receives notification of the evacuation under par. U6054-D or par. U6054-F to a safe haven or DESIGNATED PLACE;
- b. A member's CONUS PDS to a safe haven or DESIGNATED PLACE;
- c. One safe haven to another safe haven;
- d. A safe haven to a DESIGNATED PLACE, or;
- e. A safe haven or DESIGNATED PLACE to return to member's CONUS PDS;

2. The safe haven allowance payable, IAW par. U6054-C1, to a dependent in an evacuation status:

- a. Age 12 or older is equal to that payable to a member traveling on TDY;
- b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A safe haven evacuation allowance rate is based on the locality per diem rate for the safe haven location. A dependent in an evacuation status, incident to an authorized/ordered evacuation or limited evacuation, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. The safe haven evacuation allowance is computed as shown in examples in par. U6054-G, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized NTE the full safe haven evacuation allowance amount, while a dependent under age 12 is authorized NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent, and/or the Secretary Concerned for a non-DoD member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or safe haven evacuation allowance rate percentage by the USD (P&R) for a DoD member's dependent, and by the Secretary Concerned for a non-DoD member's dependent under par. U6052-D) at:

- a. 60% of the locality per diem rate for the area for a dependent age 12 and older; and
- b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional cost involved in maintaining a specific dependent at a safe haven (i.e., the additional expense for lodging and M&IE exceed the reduced rate amount). The specific dependent receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent's behalf, on a case-by-case basis may forward a request for approval through the Secretarial Process requesting an increased safe haven evacuation allowances rate.

*2. Safe Haven Evacuation Allowances when Movement Is Directed or Authorized to Another Safe Haven. Competent authority (par. U6052) may direct a dependent to move between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. U6054-D1. When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven or to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances in par. U6054-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request, a dependent is authorized to travel between:

- (a) Safe havens (e.g., from a CONUS safe haven to a safe haven in Puerto Rico), or
- (b) Locations within the same safe haven (e.g., within CONUS from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) is paid under par. U6054-C except for the arrival day at the new safe haven.

3. Return to the Member's PDS Authorized. When the evacuation status is terminated and competent authority authorizes a dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. U6054-D1.

4. Safe Haven Evacuation Allowances - Termination when an Evacuated Dependent Is Directed to Move to a DESIGNATED PLACE. A dependent at a safe haven is expected to comply promptly with the requirement to select a DESIGNATED PLACE and move thereto, if the dependent selects other than the safe haven location as the DESIGNATED PLACE. The requirement to select a DESIGNATED PLACE is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement to relocate to a DESIGNATED PLACE must specify the date on which safe haven evacuation allowances terminate for a dependent directed to relocate from the safe haven to a DESIGNATED PLACE. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. U6054-B2.

5. A Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the member's CONUS PDS vicinity who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is at a safe haven. Safe haven evacuation allowances for the dependent's location are authorized beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent and/or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. Safe Haven Evacuation Allowances when Away from the Safe Haven. Safe haven evacuation allowances continue for a dependent at a safe-haven location, who is absent from the safe haven for personal reasons provided the dependent does not join the member to establish a residence (or occupy the old residence) at the PDS. Any excess transportation costs are the dependent's financial responsibility. The locality rate used and payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven evacuation allowance is based on the locality per diem rate which is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances at a DESIGNATED PLACE. When a dependent selects a DESIGNATED PLACE and move there, or converts the safe haven to a DESIGNATED PLACE, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodging and M&IE expenses while locating and establishing such residence. While at a DESIGNATED PLACE, a dependent who:

1. Moves to a DESIGNATED PLACE is authorized safe haven evacuation allowances as in par. U6054-D.
2. Converts the safe haven to a DESIGNATED PLACE, is authorized safe haven evacuation allowances as in par. U6054-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. U6054-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven allowance begins on the dependent's initial arrival date at the DESIGNATED PLACE or the date the safe haven is converted to a DESIGNATED PLACE. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th consecutive day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period as warranted. The safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the DESIGNATED PLACE using par. U6054-D. The Secretarial Process may approve rates higher than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging and M&IE.

F. Safe Haven Evacuation Allowances for a Dependent En Route to a Member's CONUS PDS when an Evacuation Is Authorized/ Ordered. When a member's CONUS PDS is authorized/ordered to be evacuated, an en route dependent:

1. With official authorization to travel to the member's PDS on personally procured transportation subject to GOV'T reimbursement,
2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation, and
3. Who has been requested to remain at the place at which located when notified pending notification to continue to the member's PDS or to travel to another safe haven or to a DESIGNATED PLACE

is authorized safe haven evacuation allowances at the applicable [per diem rate](#) for the area concerned, computed as shown in par. U6054-G. The allowance period begins at 0001 on the date the dependent receives official notification of withdrawal or suspension of the official authorization to travel to the member's PDS on personally procured transportation. The allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a DESIGNATED PLACE. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a DESIGNATED PLACE is authorized, pars. U6054-C and U6054-E apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTES:

- 1. The locality per diem rates/mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.*
- 2. Tax paid on lodging while at a safe haven/DESIGNATED PLACE or traveling in CONUS or in a non-foreign OCONUS area is a reimbursable expense (APP G) in addition to safe haven evacuation allowances.*
- 3. Tax paid on lodging while at a safe haven/DESIGNATED PLACE or traveling in a foreign OCONUS area is not a reimbursable expense. It is part of the per diem rate used in safe haven evacuation allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.*
- 4. OCONUS locality per diem includes laundry/dry-cleaning/pressing of clothing cost. CONUS locality per diem does not include laundry/dry-cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or DESIGNATED PLACE.*

Part B: Auth/Ordered Evac/Limited Evac w/in CONUS/Section 3: Safe Haven Allowance

EXAMPLE 1					
A member's spouse, one child age 12 and one child under age 12 were evacuated from a CONUS PDS to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the 3 dependents, who shared one room, was \$100 plus \$11.50 for lodging tax (11.5%). The applicable maximum locality rate was \$146 (\$90/ \$56).					
(a) The maximum daily amount that may be paid to the member's 3 dependents for the first 30 consecutive days is determined as follows. Par. U6054-D1.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$146), which in this case is \$56 for M&IE and NTE \$90 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
		M&IE		Max Lodging	Total
Member's spouse:		\$56		\$90	\$146
Child (age 12 or older)		\$56		\$90	\$146
Child (under age 12)		\$28	\$56 x 50%	\$45	\$90 x 50%
Max daily amount payable for the 3 dep:		\$140		\$225	\$365
(b) Determine the actual total daily amount for each of the first 30 consecutive days, within the maximum amounts shown in (a) (\$140 for M&IE and NTE \$225 for lodging), as follows:					
M&IE:	\$140	The M&IE, in this daily amount, is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$100	This is the actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the maximum (\$225) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$240	Daily amount that is payable to the dependents within the maximum \$365/day established in (a) for the three dependents for each of the first 30 consecutive days.			
Lodging Tax:	\$11.50				
Total:	\$251.50	Actual daily amount (including lodging tax) paid for the three dependents' costs incurred for first 30 consecutive days.			
(c) Beginning on the 31st day, the safe haven allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st through the 180th consecutive days for the member's three dependents in this example as follows:					
		M&IE		Max Lodging	Total
Member's spouse:		\$33.60	\$56 x 60%	\$54	\$90 x 60%
Child (age 12 or older)		\$33.60	\$56 x 60%	\$54	\$90 x 60%
Child (under age 12)		\$16.80	\$56 x 30%	\$27	\$90 x 30%
Max daily amount payable for the 3 dep:		\$84.00		\$135	\$219.00
(d) Determine the actual total daily amount paid for 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$84.00 for M&IE and NTE \$135 for lodging), as follows:					
M&IE:	\$84.00	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$100	This is the actual daily amount (not including lodging tax) paid for lodging by the 3 dependents, which is less than the maximum (\$135) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$184.00	The daily amount that is payable to dependents within the maximum \$219.00 established in (b) for costs incurred by the 3 dependents for the 31st to 180th consecutive days.			
Lodging Tax:	\$11.50				
Total:	\$195.50	The actual daily amount (including lodging tax) paid for costs incurred by the 3 dependents on the 31st to the 180th consecutive day.			

EXAMPLE 2						
A member's spouse, 2 children over 12 and one child under 12 were evacuated from a member's CONUS PDS to a non-foreign OCONUS area safe haven. The actual daily lodging cost at the safe-haven location for one room shared by the spouse and child under 12 was \$110 plus \$9.90 for lodging tax (9%). The actual daily lodging cost for the room shared by the 2 children over 12 was also \$110 plus \$9.90 for lodging tax (9%). Maximum locality rate in for the safe-haven location was \$226 (\$155/ \$71).						
(a) Determine the maximum daily amount for the first 30 consecutive days that may be paid to member's 4 dependents as follows. Par. U6054-D1.						
Each dependent age 12 or older is authorized safe haven allowance up to the full rate (\$226), which in this case is \$71 for M&IE and up to \$155 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.						
		M&IE		Max Lodging		Total
Member's spouse:		\$71		\$155		\$226
Child (12 or older)		\$71		\$155		\$226
Child (12 or older)		\$71		\$155		\$226
Child (under 12)		\$35.50	\$71 x 50%	\$77.50	\$155 x 50%	\$113
Max daily amount payable for the 4 dep:		\$248.50		\$542.50		\$791
(b) Determine the actual daily amount that is paid for each of the first 30 consecutive days, within the maximum amount shown in (a) (\$248.50 for M&IE and NTE \$542.50 for lodging), as follows:						
M&IE:	\$248.50	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.				
Lodging:	\$220	The actual daily lodging cost for the 4 dependents (\$110 + \$110) (not including lodging tax), which is less than the max (\$542.50) that may be reimbursed. A lodging receipt is required for this amount.				
Daily Amount:	\$468.50	Daily amount paid to the dependents within the maximum \$791 established in (a) for the 4 dependents' costs for the first 30 consecutive days.				
Lodging Tax:	\$19.80	\$9.90 + \$9.90				
Total:	\$488.30	Actual daily amount paid to dependents (including lodging tax) for the 4 dependents' costs for first 30 days.				
(c) Beginning on the 31st consecutive day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate unless otherwise authorized under par. U6054-D1. The maximum daily amount that may be paid for the member's 4 dependents in this example on the 31st through the 180th consecutive days is determined as follows:						
		M&IE		Max Lodging		Total
Member's spouse:		\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (12 or older)		\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (12 or older)		\$42.60	\$71 x 60%	\$93	\$155 x 60%	\$135.60
Child (under 12)		\$21.30	\$71 x 30%	\$46.50	\$155 x 30%	\$67.80
Max daily amount payable for the 4 dep:		\$149.10		\$325.50		\$474.60
(d) Determine the actual total daily amount that is paid for 31st through 180th consecutive days, within the maximum amounts shown in (c) (\$149.10 for M&IE and NTE \$325.50 for lodging), as follows:						
M&IE:	\$149.10	The M&IE in this daily amount is paid to cover cost of meals, laundry and dry-cleaning for the 4 dependents. No itemization or receipts are required.				
Lodging:	\$220	The actual daily lodging cost for 4 dependents (not including lodging tax) which is less than the max (\$325.50) that may be reimbursed. A lodging receipt is required for the actual lodging cost.				
Daily Amount:	\$369.10	Daily amount paid to dependents within the maximum \$474.60 established in (c) for the 4 dependents' costs for the first 30 consecutive days.				
Lodging Tax:	\$19.80	\$9.90 + \$9.90				
Total:	\$388.90	Actual daily amount (including lodging tax) paid for the 4 dependents' on the 31 st through the 180 th consecutive days.				

EXAMPLE 3					
A member, spouse and one child over age 12 were in a CONUS location on authorized leave from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS. The member contacted the organization at the CONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. U6054-D5, the dependents were determined to already be at a safe haven and are authorized safe haven evacuation allowances for the place at which they were located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependents were scheduled to begin travel to the member's PDS on 16 August, the dependents were authorized safe haven evacuation allowances under par. U6054-D1 beginning on that date. The member's spouse and child stayed in the spouse's parent's home. The locality rate for the CONUS location at that time was \$186 (\$130/\$56).					
(a) The maximum daily amount that may be paid for the first 30 consecutive days to the member's two dependents is determined as follows. Par. U6054-D1,					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full locality rate which in this case is \$186 (\$130/\$56).					
		M&IE		Max Lodging	Total
Member's spouse:		\$56		\$130	\$186
Child (age 12 or older)		\$56		\$130	\$186
Max daily amount payable for the 2 dependents:		\$112		\$260	\$372
(b) The actual total daily amount that is paid for the first 30 consecutive days, within the maximum amounts shown in (a) (\$112 for M&IE and NTE \$260 for lodging), is determined as follows:					
M&IE:	\$112	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	\$0	No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1).			
Total:	\$112	The actual daily amount paid to dependents the 2 dependents' costs for first 30 consecutive days.			
(c) Beginning on the 31st day safe haven evacuation allowances are computed at 60% (for a dependents age 12 or older) of the applicable locality rate unless otherwise authorized under par. U6054-D1. Determine the maximum daily amount that may be paid starting on the 31st to the 180th consecutive days for the member's 2 dependents in this example as follows:					
		M&IE		Max Lodging	Total
Member's spouse:		\$33.60	\$56 x 60%	\$78	\$130 x 60%
Child (age 12 or older)		\$33.60	\$56 x 60%	\$78	\$130 x 60%
Max daily amount payable for the 2 dependents:		\$67.20		\$156.00	\$223.20
(d) The actual total daily amount that is paid for the 31st to 180th consecutive days, within the maximum amounts shown in (c) (\$67.20 for M&IE and NTE \$156for lodging), is determined as follows:					
M&IE:	\$67.20	The M&IE in this daily amount is paid to cover M&IE for the 2 dependents. No itemization or receipts are required.			
Lodging:	\$0	No lodging allowance is paid when dependents stay with friends or relatives (par. U6054-B1).			
Total:	\$67.20	The actual daily amount paid for the 2 dependents' costs on 31 st to 180 th consecutive days.			

EXAMPLE 4					
Member's spouse, one child age 14 and one child age 9 evacuated from member's CONUS PDS to a DESIGNATED PLACE.					
The travel itinerary was as follows: Departed the CONUS PDS on 14 August. Arrived at a CONUS location en route to the DESIGNATED PLACE on 14 August. Remained overnight at the CONUS location; incurred lodging cost of \$95 plus \$11.40 lodging tax (12%). Departed the CONUS location on 15 August. Arrived at the DESIGNATED PLACE on 15 August.					
The dependents shared a hotel room at the DESIGNATED PLACE and incurred a lodging cost of \$105 plus \$13.13 lodging tax (12.5%) per day until they moved into a permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the DESIGNATED PLACE. Safe haven evacuation allowances at the DESIGNATED PLACE begin on the arrival date at that location (15 August) and continues to 2400 on the day they occupied the permanent residence. Par. U6054-E. The maximum locality rate at the CONUS location en route, at the time of travel was \$155 (\$99/ \$56). The maximum locality rate at the DESIGNATED PLACE was \$161 (\$110/ \$51).					
(a) The maximum safe haven evacuation allowances that may be paid for the member's 3 dependents for 14 August while they traveled to the DESIGNATED PLACE and while they remained overnight at the en route CONUS location (par. U6054-E):					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$148), which in this case is \$44 for M&IE and NTE \$99 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
	M&IE		Max Lodging		Total
Member's spouse:	\$56		\$99		\$155
Child (age 14)	\$56		\$99		\$155
Child (age 9)	\$28	\$56 x 50%	\$49.50	\$99 x 50%	\$77.504
Max daily amount payable for the 3 dependents:	\$140		\$247.50		\$387.50
(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) (\$105 for M&IE and NTE \$247.50 for lodging) for payment for the travel period to the DESIGNATED PLACE via the en route CONUS location on 14 August:					
The dependents are authorized 75% of the M&IE allowance for 14 August (\$140 x 75% = \$105).					
M&IE:	\$105	The M&IE in this amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$95	Actual amount (not incl lodging tax) the 3 dependents paid for lodging at the en route CONUS location, which is less than the reimbursable max (\$247.50). A lodging receipt is required for this amount.			
Lodging Tax:	\$11.40				
Total:	\$212.28	Actual amount (including lodging tax) paid to dependents for the 3 dependents' costs on 14 August.			
(c) Determine the maximum daily amount that may be paid to the member's 3 dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. Par. U6054-E.					
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$161), which in this case is \$51 for M&IE and NTE \$110 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.					
	M&IE		Max Lodging		Total
Member's spouse:	\$51		\$110		\$161
Child (age 14)	\$51		\$110		\$161
Child (age 9)	\$25.50	\$51 x 50%	\$55	\$110 x 50%	\$80.50
Max daily amount payable for the 3 dependents:	\$127.50		\$275		\$402.50
(d) The actual total daily amount that is paid for 27 days (15 August to 10 September), within the maximum amounts shown in (c) (\$127.50 for M&IE and NTE \$275 for lodging), is determined as follows:					
M&IE:	\$127.50	The M&IE in this daily amount is paid to cover M&IE for the 3 dependents. No itemization or receipts are required.			
Lodging:	\$105	The actual daily amount (not including lodging tax) the 3 dependents paid for lodging, which is less than the max (\$275) that may be reimbursed. A lodging receipt is required for this amount.			
Daily Amount:	\$232.50	The daily amount that is payable to dependents within the maximum \$402.50 established in (c) for costs incurred by the 3 dependents for 27 days.			
Lodging Tax:	\$13.13				
Total:	\$245.63	The actual daily amount (including lodging tax) paid for the 3 dependents' costs while at the DESIGNATED PLACE for 27 days (27 days x \$245.63 = \$6,632.01).			

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SECTION 4: HHG TRANSPORTATION

U6056 HHG TRANSPORTATION

A. General

*1. HHG. A member with dependents is authorized HHG transportation (including UB as defined in APP A) as noted below incident to a dependent's evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and/or stored at GOV'T expense, minus any HHG weight otherwise already in storage at GOV'T expense. *When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from transporting HHG there are the member's/dependent's responsibility. NTS of HHG in excess of 18,000 lbs is not authorized at GOV'T expense.* A member who personally procures the HHG transportation authorized below is authorized reimbursement IAW par. U5286-D, unless the member has a PCS authorization/order, in which case reimbursement is under par. U5286-D or U5286-E.

*2. UB. UB items may be transported separately from other HHG in an amount NTE 350 lbs for each dependent age 12 and older, and 175 lbs for each dependent under age 12. The 1,000-lb expedited shipment mode limitation (and exception authority) in par. U5286-B, apply to a UB shipment made under this Part. The 1,000-lb limitation applies to the sum of the UB transported for the member's family. See par. U6056-B.

*B. HHG at the PDS when an Evacuation Is Authorized/Ordered. A member, whose HHG are at/in the vicinity of the member's PDS when the evacuation is authorized/ordered, is authorized HHG transportation under pars. U6056-B1 and U6056-B2. The official serving as the transportation officer in the area being evacuated is the authority for transporting UB by an expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5286-B. That official may authorize/approve commercial air use and/or any weights above 1,000 lbs via commercial air if the dependent needs the items immediately or soon after arrival at the safe haven or designated place, as appropriate.

***NOTE: NTS also may be appropriate for vacating GOV'T quarters to meet an unusual Service operational requirement. See par. U5300-B1c.**

1. A Dependent Is Directed to Move to a Safe Haven. When a dependent is directed to move to a safe haven under par. U6053, the member is authorized transportation of:

- a. UB for the dependent, and
- b. HHG authorized/approved by competent authority as needed for the dependent's comfort and well-being at the safe haven,

from the member's CONUS PDS and/or from NTS to the safe haven.

2. A Dependent Is Directed to Select a Designated Place. When a dependent is directed to select a designated place and move to that designated place, or convert the safe haven to a designated place, the member is authorized HHG transportation from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to the PDS when an Evacuation Is Authorized/Ordered

1. GOV'T-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the onward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a GOV'T-arranged move, or have been turned over to the GOV'T for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and, if the dependent is directed to:

- a. Travel to a safe haven, UB for the dependent and HHG items which competent authority authorized/

approved as needed for the evacuated dependent's comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at GOV'T expense.;

b. Move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for shipment to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at GOV'T expense.

c. Remain in place at the old PDS, a temporary withdrawal of HHG which competent authority authorizes/approves as being needed for the dependent's' comfort and well-being at the old PDS, and/or transportation of the remainder to NTS and/or the OCONUS PDS for member's use. The sorting of such HHG and repacking and transportation is accomplished at GOV'T expense when the dependent is authorized to either proceed to the evacuated PDS or move to a designated place.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. U6056-B.

2. A Member Who Personally Arranges for HHG Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. U6056-B. Additional necessary expenses for sorting, repacking, and additional transportation of HHG as covered in par. U6056-C1 are added to the GOV'T's costs for comparison computation.

D. HHG Transportation Incident to an Authorized/Directed Movement of a Dependent from a Safe Haven and when a Dependent Converts the Safe Haven to a Designated Place

1. Dependent Moves Between Safe Havens. When a dependent is authorized/directed to proceed from between safe havens, the member is authorized transportation of:

- a. UB,
- b. HHG (other than UB items) which had been transported to the former safe haven under par. U6056-B or U6056-C, and
- c. Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependent's comfort and well-being at the safe haven,

between safe havens.

2. Dependent Moves from a Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select, and move to, a designated place, the member is authorized transportation of:

- a. UB from the safe haven,
- b. HHG which had been transported to the former safe haven under par. U6056-B, U6056-C, or U6056-D1, and
- c. Authorized HHG acquired while at the safe haven which competent authority authorizes/ approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,

- d. HHG at the member's PDS, and/or
- e. HHG in NTS

to the designated place. This includes short distance HHG transportation from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. U6056-D2.

3. Dependent Converts the Safe Haven to a Designated Place. When a dependent at a safe haven is directed to select a designated place and the safe haven is converted to a designated place, the member is authorized transportation of HHG:

- a. At the member's PDS, and/or
- b. In NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. U6056-D3. The member is also authorized short distance HHG transportation from one address to another address in the same city, town, or metropolitan area for:

- a. UB transported to the safe haven,
- b. HHG (other than UB items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1, and
- c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's' comfort and well-being at the safe haven,

4. Dependent Moves from the Safe Haven to the Member's PDS

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

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

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

b. Member Receives a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven, the member is authorized transportation of:

- (1) UB and HHG items (other than UB items) which had been transported to the safe haven under par.

U6056-B, U6056-C, or U6056-D1, and

(2) Authorized HHG and UB items acquired while at the safe haven for the evacuated dependent's comfort and well-being at the safe haven,

from the safe haven to which the dependent was evacuated under Ch 6, Part B, to the destination(s) authorized ICW the member's PCS authorization/order. This authority applies the transportation to the member on the PCS authorization/order.

E. HHG Transportation Incident to an Authorized Dependent's Movement from a Designated Place to the Member's PDS

1. Member Not in Receipt of a PCS Authorization/Order from an Evacuated Area. When a dependent is authorized to travel from the designated place to the member's PDS under par. U6053-F, the member is authorized transportation of:

- a. HHG (includes UB) transported to the designated place under Ch 6, Part B,
- b. Authorized HHG acquired while at the designated place for the evacuated dependent's comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the CONUS PDS ICW the unusual or emergency circumstances that resulted in the evacuation of the area, and/or
- c. HHG in NTS

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

2. Member Receives a PCS Authorization/Order from an Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a designated place, the member is authorized HHG transportation from the designated place to which the dependent was evacuated under Ch 6, Part B, to the destination(s) authorized ICW the member's PCS authorization/order. This authority applies the transportation to the member on the PCS authorization/order.

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

- *1. U5348-E1, U5300-B1, and U5300-C1 for GOV'T quarters; and
- *2. U5350-A1 and U5300-E1 for private sector housing.

SECTION 5: POV TRANSPORTATION

U6057 POV TRANSPORTATION

A. POV Transportation Incident to Dependent's Evacuation

1. POV Transportation to a Safe Haven. *POV transportation at GOV'T expense to a safe haven is not authorized.*

2. POV Transportation to the Designated Place. When a dependent goes to a designated place, a POV (owned by the member or a dependent of the member and for the member's personal use or for the use of a dependent) may be transported to the designated place for the dependent's use if the Secretarial Process determines that POV movement is prudent. Such transportation must not be approved if a POV can be driven to the designated place. When such transportation is authorized/approved, a POV in the PDS area or en route to the PDS when the evacuation is authorized/ordered, may be transported to the designated place, including any overland transportation required. *When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the member's/dependent's financial responsibility.*

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to travel from the designated place to the member's PDS, a POV may be transported to the member's CONUS PDS, including any overland transportation required, if the Secretarial Process authorizes/approves such transportation based on that individual's determination that circumstances dictate POV movement is prudent.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Authorization/Order from the Evacuated Area. When a member receives a PCS authorization/order while a dependent is at a safe haven or designated place under Ch 6, Part B, the authorization for POV transportation from the safe haven or designated place is that authorized ICW the member's PCS authorization/order.

*D. Rental Vehicle Cost Reimbursement when the Motor Vehicle Arrives Late. This applies to POV transportation incident to a dependent's evacuation. If a member's (or dependent's) POV, transported at GOV'T expense for the member and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned must have the member reimbursed for expenses incurred to rent a POV for the member's and/or dependent's use. Reimbursement, by law, may not exceed \$30/day beginning the day a member/dependent first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the member/dependent, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member/dependent on or before the authorized (required) delivery date. The maximum reimbursement is \$210. See Examples in par. U5456-E.***

Reimbursement Amount Maximum Authorization:	\$210	7 days vehicle rental @ \$30 a day = \$210
Required Delivery Date: 30 Jan		
Member arrives at destination: 1 Jan		
Member rents a car: 2 Jan		
Member is notified vehicle is ready for P/U1 Feb		
Reimbursement Amount Authorization:	\$60	2 days vehicle rental @\$30 a day = \$60). Authorization starts <u>after</u> the RDD.

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SECTION 6: MISCELLANEOUS ALLOWANCES**U6058 BASIC ALLOWANCE FOR HOUSING (BAH)**

See par. U10426 for BAH continuation for a member serving at a CONUS PDS from which a dependent is evacuated, and BAH authority when a dependent establishes a permanent residence at a designated place in the U.S. following an evacuation from a CONUS location.

U6059 DISLOCATION ALLOWANCE (DLA)

*DLA helps to cover the otherwise un-reimbursed expenses a member with a dependent incurs in relocating the household incident to an evacuation. When a dependent is evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for a dependent is authorized under par. U6053-H from the designated place to the member's PDS. *A DLA is not payable incident to relocation of a dependent to a safe haven.* The prohibition in par. U5594 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation.

U6060 LOCAL TRAVEL ALLOWANCES IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

Local travel allowances are authorized to be paid when a dependent is receiving safe haven allowances and does not have a POC at the safe haven or the designated place. When unable to drive a POC to the safe haven location, a flat transportation allowance of \$25/day is paid to assist with unexpected local transportation costs, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel. *Allowances under par. U6060 may not be paid for any day reimbursement is received under par. U6057-D for expenses incurred to renting a motor vehicle.*

U6061 CONUS COLA

For CONUS COLA authority during an evacuation, see par. U8014.

U6062 EVACUATION ALLOWANCES FOR A DEPENDENT OF A RC MEMBER SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY

A. General. A dependent of an RC member ([10 USC §§ 101, 10101](#)) serving on active duty (including active duty for training) or full-time National Guard duty under [32 USC §502\(f\)](#), may be authorized evacuation allowances consistent with the [DoDFMR, Vol. 9](#) and Ch 6, Part B, if the dependent is authorized/ordered by an authority listed in par. U6051-B to evacuate from an area in which the primary residence is/was located and is temporarily displaced to a designated safe haven or alternate safe haven. However, no evacuation allowances are authorized for a dependent for any period in which the member was not on active duty or full-time National Guard duty. Safe Haven status is designated and terminated IAW Ch 6, Part B.

NOTE: For determining evacuation allowance eligibility, a National Guard or RC member's primary residence when called or ordered to active duty or full-time National Guard duty must be in the vicinity of a PDS.

B. Eligibility. For a dependent to be eligible for evacuation allowances, the following three events must coincide:

1. The date an authority in par. U6051-B authorized/ordered an evacuation or continued safe haven status of a dependent already evacuated;
2. The dependent's actual evacuation or continued safe haven status; and
3. The member's active duty or full-time National Guard duty status ([DoDFMR, Vol. 9, Chapter 7](#), par. 07021; JFTR, par. U6050).

Evacuation allowances payment must be prospective from the date these events coincide, not retroactive to the

date of any single event.

C. Example. A National Guard or RC member's dependent who resided in an area from which an evacuation was authorized/ordered by any federal or state authority (see par. U6051-B) and whose member was subsequently called/ordered to active duty (to include full-time National Guard duty) may be eligible for evacuation allowances payment under limited circumstances. See [10 USC §12301\(d\)](#) and [32 USC §502\(f\)](#). Such dependent is eligible only for the period the member serves on active duty or full-time National Guard duty if, on or after the date the member was called/ordered to active duty or full-time National Guard duty, an authority listed in par. U6051-B orders/authorizes the evacuation of dependents still in the affected area or continuation of safe haven status for evacuees at a safe haven outside the affected area. A dependent's eligibility is prospective from the date member is ordered/called to active duty or full-time National Guard duty. No evacuation allowance payment is authorized for any period unless the member is/was serving on active duty or full-time National Guard duty for that period.

D. Member Released from Active Duty. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately (without a break in service) called to full-time National Guard duty under [32 USC §502\(f\)](#), remains eligible for continued evacuation allowances payment. The dependent of an RC member, ordered to active duty under an involuntary authority ([10 USC §12302](#)) in support of a contingency operation and whose order is amended to retain the member on active duty under a voluntary authorization ([10 USC §12301 \(d\)](#)), also remains eligible for continued evacuation allowances payment. No allowances are authorized for any period during which the member is not on active duty or full-time National Guard duty.

CHAPTER 7

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- C. Per Diem/AEA for Certain Active Duty Periods
- D. Physical Examination ICW a Call/Order to Active Duty with Pay
- E. Active Duty for Training (ADT)
- F. Active Duty for Other than Training
- G. TDY Per Diem Computation

U7605 ACTIVE DUTY WITHOUT PAY

- A. Standby Reserve
- B. Technicians (Dual Status)
- C. Others

U7610 INACTIVE DUTY TRAINING (IDT) WITH PAY

- A. General
- B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area
- C. Travel from Home/Assigned Unit to TDY Station
- D. Travel from a Location other than Home/Assigned Unit to a TDY Station
- E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area
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Paragraph	Title/Contents
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SECTION 1: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

U7000 FEML TRANSPORTATION

A. Policy. FEML policy is established in [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl 2, subsection 1.j.(8). This policy is adopted by, and applies to, all Uniformed Service members.

B. Eligibility

1. Traveler. A traveler is eligible for FEML if stationed at an authorized FEML PDS for 24 or more consecutive months (to include a 12-month tour extended for an additional consecutive 12 months).

NOTE: When a traveler on a 12-month without dependent tour to a FEML area extends for a consecutive second 12 month tour, the traveler is only eligible for one funded leave transportation program, the COT (member only), RAT (civilian employee only), or the FEML leave transportation program, but not both.

2. Dependent. The dependent of a traveler serving an accompanied tour at the FEML PDS is eligible for FEML if:

- a. Command sponsored (member only)/authorized (DoD civilian employee), and
- b. Residing with the traveler at the FEML PDS. A dependent student attending school away from the PDS (e.g., in the CONUS) resides with the traveler for FEML eligibility.

C. Authorized Transportation. Once a traveler/dependent meets FEML eligibility, unless otherwise prohibited, the traveler/dependent is authorized FEML and it is **not** discretionary.

D. Dependent Travel

1. A dependent may travel independently of the traveler and may travel even if the traveler does not.
2. Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

E. Number of FEML Trips

1. The number of FEML trips an eligible traveler/dependent may take depends on the traveler's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
Tour extended at least 12 months	1 additional
b. At least 36 months	2
Tour extended for any length of time	0 additional

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

3. A member taking IPCOT assignments is authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36 month tour. If the member then serves a 36 month IPCOT, the member would be eligible for two FEML trips during that second 36 month tour.

F. Time Limitation. FEML travel:

1. Should not be performed within 6 months of the beginning or the end of the 24 or 36 month tour.
2. Should not be performed within 3 months of the beginning or the end of a 12 month extension to a 24 month/less than 36 month tour.
3. By an eligible traveler/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)).

G. Waiver Authority. A major command is authorized, on a case by case basis, to waive the six month or three month rule when appropriate. A major command is ordinarily commanded by a 4 star (3 star for Marine Corps) flag officer.

H. FEML Combined with other Travel. *FEML may be taken ICW any other funded leave transportation program or official travel.*

I. FEML Locations/Destinations. See APP S for a list of authorized FEML locations/destinations.

1. FEML Location. To qualify, a location must meet [DoDI 1327.06](#) requirements and be designated by an authority listed in par. U7000-I5.
2. FEML Destination. The authorized FEML destination, determined IAW [DoDI 1327.06](#), is listed in APP S.
3. Alternate Destination(s)
 - a. A traveler may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.
 - b. Travel to/from the alternate destination(s) is official travel, and contract city pair airfares *may* be available for use.
 - c. *If a traveler travels to more expensive alternate destination(s), city pair airfares are not authorized to any of the alternate destination(s).*
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

A traveler's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city pair airfare between Bahrain and Frankfurt, Germany.	
The POLICY CONSTRUCTED AIRFARE (APP A1) (incorporating some city pair airfare connections) is \$1,200.	
The traveler desires to utilize FEML to Boston, MA.	
Round trip city pair airfare to/from Boston:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city pair airfare may be used to/from Boston. The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

A traveler's PDS is in Brazil and the authorized destination is Miami, FL.	
The traveler desires to utilize FEML to St. Louis, MO.	
Round trip city pair airfare between Brazil and Miami is:	\$980
Round trip city pair airfare from Brazil to St. Louis is:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from Miami, FL, the traveler is authorized city pair airfare to/from St. Louis (\$840) NTE the \$980 cost to/from Miami.	

5. Location Designation/Recertification

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

- (1) DoD Services: DASD (MPP) IAW [DoDI 1327.06](#);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services; and
- (4) U.S. Coast Guard: Commandant (CG-13), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DoD Services) must be sent through COCOM Command channels to DASD (MPP) IAW [DoDI 1327.06](#).

J. Transportation

1. Traveler/Dependent. The traveler and dependent may travel together or independently.

2. Restrictions. A traveler/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to/from the authorized destination.

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

3. Procurement. Commercial air transportation must be IAW par. U2400.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the traveler's PDS and the authorized air terminal may be reimbursed (par. U4780 and Ch 3, Part D).
- b. Reimbursement is NTE the GOV'T procured transportation cost between a traveler's PDS and the authorized destination plus the ground transportation cost (par. U7000-J4a).
- *c. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

5. Transportation Funded by a Host Government. If a host government provides funded transportation that is comparable to FEML to an eligible traveler, an FEML trip may not also be provided.

K. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML travel while en route to and from or while at the FEML leave location.*

L. Dual Allowances. A traveler/dependent may not receive dual allowances. Therefore, the traveler's spouse (or other dependent), serving at the PDS as a traveler of the same or another U.S. GOV'T agency, is eligible for FEML travel as the traveler's dependent *provided* the other agency does not provide comparable allowances.

Example: A member/employee is married to a member/employee. They have two children. The member/employee are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member/employee may take separate FEML trips and each child may accompany one parent, but not both.

SECTION 2: FUNDED REST AND RECUPERATION (R&R) LEAVE

U7005 FUNDED R&R LEAVE TRANSPORTATION

A. Policy

1. [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl. 2, subsec. 1.j.(9) establishes the DoD policy for designating locations eligible for funded R&R transportation.
2. Under [DoDI 1327.06](#), upon traveler request, the applicable COCOM Commander or the designated representative, who must be at least a general officer, may authorize R&R travel to be taken ICW other authorized travel, providing the combination of travel is in DoD's best interest.
3. All restrictions outlined in [DoDI 1327.06](#) apply to the USCENTCOM R&R Leave program, unless otherwise directed in this regulation.
4. Each non DoD Service should consult its Service issuances.

B. General

1. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel while en route to and from or while at the R&R leave location.*
2. Accommodations. TDY travel and transportation accommodations regulations apply to R&R travel.
3. Arranging Official Travel. See par. U2400.
4. Commercial Aircraft Use. See par. U3500.
5. Legal Authority for this Part. [10 USC §1599b](#) and [22 USC §4081\(6\) and \(8\)](#).

C. Eligibility

1. General. A traveler is eligible for R&R leave transportation if assigned to a designated location outside the U.S.
2. Authorized Leave Transportation. The number of R&R leave transportations authorized is:
 - a. Standard Tour: One per 12 month period.
 - b. Contingency Tour:
 - (1) One per contingency tour, except as indicated below in item 5.
 - (2) A contingency tour is ICW and directly tied to a CONTINGENCY OPERATION (APP A1).
 - (3) R&R is for a traveler who is serving a tour length under a TDY order for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations in APP U.
 - c. Extended Tour: Two per 18 month or longer period. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave (see par. U7005-E5c).
3. R&R Travel Combined with other Authorized Travel. *Unless it is requested by the traveler*, travel under the R&R leave program may not be combined with liberty, administrative absences, TDY, or travel for other purposes. If the traveler requests that R&R leave be combined with another authorized travel or paternity leave

(see [DoDI 1327.06](#), Enclosure 2, par. 1j(9)(d) for paternity leave), the COCOM Commander may authorize the combined travel/leave, provided it is in the GOV'T's best interest.

4. 60 Consecutive Day Requirement

- a. R&R may be taken after 60 consecutive days, in the APP U location, are completed.
- b. The COCOM Commander may waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.

5. Voluntary Extension

- a. A DoD member who volunteers for a 12 month extension in the Operation Enduring Freedom or Operation New Dawn (formerly Iraqi Freedom) Area of Operations, subsequent to a 12 month or longer rotation is permitted transportation for an additional R&R leave period IAW OSD amendment to policy memo dated 19 December 2007. The traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave (see par. U7005-E5c).
- b. Transportation for the R&R leave period is authorized only between the first deployed period termination and the voluntary extension start.

6. Non DoD Services. Each non DoD Service should consult its Service written material.

D. R & R Locations/Destinations. APP U lists authorized R&R locations/destinations.

1. R&R Location. A location must meet the requirements of [DoDI 1327.06](#) and be designated by one of the authorities listed in par. U7005. ***Do not send designation requests to PDTATAC.***

2. R&R Destination. The authorized R&R destination, determined IAW [DoDI 1327.06](#), is listed in APP U.

3. Alternate Destination

- a. A traveler may select a destination different from the authorized destination in APP U and be reimbursed NTE the cost of GOV'T provided transportation to the authorized destination.
- b. Travel to and from the alternate destination is official travel, so available contract city pair airfares may be available for use.
- c. ***If the traveler travels to a more expensive alternate destination, city pair airfares are not authorized to/from the alternate destination.***

4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. **Example 1**

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
There is no city pair airfare between OCONUS Location A and OCONUS Location B. The round trip POLICY CONSTRUCTED AIRFARE (APP A) between OCONUS Location A and OCONUS Location B (incorporating some city pair airfare connections) is:	\$1,200
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,000
The traveler desires to utilize R&R to CONUS Location D. Round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE between OCONUS Location A and CONUS Location D is:	\$1,600
Since transportation to CONUS Location D is more expensive than transportation to OCONUS Location B or CONUS Location C no city pair airfare may be used to CONUS Location D.	
Since round trip transportation for OCONUS Location B is more expensive than round trip transportation for CONUS Location C, the round trip transportation for OCONUS Location B is used for cost comparison.	
The traveler's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. **Example 2**

The traveler's PDS is OCONUS Location A. The authorized destination is OCONUS Location B.	
Round trip city pair airfare between OCONUS Location A and OCONUS Location B is:	\$980
CONUS Location C is the authorized CONUS destination. The round trip city pair airfare between OCONUS Location A and CONUS Location C is:	\$1,400
The traveler desires to utilize R&R to CONUS Location D. The round trip city pair airfare between OCONUS Location A and CONUS Location D is:	\$1,200
Since transportation to CONUS Location D is less expensive than transportation to CONUS Location C, the traveler is authorized the city pair airfare to CONUS Location D (\$1,200) <i>NTE the \$1,400 cost to CONUS Location C.</i>	

5. Location Designation/Re-designation

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

- (1) DoD Services: PDUSD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Assistant Secretary for Health (ASH), Department of Health and Human Services;
- (4) U.S. Coast Guard: Commandant (CG-133), U.S. Coast Guard.

b. Designation/Re-designation Requests. DoD Services must send designation requests through COCOM Command channels to PDUSD (P&R) IAW [DoDI 1327.06](#).

E. Transportation

1. Limitations. R&R transportation is only for uniformed members and civilian employees. See JTR, Ch 7, Part A2 for civilian employee R&R travel..

2. Restrictions

a. A traveler taking an R&R trip may use:

(1) Military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or

(2) Commercial air transportation if space required military air transportation is not reasonably available, and

(3) May not use cruise or tour packages to and/or from the authorized destination.

b. Each Commander must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling.

3. Procurement. Commercial air transportation must be IAW par. U2400.

*4. Reimbursement. Reimbursement must not exceed the GOV'T procured transportation cost between a traveler's PDS and the authorized destination as determined in par. C7005-D2. Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

5. Time Limitation

a. Standard Tour: The traveler must have served more than 90 days in the R&R location prior to taking the 1st R&R leave.

b. Contingency Tour: The traveler must have served at least 60 days in the R&R location prior to taking R&R leave. ***NOTE: Each COCOM Commander is also authorized to waive the 60 consecutive day requirement. This authority may not be delegated below the General/flag officer level.***

c. Extended Tour: Traveler must have served 18 or more months in the R&R location prior to taking a 2nd R&R leave.

SECTION 3: CONSECUTIVE OVERSEAS TOURS (COT) LEAVE

U7010 COT LEAVE

A. Authority

1. An eligible member, for personal travel, and on behalf of an eligible dependent, is authorized travel and transportation allowances in Ch 5, Parts B and C, for COT leave travel between authorized locations.
2. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed IAW par. U4780, and Ch 3, Part D.
3. A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

B. Eligible Member

1. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tours of duty at the same PDS (see APP A1 definition of IPCOT), or
 - b. PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One tour is unaccompanied, or
 - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs ([DoDI 1315.18](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf),
2. Military Personnel Assignments. For procedures for Military Personnel Assignments see (<http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
3. COT Requirements for Alaska or Hawai'i PDS. See [DoDI 1315.18](http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf), par. E3.7.2.2 for the COT requirements for a DoD member assigned to Alaska or Hawai'i.
4. FEML Location PDS. When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

C. Eligible Dependent. An eligible dependent is one who:

1. Is a dependent (see APP A1, except a child described in item 8 of the definition) on the:
 - a. Last day of the member's first tour at the old OCONUS PDS; or
 - b. Member's PCS order effective date to the new OCONUS PDS; and
2. Is command sponsored for both tours;
3. Is/was (in the case of deferred leave travel and evacuated dependent) located at/in the member's old OCONUS PDS vicinity; and
4. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command sponsored dependent born during a COT leave deferral period.

D. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair airfares *are authorized*.

1. Travel between Authorized Locations. Travel between authorized locations is travel:

- a. Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- b. From the old to the new OCONUS PDSs via an authorized destination; or
- c. Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7010-E3.

2. Authorized Destination

- a. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR.
- b. *If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.*
- c. If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place.
- d. Examples. *Costs in these examples are not actual costs and are used for illustration only.*

(1) Example 1

Member's PDS is in an OCONUS location and HOR is in a CONUS Location A. There is no city pair airfare between the OCONUS location and CONUS Location A.	
The POLICY CONSTRUCTED AIRFARE (APP A1) between the OCONUS location and CONUS Location A (incorporating some city pair airfare connections):	\$1,200
Member desires to utilize COT travel to CONUS Location B.	
City pair airfare to/from CONUS Location B:	\$1,400
Least expensive POLICY CONSTRUCTED AIRFARE to/from CONUS Location B:	\$1,600
Since transportation to/from CONUS Location B, is more expensive than transportation to/from CONUS Location A, no city pair airfares may be used to/from CONUS Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from CONUS Location B is authorized/approved by the Secretarial Process making the city pair airfare to/from CONUS Location B available.	

(2) Example 2

Member's PDS is in OCONUS Location and the HOR is CONUS Location A.	
Round trip city pair airfare trip cost:	\$980
Member desires to utilize COT travel to/from CONUS Location B.	
Round trip city pair airfare to/from CONUS Location B:	\$840
Since transportation to/from CONUS Location B is less expensive than transportation to/from the HOR in CONUS Location A, the member is authorized city pair airfare to/from CONUS Location B (\$840) NTE the \$980 cost to HOR.	

3. POC Travel. An eligible traveler (member and/or dependent) may return to the old PDS at GOV'T expense from an authorized destination to drive a POC to a new PDS.

*4. Designated Place. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a DESIGNATED PLACE IAW par. U5074.

*5. Temporarily Absent from the PDS. Pars. U5064-A, U5066 (member) and U5134 (dependent) explain when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel.

6. Student Dependent Travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance).*

E. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. CONUS HOR. A member whose HOR is in CONUS, and the member's dependent, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

2. OCONUS HOR. A member whose HOR is OCONUS may elect to defer COT leave travel.

3. Deferred Travel

a. COT Leave Travel Completion. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires.

b. Duty ICW a Contingency Operation

(1) Limitations. Under [DoDI 1327.06](#), a member, who deferred COT travel because of duty ICW a contingency operation, is not authorized to take COT ICW any other leave program or travel allowance unless requested by the traveler, or IAW Service regulations for the non-DoD Services. The Secretary Concerned may authorize/approve the combination of travel ICW a consecutive overseas assignment with other authorized travel upon Service member request, provided that the combination of travel is in GOV'T's interest.

(2) Exception

(a) If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends.

(b) In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location.

(c) The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

F. Reimbursement

1. Member Procured Transportation Examples. *Costs in these examples are not actual costs and are used for illustration only.*

a. Member Directed to Use Available GOV'T/GOV'T Procured Transportation. An eligible member, directed to use available GOV'T/GOV'T procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. **Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.**

Member's PDS is in a non-foreign OCONUS location, and the HOR is in a CONUS location.	
City pair airfare one way transoceanic trip cost:	\$775
Member elects not to use the CTO (policy violation and par. U1245) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one way transoceanic ticket:	\$500
*Transoceanic airfare reimbursement (\$500) is not authorized IAW par. U5034-B.	

*b. Reimbursement to a Member on Behalf of an Eligible Dependent. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the GOV'T/GOV'T procured transportation cost, as appropriate, for the official distance (see par. U5028-A). **This should almost never occur since CTO use is mandatory for all official travel.**

Member's PDS is in a non-foreign OCONUS location and the HOR is in a CONUS location.	
GOV'T procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, told to use the CTO for airfares but elects not to use the CTO for COT leave travel from the PDS to the HOR.	
The dependent purchased a one way transoceanic ticket:	\$2,300
*The member, on the traveler's behalf, is reimbursed \$1,900, the GOV'T cost for the transoceanic trip cost plus necessary ground transportation to the HOR. The traveler is financially responsible for the additional cost of \$400 (one way). A dependent is not required to use GOV'T air transportation IAW par. U5124-A.	

*c. POC Use. When the Service authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (member and/or dependent) IAW pars. U5220-A and/or U5116. If the Service does not authorize/approve POC use, reimbursement is limited to the POLICY CONSTRUCTED AIRFARE (see APP A definition).

(1) Example 1

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 11 year old child. They departed the OCONUS residence (see par. U7200-A) on day 1 and arrived at the HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS HOR residence.	
3. The destination per diem rate @ the time of travel was \$139 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the accompanying child (under age 12) @ 50% of the member's amount =	\$ 17.25
7. City pair airfare cost (one way for member and 2 eligible travelers): \$599/traveler x 3 travelers =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	<u>\$ 50.00</u>
Total constructed GOV'T city pair airfare cost =	\$1,924.63
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.235/mile =	\$ 719.80
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate)
Member's authorized per diem = 9 days x \$129/day =	\$ 1,161.00
Per diem for the accompanying spouse @ 75% of the member's amount =	\$ 870.75
Per diem for the accompanying child (under age 12) at 50% of the member's amount =	<u>\$ 580.50</u>
Total actual amount =	\$ 3,332.05
In this example, the city pair airfare to the CONUS HOR is less expensive than POC 'MALT Plus' travel to the HOR. The member's reimbursement is limited to the POLICY CONSTRUCTED AIRFARE of \$599/person if the Service did not authorize/approve POC use.	
The member is financially responsible for the additional cost (\$3,332.05 - \$1,924.63) of \$1,407.42.	
If the Service authorizes/approves POC use through the Secretarial Process, the member is authorized 'MALT Plus' on behalf of eligible travelers. See par. U7010-F1c.	

(2) Example 2

A member performed COT travel from the old PDS to the CONUS HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence (see par. U7200-A) on day 1 and arrived at the CONUS HOR on day 9. Constructed transportation and per diem are computed as follows:	
1. COT/HOR travel from OCONUS PDS to the CONUS HOR.	
2. 9/1: Depart OCONUS PDS. Arrive @ CONUS HOR residence.	
3. The destination per diem rate at the time of travel was \$146 (\$100/ \$46).	
4. The member's reimbursement for 9/1 is \$34.50 (75% x \$46) =	\$ 34.50
5. Per diem payable for spouse is 75% of the \$34.50 due to the member =	\$ 25.88
6. Per diem for the 2 accompanying children (under age 12) @ 50% of the member's amount of \$17.25/child x 2 children =	\$ 34.50
7. City pair airfare cost (one way for member & 3 eligible travelers: \$969/traveler x 4 travelers =	\$3,876.00
8. Ground transportation from OCONUS residence to airport =	\$ 70.00
Total constructed GOV'T city pair airfare cost =	\$4,040.88
Actual 'MALT Plus' is computed as follows:	
Member elects (no Service authority) POC transportation to the CONUS HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.235/mile =	\$719.80
Per Diem for Actual Travel using 'MALT Plus' Method	
Days 1 to 9	Per diem for 9 travel days @ the (Standard CONUS per diem rate) 9 days x \$129/day = \$1,161
Member's authorized per diem =	\$1,161.00
Per diem for the accompanying spouse at 75% of the member's amount =	\$ 870.75
Per diem for the 2 accompanying children (under age 12) at 50% the member's amount of \$580.50/child x 2 children =	\$ 1,161.00
Total actual amount =	\$3,912.55
In this example, the city pair airfare cost to the CONUS HOR is more expensive than POC 'MALT Plus' travel to the HOR. Since the POLICY CONSTRUCTED AIRFARE exceeds the actual POC cost, the member is reimbursed the actual amount of \$3,912.55. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT Plus' on behalf of eligible travelers (par. U7010-F1c).	

2. Travel Status. A member is in a travel status (see par. U2250) during direct travel between authorized locations. For other travel undertaken for personal convenience, leave, and administrative absence ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)), a member's travel status is limited to a constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7010 if a member elects:

- a. 15 days leave and transportation, under par. U7025, or
- b. Either of two other options available in lieu of transportation under par. U7025, (i.e., cash, or 30 days leave without funded transportation. See [DoDI 1327.06](#)).

SECTION 4: EMERGENCY LEAVE

U7015 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Transportation

1. General. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (IAW [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures), Encl 2, subsec. 1.j.(3)) for DoD Services and/ or Service regulations for non-DoD Services (par. U1015-C2i) are authorized transportation between authorized locations.
2. Transportation Mode. Air is the *only authorized transportation mode* (airport to airport transportation see par. U7015-C3 **NOTE 1**).
3. GOV'T Air Transportation not Reasonably Available
 - a. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space required GOV'T air transportation is not reasonably available.
 - b. A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).
 - c. See par. U7015-C for definition of "authorized location."
 - d. See par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply if GOV'T transportation is reasonably available and not used.
4. Transportation Cost Reimbursement. Reimbursement:
 - a. For transportation costs is NTE the cost of GOV'T procured commercial air transportation between authorized locations.
 - b. Is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost).
 - c. For ground transportation from PDS/home/destination the airport is not authorized.
 - *d. For air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.
5. Dependent Personal Emergency. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U7070 -A incident to the burial of a deceased member.
6. Travel Across CONUS. Travel across CONUS is at GOV'T expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:
 - a. On permanent duty OCONUS,

- b. Assigned to an OCONUS ship/unit operation, or
- c. With an OCONUS domicile who is on permanent duty or initial training in CONUS, or is described in par. U4090-H, U4090-I, or U4090-J.

2. Not Eligible. A cadet/midshipman is not an eligible member for this transportation.

3. Eligible Dependent. An eligible dependent is one who:

- a. Is command sponsored and resides OCONUS with the member,
- b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or
- c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
 - (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

4. Domicile

a. As used in par. U7015, domicile is a member's HOR or place:

- (1) From which first called (or ordered) to active duty,
- (2) Of first enlistment, or
- (3) Of permanent legal residence.

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

C. Authorized Locations

1. An eligible member and an eligible dependent are authorized:

- a. Transportation from an originating location to a destination, and
- b. Return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7015.

2. The authorized locations listed below (including those in par. U7015-C4b(3)) are official travel locations, and available contract city pair airfares *may* be used.

3. Examples

NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.

NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

A member's PDS is OCONUS and the emergency leave is CONUS Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	\$1,200
Round trip city pair airfare between the PDS and Location A:	\$1,400
Round trip POLICY CONSTRUCTED AIRFARE between the PDS and Location A:	\$1,600
Since transportation to/from Location A is more expensive than transportation to/from the closest CONUS international airport, Location B, no <i>city pair airfare may be used</i> to/from Location A.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

A member's PDS is OCONUS and the emergency leave CONUS location is Location A. The closest CONUS international airport with a scheduled flight is Location B.	
Round trip city pair airfare between the PDS and Location B:	\$1,200
Round trip city pair airfare between the PDS and Location A:	\$ 980
Since transportation to/from Location A is less expensive than transportation to/from the closest CONUS international airport, Location B, the member is authorized city pair airfare to/from Location A (\$980) NTE the \$1,200 cost to Location B.	

4. Member and Dependent(s) OCONUS. For a member described in pars. U7015-B1a and U7015-B1b and dependent(s) described in pars. U7015-B3a and U7015-B3b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member/dependent's location when notified of the personal emergency, if the location is OCONUS. **For a member described in par. U7015-B1c and dependent described in par. U7015-B3c, check par. U7015-B3a.**

b. Authorized destinations are:

- (1) Either:
 - (a) The CONUS international airport closest (IAW 37 USC §481d the closest CONUS port of entry is the standard of measure) to the location from which the member/dependent departed and to which air transportation is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. See the examples in par. U7015-C3; ***NOTE: Par. U7015-C4(b)(1)(a) creates the sole criterion for the cost limit to be used for transportation to another airport.***

- (2) An airport in a NON-FOREIGN OCONUS AREA (APP A1); or
- (3) Any foreign OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.

5. Member and Dependent in CONUS. For a member described in par. U7015-B1c and dependent described in par. U7015-B3c:

- a. Authorized origins are the international airports nearest the:
 - (1) Member's PDS, or
 - (2) Dependent's location when notified of the personal emergency.
- b. Authorized destinations are:
 - (1) An international airport in a non-foreign OCONUS area, or
 - (2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.

U7020 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location or any time classified as leave or administrative absence. ([DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave as determined under [DoDI 1327.06](#) (Leave and Liberty Policy and Procedures) for DoD Services and/or Service regulations (par. U1015-C2i).

B. Transportation

1. Space required GOV'T transportation must be used if reasonably available.
2. Travel and transportation allowances are the same as if traveling on TDY.
3. The policy in par. U3220-B allowing reimbursement up to the directed mode cost does not apply if GOV'T transportation is reasonably available and not used.

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS/home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7020-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City Pair Airfare Use. The locations listed in par. U7020-A are official travel locations, and available contract city pair airfares may be used. ***If the member travels to a more expensive 'other' location, city pair airfares are not authorized.***

F. One Way Emergency Leave Travel

1. There is no authority for one way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port.
2. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7020-D.
3. See par. U7045 for travel and transportation allowances when a ship relocates during the member's authorized absence.
4. Examples. ***The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*** Even though payable, per diem and transportation costs to/from terminals are not included in the examples

a. Example 1

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city pair airfare between Ft. Campbell and Ft. Belvoir and the POLICY CONSTRUCTED AIRFARE (APP A1) (incorporating some city pair airfare connections) is \$400.	
City pair airfare cost from Ft. Campbell to Denver	\$500
POLICY CONSTRUCTED AIRFARE cost from Ft. Campbell to Denver	\$600
Since transportation to Denver is more expensive than transportation to the PDS (Ft. Belvoir), the member is not authorized city pair airfare to Denver. The member's financial responsibility is \$600 of which \$400 is reimbursable.	

b. Example 2

A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair airfare from Ft. Hood to Atlanta	\$280
Since transportation to Atlanta is less expensive than transportation to the PDS (Ft. Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

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SECTION 5: SPECIAL REST AND RECUPERATION (SR&R)

U7025 TRANSPORTATION FOR SR&R ABSENCE ICW TOUR EXTENSION

A. Authority. Under regulations prescribed by the Secretary Concerned, an eligible member may elect up to:

1. 15 days (for personnel completing an overseas tour of 12 or fewer months), or
2. 20 days (for personnel completing an overseas tour longer than 12 months)

of SR&R absence ([DoDI 1327.06](#), Encl. 2, subsec. 6.f).

B. Eligibility. A Uniformed Service member must meet the following [DoDI 1327.06](#) requirements:

1. Be entitled to basic pay,
2. Have a specialty designated for SR&R purposes,
3. Complete a tour of duty at a designated OCONUS PDS,
4. Extend that tour for not less than a year, and
5. Does not elect a non transportation option under [10 USC §705](#).

C. Transportation

1. Authorized Transportation. GOV'T funded round trip transportation is authorized between the OCONUS PDS and:

- a. The nearest CONUS aerial POE ([10 USC §705\(a\)](#)), or
- b. An alternate destination NTE the cost of round trip transportation between the OCONUS PDS and the nearest CONUS aerial POE.

2. GOV'T/GOV'T Procured Transportation. Round trip GOV'T/GOV'T procured transportation is authorized and must be used, if available.

*3. Commercial Transportation. If GOV'T/GOV'T procured transportation is not available, the member must procure round trip commercial transportation via an available CTO (par. U2400). Air transportation costs include taxes or fees the GOV'T would have paid if GOV'T procured transportation was used.

4. Reimbursement. Transportation reimbursement:

a. Is authorized for:

- *(1) Transoceanic travel and overland air travel (par. U5032-C4),
- (2) Overland surface travel at actual cost, and
- (3) POC travel at actual cost (par. U4740-A).

b. Round trip transportation reimbursement to an alternate destination **must not exceed** the round trip transportation cost between the OCONUS PDS and the nearest CONUS aerial POE.

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R travel while en route to and from or while at the SR&R leave location.*

E. Contract City Pair Airfares. Travel to and from the alternate location is official travel, and contract city pair airfares may be used but only if the contract city pair airfare to the alternate destination does not exceed the cost of the contract city pair airfare to the nearest CONUS aerial POE.

F. Transportation Reimbursement Examples

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

1. **Example 1**

Member's PDS is in an OCONUS location and the nearest CONUS aerial POE is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	\$1,200
City pair airfare to Location B =	\$1,400
POLICY CONSTRUCTED AIRFARE to Location B =	\$1,600
Since transportation to Location B is more expensive than transportation to Location A, city pair airfare may not be used to Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

2. **Example 2**

Member's PDS is in an OCONUS location and the nearest CONUS air port is Location A. Member wants to travel to Location B.	
City pair airfare to Location A =	\$1,200
City pair airfare to Location B =	\$ 980
Since transportation to Location B is less expensive than transportation to Location A, the member is authorized city pair airfare to Location B (\$980) NTE the \$1,200 cost to Location A.	

PART D: TRAVEL ICW THE DEATH OF A MEMBER/DEPENDENT

U7065 GENERAL

A. Policy. Transportation procedures for the remains of a deceased member and/or a deceased dependent, IAW par. U1015-C2m, are established in the:

1. [DoDD 1300.22, Mortuary Affairs Policy](#), and
2. DTR
 - a. [Part VII, Ch 701](#), and
 - b. [Part VII, Ch 702](#), and
3. Sponsoring Service regulations.

B. Escorting the Remains of a Deceased Member. Per diem allowances for travel and TDY of a member ICW escorting the remains of a deceased member are IAW Ch 4, Part B.

U7070 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony ([37 USC §481f](#))

NOTE: The families of cadets/midshipmen are not eligible for this transportation.

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. U7070, means:
 - a. The deceased member's surviving spouse (including a remarried surviving spouse);
 - b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;
 - c. The deceased member's parent or parents as defined in [37 USC §401\(b\)\(2\)](#) (**NOTE 1** below);
 - d. The deceased member's siblings (one of two or more individuals having one or both parents in common);
 - e. The person who directs the disposition of the deceased member's remains under [10 USC §1482\(c\)](#) (**NOTE 2** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under [10 USC §1482\(c\)](#) to direct the disposition of the remains if individual identification had been made; and
 - f. If no person described in par. U7070-A1a, U7070-A1b, U7070-A1c, and U7070-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U7070-A1e. A person provided travel and transportation under par. U7070-A1f is in addition to the person referred to in par. U7070-A1e.
2. Attendant or Escort. An attendant or escort (pars. U7110-A and U7110-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U7070-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and
- b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U7070-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U7070-A1 and U7070-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

- a. The time necessary to travel to the location concerned, plus
- b. NTE 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U7070-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) Transportation in kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

*GOV'T transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. U7070-A4a(2) is subject to par. U5116-b2, for land travel and par. U5124 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used GOV'T procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7070-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodging Plus' method in Ch 4, Part B when traveling under par. U7070-A. The per diem payable must not exceed the appropriate rate for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U2805, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The authorized traveler(s) is/are authorized reimbursement for the reimbursable expenses (APP G) incurred incident to travel under par. U7070. Receipt requirements are the same as those in par. U2710.

e. Definitions. See par. U7070-C.

5. Memorial Service. An eligible relative may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service if that memorial service for a deceased member who dies while on active duty occurs at a location other than the burial ceremony location. This round-trip is in addition to that to the burial ceremony and must be completed within 2 years following the member's death, unless the time limitation is waived by the Service Secretary. Allowances in pars. U7070-A1, U7070-A2, U7070-A3, and U7070-A4 apply to the additional roundtrip. Travel and transportation allowances may be

provided under par. U7070-A5 for travel of eligible relatives to only one installation/home port/unit memorial service for the deceased member. The memorial service must be in the CONUS, a non-foreign OCONUS area or the deceased member's last PDS or home port, and may not be in a theater of combat operations.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. U7070-B applies to an eligible family member (as defined in par. U7070-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. ([37 USC §481f](#)).

2. Definition of Eligible Family Member. For purposes of par. U7070-B1, an eligible family member of the deceased member of the armed forces includes the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section [37 USC §401\(b\)\(1\)](#) (**NOTE 4** below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section [37 USC §401\(b\)\(2\)](#) (**NOTE 1** below),
- d. If no person described in par. U7070-B2a, U7070-B2b, or U7070-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under APP E2, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U7070, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains;
2. A placement of cremated remains in a columbarium;
3. A memorial service for which reimbursement is authorized under [10 USC §1482\(d\)\(2\)](#) (**NOTE 3** below); and
4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

D. Definition of "Parent". For par. U7070-A1c and U7070-B2c: [37 USC §401\(b\)\(2\)](#), the term "parent" means:

1. A natural parent of the member;
2. A step parent of the member;
3. A parent of the member by adoption;
4. A parent, stepparent, or adopted parent of the spouse of the member; and
5. 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 five years before the member became age 21.

E. Disposition of Remains. With reference to par. U7070-A1d(1): [10 USC §1482\(c\)](#) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;
- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

F. Non-Recoverable Remains. For the purpose of par. U7070-C3; [10 USC §1482\(d\)\(2\)](#) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of Chapter 10 of Title 37, whichever is later.”

G. Definition of “Child”. For par. U7070-B2b: [37 USC §401\(b\)\(1\)](#), the term “child” includes a/an:

1. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);
2. Adopted child of the member, including a child placed in the member’s home by a placement agency (recognized by the SECDEF) in anticipation of the member’s legal adoption of the child; and
3. Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary Concerned.

**PART E: TRAVEL OF AN ESCORT, AN ATTENDANT OR
AN ACCOMPANYING DEPENDENT**

U7110 DEFINITIONS OF TERMS USED IN THIS PART

A. Escort

1. Any person who, IAW a travel order (or ITA for a person not a member or a GOV'T employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone.
2. The member's commanding officer or the AO may appoint an escort.

B. Attendant

1. Any person who, IAW a travel order (or ITA for a person not a member or a GOV'T employee), accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally.
2. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs.
3. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility.
4. A competent medical authority appoints an attendant.

U7115 GENERAL

A. Authority. Escort/attendant travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

B. Travel Order. A travel order (or ITA for a person not a member or a GOV'T employee) for an escort/attendant travel must cite par. U7115 as authority.

C. Travel of a Member's Escort/Attendant. For travel of a member's escort/attendant, see Ch 7, Part F1.

D. Circumstances. This Part prescribes the travel and transportation allowances payable for a dependent's escort/attendant. This travel may be authorized under the following circumstances, for:

1. 1-Year Period. Any person to escort a dependent(s) within the 1-year period after the member:
 - a. Dies,
 - b. Is declared missing,
 - *c. Is injured (see par. U5208), or
 - d. Is otherwise unable to accompany the dependent.
2. Dependent Cannot Travel Alone. A person to travel as an escort/attendant for a dependent accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U7215) and the dependent cannot travel alone;

3. Non concurrent PCS Travel

- a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS.
- b. Round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized.
- c. GOV'T transportation must be used on a space required basis when available. If not available, allowances are IAW par. U7120;
- d. *Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

4. Unusual/Emergency Circumstances

- *a. A sole parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual/emergency circumstances in pars. U7215 and U5144.
- b. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination.
- c. GOV'T transportation must be used on a space required basis as the directed mode when available. If not available, allowances are IAW par. U7120;
- d. *Par. U3220-B, allowing reimbursement NTE the directed mode cost, does not apply.*

5. Evacuation. Any person to escort a dependent authorized transportation from the member's PDS incident to an evacuation under par. U6004-B (OCONUS) or U6050-A (CONUS), and who (the dependent) is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances ICW dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

6. Medical Facility Transfer. A member to accompany a dependent as an escort/attendant when the dependent, requiring an escort/attendant to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7180 in regard to travel for specialty care for TRICARE Prime patients);

7. Member's Burial Ceremony or Memorial Service. Any person authorized to accompany a dependent, authorized transportation to attend a member's burial ceremony or memorial service (see par. U7070) as an escort/attendant;

8. Student Diagnosis/Evaluation

- a. Any person authorized to accompany a student when travel is necessary because medical/educational authorities request a student diagnosis/evaluation under [DoDI 1342.12](#).
- b. See [DODI 1342.12](#) for tuition free handicapped DoDEA students, and one/both of the student's parents/guardians are present to participate in the diagnosis/evaluation (par. U7305-C) or to escort the student; or

9. Travel to a Repatriation Site. Any person to travel as an attendant to accompany a dependent authorized to travel to a repatriation site (see par. U7275) and the family member cannot travel alone.

U7120 MEMBER AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

A member escort/attendant under this Part is authorized TDY travel and transportation allowances.

U7125 CIVILIAN EMPLOYEE AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

A U.S. GOV'T civilian employee escort/attendant, traveling under par. U7115-D1, U7115-D2, U7115-D5, U7115-D7, or U7115-D8, is authorized the TDY travel and transportation allowances in regulations issued by the agency/department that is funding the travel. See JTR, par. C7110 or C7115.

U7130 ANOTHER PERSON AS AN ESCORT/ATTENDANT OF A DEPENDENT(S)

1. A person other than a Uniformed Service member or U.S. GOV'T civilian employee, designated to travel as an escort/attendant for a dependent, should be issued an ITA.
2. This individual is authorized the same transportation and travel allowances as a DoD civilian employee.
3. See APP E for ITA information.

U7135 ACCOMPANYING DEPENDENT

The AO may authorize one or more dependents to travel with the patient if the AO determines that:

1. The dependent is command sponsored at the OCONUS PDS, and incapable of self-support;
2. No suitable care arrangements (e.g., IAW the Service "Family Care Plan") can be made at the OCONUS PDS;
3. The travel is in the GOV'T's interest; and
4. The authority must be employed judiciously.

NOTE: The accompanying dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. This authority should only be used as a last resort.

U7136 FUNDS ADVANCE FOR AN ESCORT/ATTENDANT FOR A DEPENDENT(S)

The travel and transportation allowances authorized for an escort/attendant for a dependent may be paid in advance.

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SECTION 1: PHYSICAL EXAMINATION OR ILLNESS

U7140 ATTENDANTS/ESCORTS

- A. Definition. See APP A.
- B. Determination. A member, incapable of traveling alone, requires an attendant/escort. An attendant/escort may be:
1. A member,
 2. U.S. GOV'T civilian employee, or
 3. Any other person.
- C. Appointment. Any person listed in par. U7140-B may be appointed, to accompany an active duty member patient physically incapable of traveling alone, as an:
1. Attendant, by the Medical Authority, or
 2. Escort, by the Commander/AO.
- D. Travel and Transportation Allowances
1. Member as an Attendant/Escort. A member is authorized TDY travel and transportation allowances.
 2. Civilian Employee as Attendant or Escort. A U.S. GOV'T civilian employee is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.
 3. Other Person as Attendant/Escort. Another person designated to travel as an attendant/escort is:
 - a. Issued an ITA, or included in the same travel order (identified as an attendant/escort) issued for the member patient.
 - b. Authorized the same travel and transportation allowances as would be a civilian employee. See JTR, par. C7115.
 4. Accompanying Dependent Who Is Not an Attendant/Escort. If authorized, the dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order.. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. See par. U7135 for eligibility.
- E. Non Concurrent Attendant Travel. Non concurrent attendant travel may be authorized/approved when the need for an attendant arises during treatment, or there is need for an attendant only during a portion of the patient's travel.

U7145 A MEMBER ON THE TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS

- A. Travel Status. *Except when both the member's home and the medical facility are within the same corporate city limits*, a member:
1. On the TDRL, undergoing a required periodic physical examination, is in a travel status during the:
 - a. Examination, and

- b. Travel to and from a medical facility (par. U2800-F).
2. Being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for physical disability, is in a travel status during the;
 - a. Hearing, and
 - b. Travel to and from the hearing.

B. Travel and Transportation Allowances. Travel and transportation allowances expire when TDRL status expires. TDRL status expires five years after the date when the member's name was placed on the TDRL, or sooner, per the medical reexamination results IAW [10 USC §1210 \(b\)](#).

1. Travel outside the Corporate Limits of the Member's Home. A TDRL member is authorized TDY travel and transportation allowances:
 - a To and from a medical facility for required periodic physical examinations, and
 - b To, from, and during a hearing, when under an order to appear before a PEB.

Appointed attendant or escort TDY travel and transportation allowances may be authorized/approved per Agency/Service regulations IAW par. U7140-C. 'Other than economy/coach' seating accommodations, if necessary for medical reasons, must be authorized/approved IAW par. U2810-A requirements.

2. Local Travel

- a. If a member's home and the medical facility/PEB are within the same corporate city limits (see par. U2800-B) transportation expenses reimbursement is under Ch 2, Part L.
- b. For this travel, the member's home is the PDS.

C. Allowances while at the Medical Facility. The day after arrival at the medical facility through the day before departure, the member is authorized per diem:

1. Equal to the actual daily charges paid for meals if admitted as an inpatient; or
2. For TDY, if an outpatient.

U7150 TRANSFER TO/FROM A MEDICAL FACILITY OR TO HOME (INCLUDING IN-SANE/MENTALLY INCOMPETENT PATIENT)

A. Travel and Transportation Allowances

1. An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable.
2. Advances may be made against such allowances to the attendant/escort. See par. U7140.
3. Advances must be IAW Service instructions.

B. Transportation in Kind. When transportation in kind is furnished, the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations.

U7155 TRAVEL AND TRANSPORTATION ALLOWANCES FOR A MEMBER DISCHARGED FROM ST. ELIZABETHS HOSPITAL, A DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITY, OR A VETERANS AFFAIRS MEDICAL CENTER (VAMC)

A. Discharged from the Service upon Entry into a Medical Facility. If a member, in the care of an attendant/escort, is ordered to St. Elizabeths Hospital, an HHS medical facility, or a VAMC:

1. In the locality of the member's home and then discharged, there is no authority for travel and transportation allowances upon discharge from a medical facility.

*2. Not in the locality of the member's home, the member is authorized 'MALT Plus' from the medical facility to member's home. See par. U5220-A.

B. Not Discharged from the Service upon Entry into a Medical Facility. If transferred to St. Elizabeths Hospital, an HHS medical facility, or a VAMC for observation and treatment (as distinguished from transfer for immediate discharge), a member is authorized travel and transportation allowances in Ch 5, Part B upon discharge from a medical facility.

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SECTION 3: OCONUS DEPENDENT MEDICAL CARE TRAVEL

U7215 OCONUS DEPENDENT MEDICAL CARE TRAVEL

A. Dependent Definition. As used in this par., a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

B. Local Medical/Dental Care Not Available

1. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- a. Is accompanying the member and the member has been on active duty for more than 30 days; and
- b. Requires care not available in the member's OCONUS PDS area.

2. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U7215-B3.

3. Exceptions. A dependent participating under a dental plan established under [10 USC §1076a](#) (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- a. Emergency dental care,
- b. Dental care provided at an OCONUS location, or
- c. Dental care not covered by the dental plan.

C. Elective Surgery. *Travel and transportation reimbursement is not authorized for a dependent that travels for elective surgery.*

D. Transportation to and from a Medical and/or Dental Facility. When practicable, GOV'T transportation should be used for transportation authorized by this par. When GOV'T transportation is not available or its use is not practicable, dependent patients must be transported by:

1. GOV'T procured commercial transportation,
2. Personally procured commercial transportation, or
3. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. *TDY mileage may not be paid.* However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation been furnished by the GOV'T (i.e., GOV'T or GOV'T-procured transportation). ***NOTE: This limit does not apply when GOV'T or GOV'T-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

E. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

F. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U4705 is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982).***

G. Lodging and Meals. The actual cost of dependent's lodging (including tax (NOTE), tips, and service charges) and actual cost of meals (including tax and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. The amount paid for lodging and meals may not exceed the maximum amount allowed for lodging and M&IE, respectively, authorized in the medical/ dental facility locality per diem rate. A dependent is not authorized meal expenses for roundtrip travel that is performed within 12 hours (see par. U4100-B). This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area (APP A1) does not include lodging tax. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (APP G). The locality per diem lodging ceiling in a foreign area (APP A1) includes lodging tax. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

H. Reimbursable Expenses. The dependent is authorized reimbursement for the reimbursable expenses listed in APP G except that if a POC is used to and from the transportation terminal, reimbursement is for the actual expenses incurred, as in par. U4705 and ***payment of mileage is not authorized***. Receipt requirements are the same as those in par. U2710.

I. Attendants for a Dependent. If a dependent is unable to travel unattended, roundtrip travel and transportation allowances are authorized for necessary attendants as provided in Ch 7, Part E.

J. Advance. Funds may be advanced to cover expenses reimbursable under this par.

K. Administrative Provisions. An order authorizing/approving dependent travel for medical or surgical care must cite par. U7215 as authority. A statement by a competent medical official (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the AO's statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

*L. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5116-A, whose dependent is transported to a place other than the member's PDS under this par., is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

M. Accompanying Dependent Who Is Not an Attendant/Escort. If authorized, the dependent is limited to round trip air transportation only (no per diem) between the OCONUS PDS and the medical facility stated in the patient's travel order.. Any further travel costs for the accompanying dependent are the personal financial responsibility of the member. See par. U7135 for eligibility.

SECTION 4: NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER

NOTE: *Cadets/midshipmen are not eligible for non-medical attendant allowances.*

U7220 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER

A. **General.** A Uniformed Service member covered by par. U7220 is a member who:

1. as a result of a wound, illness, or injury, has been determined by the attending physician or surgeon to be 'very seriously wounded, ill or injured' or 'seriously wounded, ill, or injured,' and
2. is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wound, illness or injury.

B. **Non-Medical Attendant.** A non-medical attendant is an individual who is:

1. designated by the member to be a non-medical attendant for the member, and
2. determined by the attending physician or surgeon and the military medical facility commander or head to be appropriate to serve as a non-medical attendant for the member and whose presence may contribute to the health and welfare of the member.

C. **Regulatory Authority.** A non-medical attendant of a member described in par. U7220-A may be provided transportation and per diem under par. U7220 as determined by appropriate authority. A non-medical attendant under par. U7220 may not also be a designated individual under par. U7270. The Secretarial Process may authorize/ approve transportation and per diem for more than one non-medical attendant in extenuating circumstances. See par. U1015 for claims and APP E1, par. A2q for ITA authority.

1. **Uniformed Service Member:** The member is authorized TDY travel and transportation allowances.
2. **Civilian Employee:** A GOV'T civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel order and/or paid under DTS.
3. **Other Persons:** A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U7220-D, U7220-E and U7220-F.

D. **Transportation**

1. **General.** One, or a combination, of the following round-trip transportation services between the non-medical attendant's home and the location at which the member is receiving treatment may be provided if the attending physician or surgeon and the military medical facility commander/head exercising military control over the member determines in writing that the designated individual's presence may contribute to the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for personally procured commercial transportation cost (***CTO use is still MANDATORY***);
- c. Automobile mileage rate (see par. U2600) for the official distance traveled by POC,

*Reimbursement for personally procured transportation and/or POC use is NTE the GOV'T-procured commercial round-trip air travel cost. GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U7220-D is subject to par. U5116-B2 for land travel and par. U5124 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of GOV'T-procured commercial air travel between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7220-D1c.

2. Other Trips. Only one round-trip between the non-medical attendant's home and the location the member is receiving treatment is authorized. However, the non-medical attendant also may be provided transportation, while accompanying the member, from the treatment location to which the round trip was authorized to any other location to which the member is subsequently transferred for further treatment. The transportation authorized includes any local travel necessary to obtain treatment for the member at the member's PDS (see par. U2805). Ex: The attendant lives at Location A, the member is being treated at Location B. While the attendant is with the member the member must go between Locations B and C. The attendant may be reimbursed to travel with the member between Locations B and C. However, the attendant may not be paid to return to Location A and then travel back to Location B or to Location C.

E. Per Diem

1. General. When a non-medical attendant is authorized a round-trip to and from a medical facility at GOV'T expense, per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, while accompanying the member to any other location to which the member is subsequently transferred for further treatment, and for return travel to the non-medical attendant's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U7220-E.*

2. Non-medical Attendant Resides at PDS. A non-medical attendant who resides at the member's PDS, which is the location at which the member is receiving treatment, is not authorized per diem while in the local area, but may be authorized local travel IAW par. U2805 for any travel necessary to obtain treatment for the member at the member's PDS. The non-medical attendant may be authorized transportation and per diem while accompanying the member to any other location outside the local PDS area to which the member is subsequently transferred for further treatment.

F. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U7220 may be reimbursed. Receipt requirements are the same as those in par. U2710.

G. Funds Advance. An allowance under par. U7220 may be paid in advance (see par. U2300).

PART I: TRAVEL TO VISIT A WOUNDED/ILL MEMBER

NOTE: *Cadets/midshipmen are not eligible for designated individual transportation.*

U7270 TRAVEL TO VISIT A WOUNDED/ILL MEMBER

A. General. Ordinarily, not more than three designated individuals (see par. U7270-B) of a member described in par. U7270-A1 or U7270-A2 may be provided transportation and per diem under par. U7270 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than three designated individuals in extenuating circumstances. See par. U1015 for claims and APP E1, par. A2q for ITA authority.

1. Active Duty Member Including an RC Member on Active Duty

a. Seriously Wounded, Ill or Injured. Transportation and per diem is authorized to visit an active duty member who is seriously wounded, seriously ill, seriously injured (including having a serious mental disorder) or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. Hospitalized as Result of Combat Wound or Injury. Transportation and per diem, may be authorized for each designated individual authorized to visit a member, not described in par. U7270-A1a, who has a wound or an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under [38 USC §1967\(e\)\(1\)\(A\)](#) and who is hospitalized in a medical facility in the U.S. for treatment of that wound or injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the U.S. Per diem authority must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. RC Member Entitled to Disability Pay and Allowances. Transportation and per diem is authorized to visit an RC member entitled to disability pay and allowances under [37 USC §204\(g\)](#), who is physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing IDT (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

DoDFMR, Volume 7A, paragraph 570604, and table 57-3 at http://comptroller.defense.gov/fmr/07a/07a_57.pdf or [COMDTINST M7220.29B par. 12-Q and figure 12-1](#) for a Coast Guard member at http://www.uscg.mil/directives/cim/7000-7999/CIM_7220_29B.pdf

3. Member Retired due to Wound, Illness or Injury. Transportation and per diem is authorized to visit a member who is retired solely because of a serious wound, injury or illness, or because of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious wound, serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authority does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence may contribute to the member's health and welfare during the member's inpatient treatment. In the case of a member who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon and the military medical facility commander or head. If the designated individual is a:

- a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.
- b. Civilian Employee: A GOV'T civilian employee is authorized the TDY travel and transportation allowances in regulations used by the agency/department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.
- c. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U7270-C, U7270-D and U7270-E.

2. The member may change any or all of the designated individuals during the duration of the member's inpatient treatment. However, during any one time period, there may only be three designated individuals paid per diem – this number is reduced by the number of non-medical attendants authorized during any period the member is authorized one or more non-medical attendants IAW par. U7220. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U7270-A.

C. Transportation

1. General. One, or a combination, of the following round-trip transportation services between the designated individual's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the designated individual is necessary for the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally procured commercial transportation (***CTO use is still MANDATORY***);
- c. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

*GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U7270-C1b is subject to par. U5116-B2 for land travel and par. U5124 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7270-C1c.

2. Trips Authorized. Each designated individual may be provided one round-trip between the designated individual's home and the medical facility location in any 60-day period. However, not more than a total of three roundtrips may be provided in any 60-day period. The number of round-trips in any 60-day period is reduced by the number of non-medical attendants authorized during any time the member is authorized a non-medical attendant IAW par. U7220. These numbers are increased if the Secretarial Process has authorized/approved more than three designated individuals IAW par. U7270-A.

D. Per Diem. When a designated individual is authorized a round-trip to and from a medical facility at GOV'T expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, and for return travel to the designated individual's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U7270-D.*

E. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U7270 may be reimbursed. Receipt requirements are the same as those in par. U2710.

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PART L: DEPENDENT STUDENT TRAVEL

U7300 DODEA STUDENT ACTIVITY TRAVEL

A. Travel Authority. The DODEA statutory charter ([20 USC §§921-932](#)), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

B. Activity Determination

1. The Director, DODEA, or designee determines appropriate activities.
2. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.

C. Per Diem Not Authorized. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

U7305 DEPENDENT STUDENT TRAVEL OF A UNIFORMED SERVICE MEMBER

A. General A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

1. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or
2. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF,

is authorized transportation of the minor dependent between such school and the place of residence.

B. Transportation

1. Authorized transportation is:
 - a. Transportation in kind,
 - *b. Transportation reimbursement (par. U5116-B2), or
 - *c. A MALT (par. U5116-B3).
2. GOV'T owned/GOV'T procured transportation on a space required basis should be used when possible.
3. See Ch 3 for official transportation.

C. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Dependent Student Attending a Dormitory DoDEA School

1. Definitions. The following definitions are specific to this subpar.
 - a. Dependent. A "dependent" ([20 USC §932](#)) is a minor who:
 - (1) Has not completed secondary schooling; and
 - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the

household of a member who stands in loco parentis to such individual and to whom the member provides one half or more support.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 ([20 USC §921 et seq.](#)) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5 day a week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is authorized three round trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to other than the Member's Residence

(1) A member authorized transportation, under this subpar. for a dependent, may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the GOV'T's transportation cost from the DoDEA school to the member's residence by the authorized mode.

(3) For this subpar., a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation. Authorized transportation is:

a. GOV'T owned/procured (on a space-required basis),

*b. Personally procured common carrier reimbursement (par. U5116-B2), or

*c. A MALT (par. U5116-B3).

5. Baggage. Up to 350 pounds of UB may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA selected school) on the first and final trip of each school year.

E. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

a. A student diagnosis/evaluation under [DoDI 1342.12](#) for tuition free handicapped DoDEA students, and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent/Guardian is a Member. Reimbursement is IAW TDY travel in the JFTR.
- b. Parent/Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in the JTR.
- c. Parent/Guardian is Not GOV'T Employed. Reimbursement is IAW TDY travel in the JTR.
- d. Student. Reimbursement is IAW TDY travel in the JTR.

F. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subpar. .

a. Formal education ([37 USC §430\(f\)](#)) is:

- (1) A secondary education (e.g., attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent);
- (2) An undergraduate college education;
- (3) A graduate education pursued on a full time basis at an institution of higher education (see [20 USC §1001](#) for the meaning of “institution of higher learning”); and
- (4) Vocational education pursued on a full-time basis at a postsecondary vocational institution (see [20 USC 1002\(c\)](#) for the meaning of “postsecondary vocational institution”). Post-secondary education includes a full-time program at an accredited:
 - (a) University or college, including 2-year junior or community college, which offers academic courses leading to a degree, or
 - (b) Nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.

The school must be accredited by an organization recognized by SECDEF.

NOTE: The definition of "DoDEA school" in par. U7305-D1b does NOT apply to this subpar.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances (e.g., dependent illness, inability to schedule travel during peak travel periods, etc.), and
- * (3) Meets the conditions in par. U5116.

2. Retained Travel and Transportation Authorization. A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at GOV'T expense to the member's OCONUS PDS, retains the authorization for dependent travel and transportation to the member's PDS.

3. Transportation Allowances

a. A member:

- (1) Permanently stationed OCONUS; and
- (2) Accompanied by a command sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependents are unmarried dependent children under age 23 attending school in the U.S. to obtain a formal education;

is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S.

b. For a dependent student who is attending a school outside the U.S. for not more than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

4. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (e.g., mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances) is authorized.

b. Reimbursement is determined using the per diem lodging ceiling applicable to the location of the circumstance.

c. If another entity (e.g., an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for lodging expenses above that paid by the airline and within the per diem lodging ceiling for the expense location.)

d. Lodging tax on the authorized payment is payable in a CONUS and non-foreign OCONUS location.

5. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days because of an unusual/emergency circumstance (e.g., an early or late holiday recess or school closing).

6. Limitations. Par. U7305-F does not apply to a member:

a. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;

- c. Assigned to a PDS/ship home ported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. Who has an unmarried dependent child attending a Service academy as a cadet/midshipman.

7. Travel to a Location other than the Member's OCONUS PDS/Home Port

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the GOV'T for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

8. Transoceanic Travel

- a. General. When AMC service is:

- (1) Reasonably available, transoceanic travel must be on a space required basis by AMC unless air travel is medically inadvisable.
- (2) Not reasonably available, GOV'T procured air transportation (from a CTO) for the transoceanic travel portion is used.

- b. Travel Performed at Personal Expense

- (1) AMC Service Available. ***Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***
- (2) AMC Service Not Available. Reimbursement (limited to the amount the GOV'T would have paid for CTO provided GOV'T procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

- c. GOV'T Procured Transportation Not Available. Reimbursement is authorized for transportation NTE the policy constructed airfare (APP A) over the direct route between the origin and destination.

- d. Medical Travel Medically Inadvisable. Reimbursement is limited to the least costly CTO provided first class passenger accommodations on a commercial ship if air travel is medically inadvisable.

9. Travel

- a. Overland travel should be by CTO provided GOV'T procured transportation, or, if a CTO is not available at personal expense on a reimbursable basis.
- b. CTO provided GOV'T procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO provided GOV'T procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the GOV'T for CTO provided GOV'T procured transportation between authorized points.
- d. When a POC is used, mileage (par. U2600) is authorized. The mileage amount paid cannot exceed the GOV'T's cost had CTO provided GOV'T procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized IAW Ch 3, Part D, or par. U4780, as appropriate.

f. Ch 3, Part F applies to dependent student travel.

10. UB. UB of up to 350 lbs may be transported ICW each authorized trip between the school and the member's PDS. The member is financially responsible for any overweight UB during educational travel.

11. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's UB (NTE 350 pounds) in the school vicinity in lieu of transporting the UB. The Service concerned may pay, or a member may be reimbursed for, the storage cost NTE the cost of round trip UB transportation.

**PART N: UNIFORMED SERVICES APPLICANTS
AND REJECTED APPLICANTS**

U7335 TRAVEL INCIDENT TO APPLICATION PROCESSING

A. General

1. Application. This Part applies to applicants and rejected applicants for:
 - a. The Uniformed Services,
 - b. The RCs, and
 - c. Flight training.
2. Applicant for Flight Training. The term "applicant for flight training" includes:
 - a. Civilian applicants for appointment as aviation cadets;
 - b. An RC member not on active duty; and
 - c. An SROTC member.

B. Transportation Authority

1. GOV'T Funded Transportation. Transportation at GOV'T expense is authorized for an applicant of:
 - a. A Uniformed Service,
 - b. An RC, or
 - c. Flight training.
2. Beginning and Ending Travel
 - a. Beginning Travel. Transportation at GOV'T expense is authorized from:
 - (1) The place at which application is made, or
 - (2) Home.
 - b. Ending Travel. Transportation at GOV'T expense is authorized to:
 - (1) The place of physical examination,
 - (2) The place of qualifying examination, and/or
 - (3) Other processing and acceptance into the Service.

3. Return Transportation at GOV'T Expense. An applicant who is:
 - a. Rejected, or
 - b. Accepted and ordered to return home to await further orders or a reporting date,

is authorized return transportation at GOV'T expense to home/place of application.

4. PCS Allowances and Reimbursable Expenses. Unless a Service publishes an issuance IAW par. U7335-C or U7335-D, PCS allowances (Ch 5, Part B), and reimbursable expenses (APP G) are authorized.

C. GOV'T Procured Transportation and Meal Tickets

1. Service Requirement. Each Service may publish an issuance that requires use of GOV'T procured transportation and meal tickets (par. U2030).
2. Reimbursable Expenses. APP G for reimbursable expenses.
3. GOV'T Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using GOV'T procured transportation and meal tickets:
 - a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (parU4710-C), and/or
 - b. Reimbursement is provided for occasional meals and QTRS (par. U4530) if meal tickets were not available and meals and/or lodgings were required.

*Otherwise the traveler is reimbursed under par. U3045-B or U5034-B, as applicable.

D. TDY Allowances

1. Each Service may publish an issuance that authorize travel and transportation allowances (including per diem/AEA) ICW applicant processing.
2. The appropriate rates, provisions, and deductions for a member performing TDY are applicable.
3. DoD Service issuances must conform to JFTR and be reviewed by PDTATAC IAW [DoDD 5154.29](#). Non-DoD Services are encouraged to have their issuances reviewed by PDTATAC.

PART P: TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS

U7370 MOBILE UNITS

A. Allowances. TDY travel and transportation allowances without a specific travel order ([47 Comp. Gen. 477 \(1968\)](#)) are authorized while away from the PDS for a member on duty with/under training for:

1. The Air Mobility Command,
2. Marine Corps Transport Squadrons,
3. Fleet Logistics Support Squadrons,
4. Naval Aircraft Ferrying Squadrons, or
5. Any other unit determined by the Secretary Concerned to be performing duties similar to those performed by such command or squadrons.

B. Approval. A member's commanding officer/designated representative must approve per diem and transportation claims.

U7375 DUTY ABOARD COMMERCIAL CARRIERS

A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem/AEA. *Mileage is not payable when carriers provide transportation.*

U7380 RIVER, HARBOR, AND FLOOD CONTROL ACTIVITIES

If meals and/or lodgings are furnished on a floating plant/on shore, the Army Chief of Engineers may prescribe TDY allowances within the maximum per diem/AEA, for a member engaged in river, harbor, and flood control activities.

U7385 SHIP CONSTRUCTED, OVERHAULED OR INACTIVATED AT OTHER THAN HOME PORT

A. General. A member with dependents is authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

B. Transportation ICW Overhaul/Inactivation

1. If the overhaul/inactivation location:
 - a. Is other than the home port, round trip transportation is authorized between that location and the home port.
 - b. Becomes the home port round trip transportation is authorized between the new and old home port in lieu of PCS allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), the dependent(s) does not relocate to the new home port.
2. The dependent(s) must reside in the vicinity of the original home port (i.e., within the normal daily commuting area).

C. Transportation ICW Construction

1. If construction is at a location other than the ship's designated future home port or the dependents' residence, round trip transportation is authorized between the construction location and the future home port or the dependents' residence.
2. A dependent(s) must not reside at the construction location.

D. Authorized Transportation

1. Authorized transportation is:
 - a. Transportation in kind,
 - b. Member/dependent-procured transportation, or
 - c. The automobile mileage rate for the official distance.
2. ***GOV'T transportation must be used, if practicable.***

E. Reimbursement

1. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:
 - a. Par. U3045 for overland travel, and
 - *b. Pars. U5032-C4 or U5124 for transoceanic travel.
- *2. Mixed Mode Travel. Mixed mode travel reimbursement is IAW par. U5030.
3. Policy Constructed Airfare. Reimbursement for member/dependent procured travel and transportation at the automobile mileage rate must not exceed the policy-constructed airfare (APP A1) for the member between the:
 - a. Overhaul/inactivation location and the original home port (par. U7385-B), or
 - b. Construction location and future home port, or location where dependents reside (par. U7385-C).
- *4. Dependent Travel (par. U5190). If a dependent travels instead of the member, the family transportation cost is limited to the cost of GOV'T procured commercial round trip travel for the member.
5. Two or More Members Traveling Together by POC. If two or more members travel together by POC, only the POC operator is authorized mileage.
6. Meals and Lodging. ***Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.***

F. Conditions

1. The transportation allowance authorization under this par. accrues on the 31st day (and every 60th day thereafter) after the later of the day the:
 - a. Ship enters the overhaul or inactivation port, or
 - b. Member is permanently assigned to the ship.

2. A member must be permanently assigned to the ship for more than 30 consecutive days.
3. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. U7385 must begin before the ship departs the construction, overhaul or inactivation location.
4. If a member elects dependent transportation, then member transportation is not authorized.
5. Each opportunity may alternate between member or dependent travel.

U7390 AERIAL SURVEYS

Per diem/AEA is authorized for a member assigned to:

1. Aerial surveys of rivers and harbors, or
2. GOV'T projects not pertaining to the Service.

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PART U: OBSERVER TO A UN PEACEKEEPING ORGANIZATION

U7505 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned TDY as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances.

B. Maximum Per Diem. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the locality per diem allowance.

C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission per diem allowance.

*D. Member Assigned PCS. For a member assigned PCS as an observer to any UN Peacekeeping Organizations, see pars. U9230 and U10034.

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PART W: SERVICE ACADEMY CADET/MIDSHIPMAN TRAVEL

U7515 CADET/MIDSHIPMAN TRAVEL TO AND FROM A SERVICE ACADEMY

A. Upon Entrance to the Academy

1. Person Other than an Enlisted Member

a. A person (other than an enlisted member) entering an academy is authorized PCS allowances for officers (Ch 5).

b. PCS allowances are authorized for travel performed, NTE allowances for the official distance between the:

- (1) Abode,
- (2) Home, or
- (3) School,

that the person certifies was the place from which travel began, and the academy involved.

2. Enlisted Member. An enlisted member is authorized PCS allowances for an enlisted member (Ch 5).

B. Upon Graduation and Commission

1. Graduate Officer Leaves the Academy

*a. A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5), including dependents (par. U5166-B), and HHG (par. U5378-G).

b. PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.

c. Per diem while TDY en route:

- (1) Is the same as for a member's TDY , and
- (2) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

2. Graduate Officer Remains at the Academy

a. Upon graduation and commissioning and before beginning PCS travel , the academy is the PDS for per diem purposes, if an officer:

- (1) Remains at the academy, or
- (2) Returns to the academy after graduation leave.

b. An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.

C. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5) for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants

1. A prospective cadet/midshipman (other than enlisted), who travels to an academy, at the GOV'T's invitation, to accept an appointment, and is rejected for admission; is authorized PCS allowances for officers (Ch 5).
2. PCS allowances are authorized for round trip travel performed, NTE allowances for the official distance between the:
 - a. Abode,
 - b. Home, or
 - c. School

that the person certifies was the place from which travel began, and the academy involved ([53 Comp. Gen. 236 \(1973\)](#)).

U7520 CADET/MIDSHIPMAN ON TDY

A. GOV'T QTRS and GOV'T Dining Facility/Mess Available. A cadet/midshipman is authorized the same TDY allowances as an officer, except that no per diem is payable at the academy when both GOV'T QTRS and a GOV'T dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day.

B. GOV'T Meal Rate for Cadet/Midshipman. The meal rate for a cadet/midshipman is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate (APP A1, **GOVERNMENT MEAL RATE**).

U7525 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO A SERVICE ACADEMY

A. Active Duty Uniformed Service Member

1. An active duty member ordered TDY to take preliminary, entrance, or final examinations for admission to an academy, is authorized TDY allowances.
2. *Travel and transportation allowances to compete for Congressional nominations is not authorized under JFTR.*

B. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable ICW travel performed for examinations preparatory for admission to an academy, to a:

1. Civilian, or
2. RC member not on active duty.

U7530 AVIATION CADET

An aviation cadet, on active duty traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

PART Y: ATTENDANCE AT YELLOW RIBBON EVENT

Effective for travel on or after 12 April 2011

U7555 ATTENDANCE AT YELLOW RIBBON EVENT

A. General. Ordinarily, not more than two individuals designated by (par. U7555-B) a member authorized to attend a Yellow Ribbon Reintegration Program ([DoDI 1342.28](#)) event may be provided transportation and per diem under par. U7555 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than two designated individuals in circumstances determined to be appropriate by the Service Concerned. See par. U1015-C for claims and APP E1, par. A2t for ITA authority.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence at the Yellow Ribbon event may contribute to the purpose of the event for the member. If the designated individual is a:

a. Uniformed Service Member: The member is authorized TDY travel and transportation allowances.

b. Civilian Employee: A GOV'T civilian employee is authorized the TDY travel and transportation allowances in regulation used by the travel-funding agency or department. A civilian employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.

c. Other Persons: A person (other than foreign military personnel), member or civilian employee, should be issued an ITA (APP E1, par. A1). The individual is authorized the allowances in pars. U7555-C, U7555-D and U7555-E.

2. The member must designate individuals in writing and may change any or all of the designated individuals at any time. However, only two designated individuals may attend each separate trip event unless the Secretarial Process authorizes/approves more than two.

C. Transportation. One, or a combination, of the following round-trip transportation services between the designated individual's home and the Yellow Ribbon event location may be provided:

1. Transportation-in-kind;

2. Reimbursement for the cost of personally procured commercial transportation (***CTO use is still MANDATORY***) NTE the cost of GOV'T-procured round-trip air travel;

3. Automobile mileage rate (par. U2600) for the official distance traveled by POC.

*GOV'T/GOV'T-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U7555-C2 is subject to par. U5116-B2 for land travel and par. U5124 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any GOV'T-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U7555-C3.

D. Per Diem. A [per diem allowance](#) or AEA, whichever applies, as prescribed in Ch 4, Part B or C, for the allowable travel time, computed under par. U3025, is authorized for travel to, from, and while at the Yellow Ribbon event for travel under par. U7555.

E. Reimbursable Expenses. The reimbursable expenses listed in APP G incurred incident to travel under par. U7555 may be reimbursed. Receipt requirements are the same as those in par. U2510.

F. Funds Advance. An allowance under par. U7555 may be paid in advance IAW par. U2300.

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PART Z: RESERVE COMPONENT (RC) MEMBER

U7600 ACTIVE DUTY WITH PAY (48 Comp. Gen. 301 (1968))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. U2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. U7600-B1b and U7600-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. U2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authority

- a. Circumstances. ICW par. U7600-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and GOV'T QTRS and/or a GOV'T dining facility/mess are unavailable.
- b. Authority. The member is authorized AEA for all meals and QTRS (par. U4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. U7600-E, for a:

- a. Member performing AT when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;
- b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;

- c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a GOV'T dining facility/mess and GOV'T QTRS (other than temporary lodging facilities) are available; or
- d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

a. An RC member performing ADT, who is not authorized per diem/AEA, may be:

- (1) Reimbursed for lodging service charges when transient GOV'T housing is occupied, or
- (2) Provided lodging in kind.

b. **Reimbursement for other than service charges for GOV'T QTRS use (APP A) is not authorized.**

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:

- a. From the place the order is received/addressed to the place of physical examination (whichever is less), **and**
- b. As directed in the order:
 - (1) Return to the place the order is received/addressed, **or**
 - (2) Proceed to the new PDS, **or**
 - (3) Return to the place the order is received/addressed and then proceed to the new PDS.

2. Authorized Travel. Travel required ICW these examinations is IAW par. U7600-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 & 4) when the ADT period is fewer than 140 days **at any one location** (except par. U2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days **at any one location** (except par. U2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

- (1) At the training location except when par. U7600-B or par. U7600-C applies; and
- (2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

- (1) At the training location when the duty is for 140 or more days at one location, or
- (2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.

3. Extension Examples. See par. U2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

- (1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days ***at any one location*** (except par. U2240) including duty at multiple locations provided duty is 180 or fewer days at all locations.
- (2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days ***at any one location.*** This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. U7600-B or U7600-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is *not* payable:

(a) At the duty location when the duty is for more than 180 days at one location, except as in pars. U7600-F2b(2) and U7600-F3, or

(b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. U2230-C for non-training active duty TDY exception.

GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.

*(2) Per diem/AEA may be authorized (except when station allowances and/or OHA for the duty location are paid IAW JFTR, par. U9145 or U10428) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. U2230.

4. Extension Examples. See par. U2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. U7600-E2b(1).

U7605 ACTIVE DUTY WITHOUT PAY

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. U7605-B, an RC member who performs duty without pay (par. U7600) may be authorized/approved to receive:

- 1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
- 2. Reimbursement for occasional meals and/or QTRS (par. U4230).

The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 id. 319 \(1966\)](#)).

U7610 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. U7610:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. U2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

- a. IDT at the :
 - (1) Training duty station,
 - (2) Drill site,
 - (3) Assigned unit city/town location,
 - (4) Local area of the assigned unit or home, or
- b. Travel between home and the:
 - (1) Assigned unit (except in par. U7152),
 - (2) Unit training assembly place, or
 - (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.56/mile = \$11.20.

Example 2: A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area ([DoDD 4515.14](#)). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.56/mile = \$8.96.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.
2. Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.
2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location F (assigned unit) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.
2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.56/mile = \$7.84.

F. Reimbursement of Service Charges for Transient GOV'T Housing Use

1. An RC member who occupies transient GOV'T housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
2. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

U7615 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. U7610.
2. An RC member who occupies transient GOV'T housing (while performing IDT *without*
 - a. Reimbursed for lodging service charges, or
 - b. Provided lodging in kind.
3. Reimbursement for other than service charges for GOV'T QTRS (APP A) use is not authorized.

U7620 SROTC MEMBER

A. Applicability. Par. U7620 applies to a designated SROTC applicant and member appointed under [10 USC §§2104](#) and [2107](#).

B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.
2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. U7620-B3 and U7620-B4) for travel to and from installations:
 - a. For medical/other examinations,
 - b. To observe military functions/operations, or
 - c. For other observations deemed appropriate by the Service concerned.
3. Transportation and Meals. GOV'T/GOV'T procured transportation and GOV'T supplied meals are authorized.
4. Mileage
 - a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7620-B1 or U7620-B2, at personal expense. It may be paid in advance of return from the activity site.
 - b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:
 - (1) Home and the nearest appropriate public transportation terminal, and
 - (2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. U7620-B1 or U7620-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T procured transportation and/or GOV'T supplied meals).

6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under 10 USC §2104 ([53 Comp. Gen. 957 \(1974\)](#)).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/QTRS is IAW par. U4230.

C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

- a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part B PCS allowances.
- b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.
- c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

- a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. U7520) for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.
- b. For par. U7620-C, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.
- c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part B PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

1. A member appointed under [10 USC §2104](#) or [§2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part B PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

U7625 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE

A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7625-A1 through U7625-A3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

U7630 FUNERAL HONORS DUTY ([10 USC §12503](#) or [32 USC §115](#))

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Chs 3 and 4 TDY travel and transportation allowances.

U7635 COLA AND HOUSING ALLOWANCES

- A. COLA. See par. U9145.
- B. Housing Allowances. See par. U10428.

U7640 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. U7640, 'outside the local commuting distance' is defined as the local travel area under par. U2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. U2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. U7640-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member's RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed (37 USC 452(b)(9), *NTE a total of \$300 for each round trip (37 USC §478a(c))*).

1. Transportation

a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.

b. POC Transportation. The Other Mileage Rate (see par. U2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

2. Lodging and Meals

a. Meals. The actual cost of the member's meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

(1) The actual cost of the member's lodging (including tax, tips, and service charges) may be reimbursed up to the per diem rate for the area concerned.

(2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (APP G).

(3) The locality per diem lodging ceiling in a FOREIGN AREA includes lodging tax. Lodging tax in a FOREIGN AREA is not a reimbursable expense.

Effective 2 August 2013

U7645 SELECTED RESERVE LIMITED PCS ALLOWANCES

A. General. A member is authorized travel and transportation allowances in par. U7645-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned)
 - a. During the preceding three years,
 - b. Between 1 October 2012 and 31 December 2018, and
 - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*

2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this paragraph only once.

2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.

a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part B are authorized.

b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part C for dependents.

*c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part E, Sections 1, 2, 3, and 10.

3. Allowances Not Authorized

a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from home to duty station.

b. DLA. DLA is not authorized.

c. TLE. TLE is not authorized.

D. Advance. These allowances may be paid in advance.

U7650 ALLOWANCE SUMMARY TABLES

These tables are for informational purposes only. Actual allowances are in Ch 7, Part Z.

A. RC Personnel on Active Duty with Pay (Table U7-Z1). See footnote 1

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) 6	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the GOV'T city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T QTRS and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. U4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part B applies	Ch 5, Part B applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

TABLE U7Z-1 FOOTNOTES:

1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay, except for a periodic physical for a member on the TDRL (par. U7145).

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

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

4/ Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

5/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

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

B. RC Member on Active Duty without Pay (Table U7-Z2)

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or QTRS may be authorized for travel days only. Par. U4230.

TABLE U7Z-2 FOOTNOTES:

1/ Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.

2/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

C. Inactive Duty Training (IDT) with/without Pay (Table U7Z-3). See footnotes 1 and 2

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

TABLE U7Z-3 FOOTNOTES:

1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.

2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T QTRS may be reimbursed the actual cost incurred for service charges/lodging.

3/ Par. U7152 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

D. Senior Reserve Officers Training Corps Member (Table U7Z-4). See footnotes 1 and 2.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by GOV'T conveyance or GOV'T procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. GOV'T prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of GOV'T procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. U7520 applies	Par. U7520 applies	Does not apply while at a location performing field training or at-sea training when both GOV'T QTRS and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part B applies	Ch 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

TABLE U7Z-4 FOOTNOTES:

1/ Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#)--SROTC advanced training member.

2/ Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#)--SROTC cadets and midshipmen in the Financial Assistance Program.

E. Miscellaneous (Table U7Z-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on IDT; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Ch 3 applies	Ch 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is IAW DoDFMR, Volume 7A, par. 580105.A	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. DoDFMR, Volume 7A, par. 580105.A for the effective rate.

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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. U5026 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. U5026); 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. U5026 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. U5068.

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. U5344). 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. U5026.** 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

CHANGES WHEN THE GOV'T DELAYS DEPENDENT'S TRAVEL TO AN OCONUS PDS				
Table U8-2				
R U L E	Expected Travel Delay	Dependent Relocated at GOV'T Expense	Dependent Arrives within 60 Days of Travel Authority	Then
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. U5026 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
2			No	*Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5026 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. U5026 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.
4			No	*Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5026 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.
5		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. U5026 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. U5026 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					
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
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. U5026 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.		
2	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	No		Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
					*Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5026 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
3			N/A	No	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.
					*Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5026 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. U5026 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 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.
			No		*Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5026 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 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.
5	Or the Old PDS is Outside the U.S.		No		
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. U5026 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. U5026 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. U5026 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. U5026 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. U5026.

*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. U5026.

*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. U5026 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. U5026 for direct PCS travel.

B. Decision Logic Tables

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR			
Table U8-4			
R U L E	If member	And	*Then pay CONUS COLA reduced by the number of travel days authorized under par. U5026 for the member's PCS travel
1		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.
2	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.

Table U8-4 (continued from previous page)			
R U L E	If member	And	*Then pay CONUS COLA reduced by the number of travel days authorized under par. U5026 for the member's PCS travel
3		dependents relocate their permanent residence from OCONUS to the CONUS at GOV'T expense	<p>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.</p> <p>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.</p> <p>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.</p>
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at GOV'T expense	<p>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.</p> <p>If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.</p>
5		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.
6	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.
7	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.
8	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. U5344). 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

CHANGES WHEN A DEPENDENT TRAVELS IN ADVANCE OF THE MEMBER				
Table U8-6				
R U L E	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dependent's Location Authorized/ Approved by Secretarial Process?	Then
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. U5026 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. U5026 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. U5026 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. U5026 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. U5026 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. U5026 for the member's PCS travel.
7		New OCONUS PDS	Yes/No	Table U10E-9.

2. Table U8-7

CHANGES WHEN A DEPENDENT TRAVELS AFTER THE MEMBER				
Table U8-7				
R U L E	Dependent Performs PCS Travel after the Member	New PDS Location	COLA for Dependent's Location Authorized/ Approved by Secretarial Process?	Then
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. U5026 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. U5026 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. U5026 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. U5026 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. U5026 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. U5026 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table

RC MEMBER				
Table U8-8				
R U L E	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. U5026 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. U5026 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. U5026 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. U5026 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. U5026 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 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

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PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN CHAPTER 9

A. Member with Dependents. In Ch 9, a member who:

1. Is authorized to have dependents reside at/in the member's OCONUS PDS vicinity, and whose dependents do so reside, or
2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command-sponsored. The requirement to be command-sponsored does not apply to a member whose PDS is in a non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or
3. On the PCS order effective date had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS.

NOTE: A member is authorized COLA for all command-sponsored dependents (including a Federal employee spouse/child who is eligible for a post allowance in his or her own right).

B. Member without Dependents. In Chapter 9, a member without dependents means a member:

1. Who has no dependents, or
2. Whose dependents do not reside at/ in the PDS vicinity, or
3. Who is not a "member-with-dependents" under par. U9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or
4. Who has non-command-sponsored dependents residing at/in the PDS vicinity, or
5. Who does not have legal custody and control of the dependents ([B-131142, 3 June 1957](#)). ***NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command-sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.***

****NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependent remains at the member's old OCONUS PDS or is at a designated place at an OCONUS location IAW par. U5172-A is a member without dependents at the member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with-dependents rate for the dependent location. See par. U5172-A4 if a foreign-born spouse is returned to a foreign country and par. U5176-D when a dependent is at a designated place. Other than a dependent described in par. U5172-A or U5176-D, a dependent must be command-sponsored for the member to receive station allowances based on the dependent's presence.***

C. Station Allowances

1. COLA authorized in Part B, and
2. TLA authorized in Part C.

D. Vicinity. In Ch 9, the country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent and commutes to the PDS, the dependent is deemed to be residing at/in the PDS vicinity even if at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession as the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependent location to the PDS) a second station allowance may be authorized/approved through the Secretarial Process. In this case, the dependent is not at/in the "vicinity" of the member's PDS even though located in the same country, state or U.S. territory or possession. Except as provided in par. U9130-A1, temporary absences of a dependent from the member's residence, including absences of a dependent child attending school in another OCONUS location, do not affect COLA if the member maintains family-type QTRS/housing during the absence.

E. GOV'T Dining Facility/Mess and GOV'T QTRS

1. GOV'T Meals. In addition to GOV'T Dining Facility/Mess as defined in APP A, GOV'T dining facility/mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the GOV'T.

2. GOV'T QTRS. In addition to GOV'T QTRS as defined in APP A, GOV'T QTRS include individual QTRS furnished with or without charge under agreement with the GOV'T.

F. Command-sponsored Dependent. See [DoDI 1315.18](#), Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria. See par. U1010-B13.

SECTION 1: GENERAL

U9150 GENERAL

A. Purpose. TLA is an allowance intended to *partially* pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits ([B-208740, 31 January 1983](#))) and waiting for a GOV'T QTRS assignment, or while completing arrangements for other private sector housing when GOV'T QTRS are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent GOV'T QTRS/private sector housing/ privatized housing or waiting to reoccupy the vacated permanent GOV'T QTRS/private sector housing/privatized housing;
3. While seeking permanent GOV'T QTRS/private sector housing following a TDY period when a member without dependents vacated permanent GOV'T QTRS/private sector housing before a TDY assignment of 90 or more days ([59 Comp. Gen. 486 \(1980\)](#));
4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;
5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits ([B-208740, 31 January 1983](#))) after GOV'T QTRS/private sector housing is vacated ICW a PCS order; or
6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date, or moves to an OCONUS HOR/HOS location selected by the member, is not eligible for TLA.

NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in par. U1035 applies when TLA is provided for inappropriate reasons.

NOTE 3: See par. U9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.

NOTE 4: A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA.

B. Implementation

1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301

for review [IAW DoDD 5154.29](#) before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. U9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements in par. U9150-C1e(1) through (8) must be met before TLA payment.
- c. If GOV'T QTRS are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.
- d. When GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost IAW Ch 2, Part H.
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
 - (1) Upon arrival, of the responsibility to aggressively seek permanent GOV'T QTRS/private sector housing (not applicable when it is known that the member is to be assigned GOV'T QTRS), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent GOV'T QTRS/private sector housing;
 - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent GOV'T QTRS/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to GOV'T QTRS.***;
 - (3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;
 - (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. U9160 and U9170;
 - (5) Of the requirement to relocate to other permanent GOV'T QTRS/private sector housing or to reoccupy the GOV'T QTRS/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;

- (6) That TLA payment depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
- (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
- (8) That lodging expenses are not allowed while staying with friends/relatives.

If, using written guidance of the OCONUS TLA Authority, a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authority must be denied.

2. Determining Additional TLA Periods

- a. In addition to the responsibilities in par. U9150-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9160-G), delayed departure (par. U9170-C), or early permanent GOV'T QTRS/private sector housing termination (par. U9170-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.
- b. Personal inconvenience to a member/dependent(s) is never a determining factor.
- c. Applications for additional TLA periods must establish the need for continuance.
- d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

- (1) TLA the member has received or will receive;
- (2) Current and estimated expenses for temporary lodgings occupancy;
- (3) Housing allowance for a member who has one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents; and

NOTE: Housing allowance is not a consideration when paid for a dependent(s) at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

- (4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

- a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:
 - (1) Preclude the need for TLA,
 - (2) Shorten the authorized period, and
 - (3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent QTRS. The guidance should ensure that:

- (1) Existing GOV'T transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the GOV'T transient facilities more available to a member in a TLA status and/or dependents;
- (2) Leased QTRS furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
- (3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;
- (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
- (5) The member is aware of GOV'T owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent GOV'T QTRS and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
- (6) Permanent GOV'T QTRS are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent GOV'T QTRS/private sector housing could reasonably be occupied, when permanent GOV'T QTRS are/private sector housing is not occupied;
- (7) That requirements for dependent travel authorities contain advice to the member about appropriate items for inclusion UB (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and
- (8) An up to date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

U9155 GENERAL TLA PAYMENT CONDITIONS

A. TLA Authority. TLA may be authorized when the TLA Authority determines it is necessary that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-Occupancy. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorized reimbursement for other days during the TLA period.

C. TLA Periods. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. Unaccompanied Tour. A member serving an unaccompanied tour is not authorized TLA when an available GOV'T dining facility/mess is not used and/or available GOV'T QTRS are not occupied because a non command sponsored dependent is in the PDS vicinity.

*E. Multiple Allowances. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part I) as long as TLA and TQSE/TQSA payments cover different expenses. ***Duplicate payment for the same expenses is not authorized.*** The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

U9157 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authority is provided based on the appropriate directive(s) issued under par. U9150.

SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

U9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf. See pars. U9160-B and U9160-C.

2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day, but for lodging only. M&IE remains at the ordinary percentages.

3. TLA Authorized on the Reporting Day

*a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. U5044) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. U5028-A to C, U5028-D, U5116-B1, and U5116-B2. The reporting day lodging expense is reimbursed as TLA (par. U9150-C). See par. U9185-H, TLA computation **Example 8**.

b. TLA is not payable on the reporting day when MALT PLUS is payable, par. U9160-B.

B. Temporary Lodging Not Available at PDS. When GOV'T/commercial temporary lodgings are not available at the PDS and the member must obtain GOV'T/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. U9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. U9185-B be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by a GOV'T Contractor. When a GOV'T contractor furnishes temporary lodgings, TLA is computed under par. U9185-E. When the member and/or dependents check into/out of GOV'T contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of QTRS charge paid.

D. Temporary Lodging Occupied in Facilities under GOV'T Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer's QTRS, under GOV'T jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9185-E. When the member and/or dependents check into/out of this type of QTRS at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

E. General TLA Computation

1. Except when more than one TLA rate applies within the computation period as in par. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-G, TLA computations are made in increments of 15, or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period.

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2. When determining the lodging expense ICW TLA, the International Transaction (currency conversion) Fees charged by the GTCC are added to the actual daily lodging cost along with any lodging tax or value added tax (VAT) certificate cost, and other authorized lodging costs.

3. *When using a personal non-GTCC credit card and not formally exempt from having a GTCC, International Transaction (currency conversion) fees charged by your credit card company are not part of the computation.*

4. Computations are as follows:

Step 1: Determine the Daily M&IE and Lodging Ceiling. Multiply the percentage in the following table by the applicable locality [per diem M&IE and lodging rates](#).

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent age 12 and over, add	35%
For each additional dependent under age 12, add	25%

a. Use the above applicable percentage for both lodging and M&IE unless:

1. A TLA – Special has been authorized for lodging. See par. U9195.
2. Temporary lodgings are not available at the PDS. See par. U9185-B.
3. Permanent GOV'T QTRS are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.
4. Temporary QTRS contain cooking facilities. See par. U9185-G.
5. A member, authorized a temporary lodging cost at the new PDS under par. U9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

b. When computing the applicable percentage for a:

1. Member and family including the member's spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See **Example 7**;
2. Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%);
3. Member-married-to-member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. U9185-E, as shown in **Examples 5 and 6**.

c. Exception occurs when temporary lodgings are not available at the PDS, while renovating GOV'T QTRS, or when permanent QTRS lack a stove and/or refrigerator. See par. U9185-F.

Step 2: Determine the Payable Lodging Cost

- a. Compare the actual daily lodging cost, including lodging tax or value added tax (VAT) certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. U9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.
- b. Lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. U2510; and par. U9157 for TLA advances.
- c. If the member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.
- d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U91850-H and U9195 (TLA – Special).

F. TLA while GOV'T QTRS Are Being Renovated, or if GOV'T QTRS Lack/Private Sector Housing Lacks a Stove and/or Refrigerator

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:
 - a. Occupy GOV'T QTRS while the kitchen is being renovated, or
 - b. Occupy GOV'T QTRS/private sector housing during utility loss, or
 - c. Initially occupy permanent GOV'T QTRS/private sector housing without a stove and/or refrigerator and meals cannot be prepared.
2. Determine TLA by multiplying the par. U9185-E4, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary QTRS Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9185-E, except that the M&IE amount is reduced by one-half.
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.
4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9185-E, without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

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H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

EXAMPLE 1	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member, with command-sponsored spouse, is assigned to an OCONUS location. The locality <u>per diem rate</u> is \$150 (\$76/\$74). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day. The temporary accommodations do not have facilities for preparing and eating meals. The actual lodging expense is \$114/night, including lodging tax.	
4/2 – The member is advised upon reporting to aggressively seek permanent GOV'T QTRS/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.	
4/11 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/2 thru 4/10. The member's progress in obtaining permanent QTRS/housing is reviewed, and the member complied with the JFTR and OCONUS TLA Authority requirements. TLA is extended for another 10-day period.	
4/21 – The member submits a lodging expense report of \$1,140 (\$114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. U9160-C3. The member moves into permanent QTRS on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.	
<u>TLA Computation for 1 April</u> . Since 'MALT-Plus' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April IAW par. U9185-A3.	

TLA COMPUTATION FOR 2-10 APRIL	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150/day.	\$74 + \$76 = \$150 \$150/day x 4 days = \$600
TLA COMPUTATION FOR 11-14 APRIL	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150/day.	\$74 + \$76 = \$150 \$150/day x 9 days = \$1,350
TLA COMPUTATION FOR 15-17 APRIL	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result.	\$74 divided by 2 = \$37 \$74 - \$37 = \$37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$113/day.	\$37 + \$76 = \$113 \$113/day x 3 days = \$339
TLA COMPUTATION FOR 18-20 APRIL	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150/day.	\$74 + \$76 = \$150 \$150/day x 3 days = \$450

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EXAMPLE 2	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member, with spouse, is assigned to a ship with an OCONUS home port. The locality per diem rate is \$132 (\$66/ \$66). The member and spouse arrive at the OCONUS home port 10/1 while the ship is away. They occupy temporary GOV'T QTRS. The temporary accommodation does not have facilities for preparing and eating meals. The actual lodging expense is \$98 per night, including lodging tax. On 10/6 the ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent QTRS on 10/11.	
10/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent QTRS/housing at least every 10 days.	
10/6 – The member submits a lodging expense report of \$490 (\$98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of \$490 (\$98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.	
TLA COMPUTATION FOR 1-5 OCTOBER	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	65% x \$66 = \$42.90 65% x \$66 = \$42.90
2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the member is in a per diem status. See par. U9160-C.	\$98 divided by 2 = \$49
3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$49 vs. \$42.90 \$42.90
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay \$85.80/day.	\$42.90 + \$42.90 = \$85.80 \$85.80/day x 5 days = \$429
TLA COMPUTATION FOR 6-10 OCTOBER	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	100% x \$66 = \$66 100% x \$66 = \$66
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$98 vs. \$66 \$66
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$132/day.	\$66 + \$66 = \$132 \$132/day x 5 days = \$660

EXAMPLE 3	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals. The locality per diem rate is \$150 (\$76/ \$74). The lodging expense is \$138 per night, including lodging tax.	
TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals	
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	150% x \$74 = \$111 150% x \$76 = \$114
2. Reduce the Step 1 M&IE by one-half due to cooking facilities.	\$111 x 50% = \$55.50
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$138 vs. \$114 \$114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50/day.	\$55.50 + \$114 = \$169.50 Pay \$169.50 for each day

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EXAMPLE 4		
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>		
Member-married-to-member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$150 (\$76/\$74). The actual lodging expense is \$114/night, including lodging tax.		
4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.		
4/11 – Each member submits a separate lodging expense report of \$570 (\$114÷2/day, including tax = \$57) for shared temporary lodging. Moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging		
Temporary Lodging without facilities for Preparing and Consuming Meals		
(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.)		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	<u>Member 1</u> 65% x \$74 = \$48.10 65% x \$76 = \$49.40	<u>Member 2</u> 65% x \$74 = \$48.10 65% x \$76 = \$49.40
2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	\$48.10 x 100% = \$48.10 (2a)	\$48.10 x 100% = \$48.10 (2b)
3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.	\$49.40 vs. \$57.00 \$49.40	\$49.40 vs. \$57.00 \$49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount. Pay each member \$97.50/day.	\$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00	\$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00

EXAMPLE 5		
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>		
A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality <u>per diem rate</u> is \$160 (\$86/\$74).		
4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.		
4/11 – Each member submits a separate lodging expense report of \$850 (\$170 per day including lodging tax divided in half, \$85) for shared temporary lodging. They moved into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
TLA COMPUTATION FOR A MEMBER-MARRIED-TO-MEMBER COUPLE WITH DEPENDENTS IN SEPARATE TEMPORARY LODGINGS		
Preparation and Cooking Facilities are Available for Each Member		
(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.)		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging	<u>Member 1 with one dependent</u> 100% x \$74 = \$74 100% x \$86 = \$86	<u>Member 2 with one dependent</u> 100% x \$74 = \$74 100% x \$86 = \$86
2. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	\$74 x 50% = \$37	74 x 50% = \$37
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$86 \$85	\$85 vs. \$86 \$85
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay each member \$122 per day.	\$37 + \$85 = \$122 \$122 x 10 = \$1,220	\$37 + \$85 = \$122 \$122 x 10 = \$1,220

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EXAMPLE 6		
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>		
A member-married-to-member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$200 (\$125/ \$75).		
4/2 – The members are advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.		
4/11 – Each member submits a separate lodging expense report of \$1,200 (\$120/day including tax) for shared temporary lodging. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).		
1. Determine the maximum rates (applicable percentage x locality rate). M&IE Lodging Total	<u>Member 1 w/2 dependents over 12</u> 135% x \$75 = \$101.25 135% x \$125 = \$168.75 \$101.25 + \$168.75= \$270	<u>Member 2 w/2 dependents under 12</u> 125% x \$75 = \$93.75 125% x \$125 = \$156.25 \$93.75 + \$156.25 = \$250
2a. <u>Member 1 with 2 dependents age 12 or older.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	\$101.25 x 100% = 101.25	
2b. <u>Member 2 with 2 dependents under age 12.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.		\$93.75 x 100% = \$93.75
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$168.75 vs. \$120 \$120	\$156.25 vs. \$120 \$120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	\$101.25 + \$120 = 221.25	\$93.75 + \$120 = \$213.75
5. Pay the lesser of Step 1 and Step 4.	\$221.25	\$213.75
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	\$221.25/day x 10 days = \$2,212.50	\$213.75/day x 10 days = \$2,137.50
7. Total Amount Paid to Each Member	\$2,212.50	\$2,137.50

EXAMPLE 7	
<i>NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.</i>	
A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POC and use two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$200 (\$125/ \$75). The actual lodging expense is \$120 per room per night, including lodging tax.	
4/2 – The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.	
4/11 – The member submits a lodging expense report of \$2,400 (\$120/room per day including tax) for two rooms. They move into permanent QTRS on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).	
TLA COMPUTATION INVOLVING MULTIPLE DEPENDENTS (par. U9185-H, NOTE 2)	
(When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12).	
1. Determine the maximum rates (applicable percentage x locality rate). Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70% plus 2 dependents under age 12 (25% + 25%) 50% = 220%	
M&IE	220% x \$75 = \$165
Lodging	220% x \$125 = \$275
Total	\$165 + \$275 = \$440
2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.	\$165 x 100% = \$165
3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$275 vs. \$240 \$240
4. Add the Step 2 M&IE to the selected Step 3 lodging amount.	\$165 + \$240 = \$405
5. Pay the lesser of Step 1 and Step 4.	\$405
6. Multiply the Step 5 amount by the number of authorized TLA days (10).	\$405/day x 10 days = \$4,050
7. Total Amount Paid	\$4,050

Part C: TLA/Section 6: Rates Payable, Comp Procedures & Examples

EXAMPLE 8		
NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.		
A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$377 (\$250/ \$127).		
The member is advised upon reporting to aggressively seek permanent QTRS/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent QTRS/housing at least every 10 days.		
The member submits a lodging expense report of \$2,250 (\$225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent QTRS on Day 11.		
TLA COMPUTATION WHEN THE PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY		
This example is for travel performed by common carrier or transportation-in-kind.		
*PCS M&IE paid (par. U5044) =		\$285.75
TLA paid for 10 days of TLA (par. U9185-A3)	\$225 + \$7,413.75 =	\$7,638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
DAY 1		
PCS travel day M&IE		
Member	Full Rate	\$127.00
Spouse	\$127 x 75%	\$95.25
Child under 12	\$127 x 50%	+ \$63.50
TOTAL		\$285.75
TLA (lodging only)		
Member, spouse, and dependent (under 12)	\$250 x 125% = \$312.50 (limited to \$225)	\$225.00
DAYS 2 – 10		
Step 1	M&IE (\$127 x 125%) = Lodging (\$250 x 125%) = Total =	\$158.75 + \$312.50 <u>\$471.25</u>
Step 2	Compare the actual lodging cost including tax (\$225) against Step 1 (\$312.50), pay the lesser amount	\$225.00
Step 3	Add M&IE and lodging (\$158.75 + \$225) =	\$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. \$383.75/day x 9 days =	\$3,453.75

EXAMPLE 9	
NOTE: Per diem rates used in this example may not be current, and are for illustrative purposes only.	
A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality <u>per diem rate</u> is \$268 (\$152/ \$116). The lodging expense is \$145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is \$25.	
TLA Computation with Currency Conversion Fees Included	
1. Determine the maximum rates (applicable percentage x locality rate).	
M&IE	100% x \$116= \$116
Lodging	100% x \$152 = \$152
International Transaction (currency conversion) Fee	\$25 ÷ 5 = \$5
2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) (\$145 + \$5 = \$150) to the Step 1 maximum lodging rate. Use the lesser.	\$150 vs. \$152 \$150
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$266/day.	\$116 + \$150 = \$266 \$266/day x 5 days = \$1,330

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PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

U9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents' travel from an OCONUS PDS under par. U10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. U9170. *Par. U9220 applies whether the member's new PDS is in CONUS or OCONUS.*

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN). The ship's home port is the member's PDS for station allowances.

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN) and reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances IAW pars. U2200-C3 and U4090-P ([57 Comp. Gen. 178 \(1977\)](#)).

2. Member without Dependents Ordered to TDY at Home Port. Par. U9200-B2 applies only to COLA ([53 Comp. Gen. 535 \(1974\)](#)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port.

C. Fractional COLA for Member-without-Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. U9125, when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals ([54 Comp. Gen. 333 \(1974\)](#)).

U9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General. A member with dependents is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents' location begins on the day dependents arrive at that location.

1. Unaccompanied Tour. A member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

*a. Par. U5170-D2 to a designated place in a non-foreign OCONUS area, or

*b. Par U5170-D3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

2. Unusually Arduous Sea Duty. A member with dependents, assigned to unusually arduous sea duty, who moves dependents under:

*a. Par. U5172-A2 to a designated place in a non-foreign OCONUS area, or

*b. Par. U5172-A3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or

*c. Par. U5172-A4 to an OCONUS location justified under unusual conditions or circumstances.

*B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (par. U5172-A).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. U9205-B.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. U9205-B if the dependents move to a designated place, or under par. U9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at GOV'T expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

*F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. U5172-D), COLA and TLA under par. U9205 terminates as provided in par. U9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. U9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (APP A) at personal expense, stop station allowances based on the old location the day before the dependents departed. *Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.*

U9210 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. COLA when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, par. U9115-B9. *In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.*

U9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

NOTE: *TLA is not payable incident to an evacuation.*

A. A Member with Command-sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated (Par. U9105-B) effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates (Par. U9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Member with Non-command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

U9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS

A. Advance Travel. When dependents are command-sponsored and authorized to travel before the member and arrive at the new OCONUS PDS before the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. U10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. U9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the member and arrive at the new OCONUS PDS after the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents' travel from an (the old) OCONUS PDS under par. U10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. U9170-D. *Par. U9220 applies whether the member's new PDS is in CONUS or OCONUS.*

C. Assigned to GOV'T QTRS. When dependents are assigned to GOV'T QTRS ICW advance arrival at a member's OCONUS PDS or during delayed departure from a member's OCONUS PDS, a Secretarial decision (by either the Secretary Concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance approvals. When dependents are residing in GOV'T QTRS, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

NOTE 1: *Prior to a change to [37 USC §475](#) authorized by the FY06 NDAA, station allowances for a member's dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS PDS. The FY06 NDAA changed [37 USC §475](#) by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the member is assigned inside CONUS.*

***NOTE 2:** A member may be authorized dual COLA at the with-dependent rate based on the dependent's location and the without-dependent rate at the member's PDS if dependents are command sponsored and authorized/ approved for advance or delayed travel thru the Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) process pars. U9105-A, U9130-A, U9205-G, U10412-B and U10412-C).*

U9225 STATION ALLOWANCES FOR FOREIGN-BORN DEPENDENTS EARLY RETURNED

*A member, whose foreign-born dependents are authorized early return travel to the native country under par. U5144, is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location. [DoDI 1315.18](#), Procedures for Military Personnel Assignments, par. E4.7.

*U9230 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

*A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized station allowances under this Chapter.

*B. Maximum Allowances. The station allowances amount, when added to the UN mission subsistence allowance, cannot exceed the station allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

*C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission subsistence allowance.

*D. Other Paragraphs. Also see par. U10034 for housing allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. U7505.

CHAPTER 10
HOUSING ALLOWANCES

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PART A: GENERAL INFORMATION

U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH O; and/or
2. Federal civilian employees, including dependents, authorized a living QTRS allowance or COLA (in non foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner Owned Multiple Occupancy Dwelling. A member/owner owned duplex, triplex or other type of multiple occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 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 22134-5143;
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;
5. Coast Guard. Directly to: Commandant (CG-1332), 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; or
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.

D. GOV'T QTRS. GOV'T QTRS include:

1. U.S. GOV'T owned or leased sleeping accommodations or family type housing;
2. Lodging or other QTRS obtained by U.S. GOV'T contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;

4. Sleeping or housing facilities furnished by a foreign government on the GOV'T's behalf; and
5. QTRS in a state owned National Guard camp.

For BAH, GOV'T QTRS do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non appropriated fund activities, or privatized housing.

E. Privatized Housing

1. GOV'T QTRS that have been converted to privatized housing are, by definition (APP A1), no longer GOV'T QTRS.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to GOV'T QTRS.
4. Par. U10010-C explains Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. U10004 and U10006);
2. Overseas Housing Allowance (OHA) (pars. U10020 – U10032);
3. Family Separation Housing (FSH) (par. U10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. U10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. U10010);
6. Transit Rate (BAH-T) (par. U10012); and
7. RC Rate (BAH-RC) (par. U10014).

H. Primary Residence. See definition of Primary Residence/Home in APP A.

U10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. U10010) or BAH-Diff (par. U10008), a housing allowance is not paid to a member assigned to adequate GOV'T QTRS (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates

- a. The PDTATAC determines adequate housing costs in a MHA for all Uniformed Services' members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.
- b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.
- c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates

- a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.
- b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.
- c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in APP K1, par. A.

3. FSH Rates

- a. The FSH-B rate is the same as the without dependent BAH rate for the same location.
- b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. GOV'T QTRS. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for GOV'T QTRS).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).

E. Housing Allowance Start and Stop Dates. Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (APP K).

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA FSH-B or FSH-O authority stops:

- a. On the day the member's OHA, FSH-O or FSH-B lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. U10002-E3 below for exception), or
- d. Upon assignment to GOV'T QTRS.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays 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 a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table U10A-1		
Rule	If a member:	then BAH or OHA at the with-dependent rate begins on the date: ¹
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
3	occupies GOV'T QTRS with dependents and QTRS assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of QTRS assignment termination or PCS departure date, unless dependents continue to occupy the QTRS. If definite QTRS assignment was not required, then BAH or OHA begins the date QTRS are vacated.
4	occupies GOV'T QTRS with dependents and the QTRS are declared inadequate	on which designation of inadequacy of QTRS is effective, if the member and dependents continue to occupy such QTRS.
5	acquires a dependent (marriage, birth, adoption, etc.) ²	the dependent is acquired, if the member is not assigned GOV'T QTRS for member and dependent(s) on that date ³ . Table U10E-3.
6	acquires a dependent while in an unauthorized absence status	the member is returned to a pay status after apprehension or surrender, if member is not assigned GOV'T QTRS for the member and dependents on that date. ⁴
7	claims dependent parent	determined/approved by authority shown in Table U10B-1 or U10B-2.
8	claims doubtful dependent	

¹ Payment of OHA requires a lease agreement or a verifiable purchase price.

² Includes dependent acquired while member is on authorized leave.

³

- a. Applies to sole dependent of officer or enlisted member.
- b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
- c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
- d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

⁴ If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table U10A-2		
Rule	If the sole dependent:	then stop with-dependent housing allowance at midnight of the day:
1	Dies	of death.
2	is divorced ¹	of the final decree of divorce. ¹
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. ²
4	is a spouse in an invalid (void) marriage	before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoDFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday (or 23 rd birthday if a full time student). ⁴
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption. ³
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

¹ Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

² Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

³ A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

⁴ See par. U10108 regarding dependents over age 21.

DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES		
Table U10A-3		
Rule	A	B
	If a member:	then stop BAH or OHA at 2400 hours of the day:
1	is furnished GOV'T QTRS at the PDS, adequate for the member and dependents	before the day QTRS are assigned (or before the day occupancy begins, if definite assignment was not made). ¹
2	is furnished QTRS (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before the day QTRS are furnished.
3	and dependents occupy inadequate GOV'T QTRS which are rehabilitated and designated as adequate GOV'T QTRS	before the effective date of re-designation as adequate GOV'T QTRS.
4	is absent without leave	Table U10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

¹ When dependents are prevented from occupying the assigned QTRS because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

U10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authority for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

U10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than GOV'T housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. U10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. U10006-A. Service regulations must prescribe liquidation procedures for advances made under par. U10006-E.

U10008 BAH DIFFERENTIAL (BAH-DIFF)

A. General. **BAH-DIFF** is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member's Child Support Payment

1. If a member is assigned to single type GOV'T QTRS or a single type housing facility under a Uniformed Service's jurisdiction and is authorized BAH solely by reason of the member's adequate child support payment, the member is authorized only BAH-DIFF. *A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.*

2. A member not assigned to GOV'T QTRS, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).

3. A member is not authorized BAH or OHA solely on the basis of the member's child support payment when the child/children is/are in another active duty member's custody (including a former spouse), who is assigned to GOV'T owned/leased family type QTRS (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child/children (pars. U10120, U10122, U10124, U10126 and U10206).

U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized **BAH-Partial**.

Conditions

1. A member without dependents assigned to single type adequate GOV'T QTRS at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.

2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate GOV'T QTRS, or is assigned GOV'T QTRS but elects not to occupy such QTRS and resides in private QTRS at own expense, is considered to be assigned to GOV'T QTRS and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type GOV'T QTRS and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type GOV'T QTRS and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type GOV'T QTRS is not authorized BAH-Partial.
5. A member occupying single type GOV'T QTRS whose dependents reside in family-type GOV'T QTRS, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family QTRS are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family type GOV'T QTRS.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, GOV'T QTRS before confinement and remains assigned to such QTRS during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single type GOV'T QTRS, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned QTRS in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies GOV'T family QTRS assigned to the spouse when the ship is in port, is a member without dependents assigned to QTRS on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain QTRS therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.
12. A member without dependents assigned to single type GOV'T QTRS between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. A member without dependents is not authorized BAH-Partial when assigned to GOV'T single type QTRS (including GOV'T leased QTRS) that exceed the minimum standards of single QTRS for the member's grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.
14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in [10 USC §2881a](#), the Navy is conducting a limited test of barracks privatization. *The privatized barracks are defined as GOV'T QTRS for the purposes of the test.* For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego

- a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the QTRS and 68% for single occupancy.

b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the QTRS and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. U10416).

U10014 RC RATE (BAH-RC)

BAH-RC rates are established by the SECDEF and are determined and set forth in par. U10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. U10428).

U10016 FAMILY SEPARATION HOUSING (FSH)

*The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. U10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. U5192 and U10406).

Effective 4 February 2014

U10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an INSTALLATION experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. *This authority expires 31 December 2014.*

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster, or sudden increase of military personnel assigned to an INSTALLATION. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.

2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. ***There is no rate protection of temporary increased rates.*** The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.

2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.

3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. ***No Locations at this Time***

U10020 OHA - GENERAL

NOTES:

1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.

2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.

4. Disciplinary action addressed in par. U1035 applies when housing allowances are used for other than the purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. APP M3 for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (par. U10026 and APP N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

- B. OHA and 'MALT Plus'. OHA is not payable on the arrival day when 'MALT Plus' per diem is paid.
- C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part E or par. U10400-B or U10402-B.
- D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, APP K.

U10022 OHA DETERMINING MONTHLY RENT

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

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. U10022-C for a member owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. *In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.*
5. Re-compute OHA if/when the rent changes.
6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

B. Sharers. **NOTE** below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA "Miscellaneous" (par. U10026 and APP N for specific rules) receives a full rather than prorated allowance. *Only one sharer may claim reimbursement for any individual rent or security related expense.*

NOTE: *A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par.*

U10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member owned private sector dwelling. *Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.* ***NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.***

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.

c. To determine the monthly OHA rental equivalency when adding a loan described in par. U10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new ‘rental equivalency’ ***starts from the loan start date.***

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member’s command to:

(1) Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 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 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

(5) Coast Guard. Directly to: Commandant (CG-1332), 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; or

(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.

3. If a member (or the member’s dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is \$0. In this case, the member is authorized to receive

the [utility/recurring maintenance allowance](#).

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for [OHA](#). Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. **Maximum Rental Allowance.** Use the [Overseas Housing Allowance Query](#) to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the [OHA locality tables](#) and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (par. U10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.
 - a. Climate Codes. Locality climate codes are indicated on each [OHA locality table](#). The three climate codes include:
 - (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
 - (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

(3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points APP K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Utility/Recurring Maintenance Allowance Payment Percentage	
0	0
1-2	25
3-4	65
5-9	100

U10026 MOVE IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. ***MIHA is not payable to a member occupying GOV'T or GOV'T leased housing. MIHA does not cover move-out costs.*** In most cases, a member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent and/or MIHA/Security related expenses. Instructions for completing this form are found in APP N. Various surveys are sent to members in private sector leased housing to document utility and move in expenses. They are discussed in APP N.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a GOV'T funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when a:
 - a. local move would otherwise initiate a second or subsequent MIHA payment request unless that move is GOV'T funded;
 - b. member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or

*c. member moves from GOV'T QTRS to private sector housing under par. U5344-5 (Separation) or par. U5344-6 (Retirement).

4. The three MIHA payment types are:

a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K3 to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. ***Only one payment is authorized at a PDS unless par. U10026-B2 applies.***

b. MIHA/Rent. ***Homeowners are ineligible.*** MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign GOV'T that the member must pay before/upon occupying a dwelling. ***Expenses deferred until lease termination are not MIHA/Rent.*** Examples are real estate agents' fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (APP N, par. C).

c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.

5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See APP N, pars. C and D.

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

U10028 OHA ADVANCE PAYMENT

See APP K2 for detailed information on areas with rental advance protection under OHA.

A. Authority

1. Advance Rent – General. Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.

2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (par. U10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. ***Personal preference is not grounds for authorizing advance rent payment.*** Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC APP K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

a. Law,

- b. Local custom for everyone, including local nationals, or
- c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in APP M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: SPP/Allowances Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000, or
- b. FAX: (571) 372-1301.

NOTE: Once a location is authorized by PDTATAC and listed in APP K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

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

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

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

C. Liquidation

- 1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
- 2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
- 3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
- 4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par. U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. U10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or
2. Any higher rental allowance implemented during the repayment period of the advance.

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

U10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by APP M, or PDTATAC.

U10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in APP K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or GOV'T owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

***U10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION**

*A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

*B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

*C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission subsistence allowance.

*D. Other Paragraphs. Also see par. U9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. U7505.

PART D: GOV'T QTRS

U10300 GENERAL

A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents. BAH-DIFF (par. U10008) or BAH-Partial (par. U10010) may only be authorized if the member is assigned to single type GOV'T QTRS or a single type housing facility under a Uniformed Service's jurisdiction and not authorized BAH or OHA.

U10302 RESPONSIBILITY FOR ASSIGNMENT OR ASSIGNMENT TERMINATION

A. Assignment to GOV'T QTRS. The Commander responsible for the GOV'T QTRS has the authority to assign and terminate those QTRS. The commander also determines when QTRS are "adequate" and "suitable" for assignment based on appropriate directives. GOV'T QTRS or housing facilities under the Uniformed Services' control are considered to be assigned, suitable, and adequate whenever occupied by a member at the PDS without rental charges payment. This includes QTRS furnished a member without charge:

1. By an organization or institution on behalf of the U.S.
2. By a foreign government for the member's official use.
3. When jointly assigned to one or more members without dependents.

NOTE 1: A member is still considered to be assigned to GOV'T QTRS when the member voluntarily vacates assigned QTRS without the installation commander's approval. A member in pay grade E-7 and above, without dependents, may elect not to occupy assigned QTRS unless denied permission by the Secretary concerned (par. U10400).

NOTE 2: Effective 15 April 2003, a member married to another member who is stationed at the same or adjacent installations that enable both members to reside in GOV'T family QTRS assigned to one of the members, are both considered to be assigned GOV'T QTRS. However, if there is a separation agreement, pending divorce, or marital discord that requires one member to obtain alternative private sector housing, the member not occupying family QTRS must obtain a statement from the installation housing officer that GOV'T housing is not assigned to be authorized a housing allowance.

B. QTRS Assignment Date for Housing Allowance. A housing allowance continues to accrue through the day before the date a member is assigned GOV'T QTRS or begins to occupy GOV'T QTRS at the PDS.

C. QTRS Termination Date for Housing Allowance. Housing Allowance accrues from the date the assignment to GOV'T QTRS is terminated or the date that QTRS are vacated as indicated in Tables U10A-1, U10C-1, U10E-1, and U10E-2.

U10304 RENTAL QTRS AT A SERVICE ACADEMY

A member is authorized BAH while renting QTRS in a hotel on the grounds of a Service Academy.

U10306 GOV'T QTRS ASSIGNED OR OCCUPIED

A. GOV'T QTRS Adequacy. The Commander responsible for the GOV'T QTRS determines their adequacy and appropriateness for assignment.

B. QTRS Not Designated as Family Type QTRS. A member who is neither assigned to nor occupies GOV'T QTRS is authorized a housing allowance for dependents even though the dependents occupy GOV'T QTRS not designated as family type QTRS. Examples of such QTRS are:

1. Dormitory QTRS occupied by a member's child at a school for dependents of military personnel.
2. A hospital room occupied by a dependent under the Dependents' Medical Care Act (P. L. 84-569, 70 Stat 250). However, a member is not authorized a housing allowance when a sole dependent is hospitalized in a GOV'T or civilian hospital under the Dependents' Medical Care Act and the member is assigned to and occupies GOV'T QTRS (even though private QTRS are maintained and occasionally occupied).
3. Off base housing, private sector housing, occupied by member's civilian spouse incident to employment overseas with DoDEA as a schoolteacher. ***NOTE: The member must be separated from the spouse by competent orders.***

C. QTRS Furnished on Behalf of the U.S. A member is not authorized a housing allowance for dependents if the member and dependents are furnished adequate family type QTRS for the U.S. without rental charge. Examples of such family type QTRS are:

1. QTRS furnished a member in an official capacity by a foreign government.
2. QTRS furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty as an intern or resident physician.
3. QTRS furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.

D. QTRS Occupied by Dependents. A member furnished single type QTRS is not authorized a housing allowance for:

1. A spouse who is a sole dependent and who is furnished QTRS in kind as a civilian employee at a GOV'T hospital.
2. A spouse who is a sole dependent and who is furnished GOV'T QTRS while serving with the American Red Cross overseas.
3. A sole dependent who is a student nurse in training at a GOV'T hospital. However, a housing allowance is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.
4. A civilian spouse who is a sole dependent and who is furnished GOV'T QTRS while assigned overseas with DODEA as a schoolteacher.
5. Dependents evacuated from a danger area, who occupy GOV'T housing facilities at a safe haven. See par. U10306-G for an exception when the member must continue to pay for private sector housing.
6. Any dependent(s), if one or more of the member's dependents occupy the QTRS with the member on a permanent basis (i.e., for more than 90 days) unless other dependents are precluded by a competent order from residing with the member.

E. Rental QTRS (Other Than Inadequate QTRS). A member and dependents who occupy the following facilities on a rental basis are authorized a housing allowance. See par. U10000-F for a definition of the rental charge.

1. Any housing facilities, including trailers, under the GOV'T's jurisdiction other than GOV'T QTRS constructed or designated for occupancy without charge. The member may sublease such QTRS to a temporary sublessee with or without charge and neither the lessor nor a uniformed member sublessee loses the right to a housing allowance.
2. A hotel on the grounds of a Service Academy.
3. QTRS furnished a member ICW service in a capacity other than that of a member.

F. QTRS at Safe Haven Temporarily Occupied by Dependents. A member is authorized a housing allowance for dependents when:

1. The member's dependent(s) occupies GOV'T provided housing at a safe haven area after emergency evacuation from private sector housing at the PDS; and
2. Due to conditions beyond the member's control, member is required to continue rent payment for the private sector housing to keep the furnishings and belongings in the private sector housing and to have housing available upon the dependents' return.

*This authority continues until such time as a dependent(s) is authorized to return to member's PDS or the dependent(s) arrives at a designated place as contemplated by par. U5164.

G. Lease on Private Sector Rental/Leased Housing. When a member makes a local move from private sector rented/leased housing to GOV'T housing, a housing allowance is not payable for the remainder of the lease on the private sector housing even though the member is required to honor the lease.

H. Limitation on QTRS Occupied by Member. When adequate QTRS are not furnished for a member's dependents, the member may not occupy, either at the permanent or TDY station, GOV'T QTRS which exceed the minimum standards for the member's grade without dependents without affecting the authority for BAH or OHA unless:

1. These QTRS are the only QTRS available, and
2. The QTRS are not suitable for joint occupancy; or
3. If suitable for joint occupancy, the QTRS are jointly occupied with other members permanently assigned to the PDS.

NOTE: The above limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

I. QTRS Occupied during Special Duty Assignment. Effective 20 April 1999, a member not accompanied by dependents and serving in a foreign OCONUS location in a duty assignment having official or diplomatic responsibilities involving officials of foreign governments, may be assigned to QTRS that exceed the minimum standards for the member's grade without dependents, without affecting the member's authorization for BAH or OHA. The local Commander or major unit commander is the appropriate authority to decide whether an assignment entails "official or diplomatic" responsibilities involving officials of foreign governments. However, such QTRS must not be available on a continuing basis for single occupancy, if they are adequate for assignment as family housing to members of similar grade ([DOHA Claims Case No. 9804021, 15 May 1998](#)).

J. Additional Room Assigned to Chaplain. Assignment of an additional room to a chaplain for spiritual purposes does not affect the member's authority for BAH or OHA. The room must be used for official duties and not as living QTRS.

U10308 QTRS DESIGNATED AS INADEQUATE

A. Housing Allowance Authority. A member with dependents may be assigned QTRS designated as inadequate on a rental basis without loss of BAH. This does not apply to bachelor officer QTRS, visiting officer QTRS, guest houses, and similar type facilities, or to assigned QTRS undergoing ordinary repairs. An order stating that QTRS were inadequate while repairs were being made cannot serve to authorize BAH during the period involved.

B. Effect of Subleasing Inadequate QTRS. The member may share the QTRS with others or permit occupancy by others while on leave. The member may also sublet the QTRS on a rental basis without loss of BAH, the amount of rent being immaterial.

C. Rental Charge for Inadequate (Substandard) QTRS. The authority controlling the inadequate (substandard) QTRS establishes the procedures for collecting rent from the member at the QTRS' fair rental value. The rental charge for the QTRS must be the QTRS' fair rental value, NTE 75% of the member's with dependents BAH rate per [10 USC §2830](#). The rental charge is independent of the amount and type of BAH being paid to the member. See par. U10308-G for assignment of inadequate QTRS to member married to member couples.

D. Effective Date of BAH and Rental Charge. BAH and rental charge begin on the date of the member's assignment to such QTRS or on the date the determination of inadequacy is effective, whichever is later.

E. Computation of BAH and Rental Charge. BAH and the rental charge are computed on a 30-day month basis and prorated at one thirtieth of the monthly rate for each day inadequate QTRS are assigned. BAH is not paid for, nor is rent charged, for the 31st day of a month. Pay 3 days' BAH and charge 3 days' rent when inadequate QTRS are assigned on the 28th of February. ***Rent is not charged for the day the assignment is terminated; however, BAH accrues for the termination day.***

F. Inadequate QTRS Re-designated Adequate. Rental charges and BAH cease on the date rehabilitated inadequate QTRS are re-designated as adequate GOV'T QTRS. If a member's assignment was continued during the rehabilitation period, the adequacy re-designation is effective as of the first day of the month following the month in which the rehabilitation was completed.

G. Husband and Wife Each Authorized BAH. When a husband and wife are both members who jointly occupy inadequate family QTRS on a rental basis, use Table U10C-1 to determine their respective BAH rates. The rental charge for the QTRS must be the assigned inadequate family type QTRS' fair rental value, but must never exceed 75% of the with dependents BAH rate which would be payable to a member of the same grade and rank as the member under whose eligibility the QTRS are assigned. The BAH paid to the respective members does not affect the rent amount charged, even if a member is receiving BAH at the with dependents rate. BAH is collected IAW Service procedures. For inter-Service marriages, the rental charge is collected IAW the procedures of the Service furnishing the QTRS.

PART E: ASSIGNMENT SITUATIONS**SECTION 1: MEMBER WITHOUT DEPENDENTS****U10400 MEMBER WITHOUT DEPENDENTS**

A. General. A member without dependents, who is entitled to basic pay, is authorized BAH or OHA as set forth in Table U10E-1. Par. U10416 for a member in transit.

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS or the home port for a member assigned to a ship or afloat unit. Effective 1 July 2001, the Service instead may pay a housing allowance based on the old PDS rate in a situation involving a low/no cost move. The Secretary Concerned or the Secretarial Process, at Service discretion, determines if it is inequitable to pay a housing allowance based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, the housing allowance continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, the housing allowance is based on the old PDS if:

1. Requested by the member, and
2. The Service selected decision process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

C. Member in Grade E-7 or above not on Sea Duty. A member without dependents in grade E-7 and above may elect at any time not to occupy GOV'T QTRS at the PDS and is authorized BAH or OHA unless the Secretary Concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

D. Member in Grade E-6 Not on Sea Duty. Effective on or after 1 July 1996, a member without dependents in grade E-6 assigned to GOV'T QTRS that do not meet the minimum adequacy standards established by DOD for a member in such grade, or to a housing facility under the jurisdiction of a Uniformed Service that does not meet such standards, may elect not to occupy such QTRS or facility and instead to receive BAH or OHA. The Secretary Concerned, or the designee, may deny BAH or OHA on determining that the member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

E. Member on Sea Duty. In the case of a member assigned for permanent duty to a ship, GOV'T QTRS (see APP A, GOV'T QTRS) ordinarily are available aboard that ship. The Secretary Concerned may determine that a ship or class of ships is inadequate for berthing a member in home port, in which case the ship or class of ships is not available as GOV'T QTRS for housing allowance determination purposes. When QTRS aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, GOV'T QTRS are no longer available onboard the ship. The Service Concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.

1. A member without dependents in grade E-6 or above assigned to permanent sea duty aboard a ship may elect not to occupy assigned shipboard GOV'T QTRS and receive BAH or OHA.
2. A member without dependents in grade E-5 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard GOV'T QTRS and receive BAH or OHA. Under Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-5 and is assigned to sea duty. In prescribing regulations under par. U10400-E2, the Secretary Concerned must consider GOV'T QTRS availability for a member serving in grade E-5.
3. A member without dependents in grade E-4 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard GOV'T QTRS and receive BAH or OHA. On or after 31 October 2002, under

Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-4 and is assigned to sea duty. In prescribing regulations under par. U10400-E3, the Secretary Concerned must consider GOV'T QTRS availability for a member serving in grade E-4.

Effective 1 Jan 2013

4. A Uniformed Service member married to another member, who is in a pay grade below E-6, is authorized BAH or OHA if assigned to permanent sea duty.

BAH AND OHA MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY

Table U10E-1			
R U L E	If a member is	*then BAH or OHA accrues (NOTE 10)	BAH or OHA does not accrue
1	assigned to a PDS	if GOV'T QTRS or housing facilities are not assigned (NOTES 1 & 2)	if the member is assigned or occupies GOV'T QTRS suitable and adequate for the member's grade (NOTE 3).
2		while on a short period of special alert duty during which the member is furnished sleeping accommodations at the PDS at which GOV'T QTRS are not available for assignment.	
3		while on a short training periods during which, due to military necessity, the member is furnished sleeping accommodations at the PDS at which GOV'T QTRS are not available for assignment.	
4	ordered to report for TDY ICW the fitting out or conversion of a ship, then to permanent duty aboard the same ship when placed in commission	if the member is not assigned to GOV'T QTRS at the old PDS or aboard ship (new PDS). Par. U10416 to determine which rate is payable.	if the member is assigned to GOV'T QTRS at the old PDS or aboard ship (new PDS).
5	on sea duty	if member is grade E-6 or above and elects on or after 1 July 1996 not to occupy available QTRS (NOTE 5)	if member is grade E-5 or below (NOTE 5).
6	on field duty, PCS not involved (NOTE 7)	if receiving BAH or OHA at the PDS	if assigned or occupying GOV'T QTRS at the PDS.
7	assigned PCS to a unit on field duty	if the commander certifies that the member was required to procure QTRS at personal expense at the initial field duty site	for the initial field duty in progress at time of PCS, unless the member is required to procure QTRS at personal expense at field duty site.
8	on excess leave		for any period of time.
9	on authorized leave, accrued, advanced, or ICW release from active duty or discharge (PCS not involved)	if receiving BAH or OHA at the PDS or assigned QTRS are terminated incident to separation (NOTE 1)	if assigned QTRS at the PDS.
10	sick in hospital, or on sick leave from a hospital (PCS not involved)	if receiving BAH or OHA at the PDS, (NOTE 1)	if assigned QTRS at the PDS.
11	being treated at hospital TDY en route PCS; or assigned PCS direct to hospital for treatment	If not assigned QTRS	if assigned QTRS in the hospital.
12	on TDY (PCS not involved), including such duty on transport or under a permissive travel authorization (NOTES 2 & 6)	If receiving BAH or OHA at the PDS	if assigned QTRS at the PDS.
13	in travel status on PCS, including non-travel status under a permissive travel authorization, TDY en route, leave en	if member is not assigned GOV'T QTRS while at the old or new PDS. Par. U10416 to determine which rate is	if member is assigned GOV'T QTRS while at the old or new PDS.

Table U10E-1			
R U L E	If a member is	*then BAH or OHA accrues (NOTE 10)	BAH or OHA does not accrue
	route and proceed time; or is assigned PCS and is on authorized leave or duty at the old or new PDS	payable.	
14	assigned PCS and is on authorized leave or duty at the old or new PDS	if the member is not assigned GOV'T QTRS while at the old or new PDS.	for the GOV'T QTRS occupancy period not incident to a PCS. NOTE: <i>OHA cannot be paid if there is no rent expense.</i>
15	initially assigned to active duty and is TDY at other than indoctrination or basic training location pending receipt of an order designating a PDS to which the member is to report upon TDY completion	when GOV'T QTRS are not available for assignment and per diem is not payable.	
16	in the accession pipeline	*between initial TDY and initial PDS (NOTE 7). An RC member is authorized BAH/OHA based on the primary residence location at the time called/ordered to active duty while attending accession training. Par. U10416.	
17	ordered home or to a place other than a military organization awaiting another order ICW Physical Evaluation Board proceedings	on and after the departure day from the hospital or old PDS through the discharge day, or day prior to retirement effective date.	
18	training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition	if not furnished QTRS by the GOV'T or by an agency sponsoring the member's participation	if furnished QTRS by the GOV'T, or by an agency sponsoring participation.
19	a medical officer on active duty in an intern or resident physician status at a state, county, municipal, or private hospital	if not furnished QTRS without charge by the hospital	if furnished QTRS without charge by the hospital. Such QTRS are considered furnished on behalf of the U.S.
20	a student training on a fellowship, scholarship or grant	if not furnished QTRS by the college, university, or research facility	if furnished QTRS by the college, university, or research facility. Such QTRS are considered furnished on behalf of the U.S.
21	a Nurse Corps officer or Nurse Corps candidate attending a course of instruction or affiliating with a state, county, municipal, or private hospital	if the member is not furnished QTRS without charge	if furnished QTRS without charge by the hospital. Such QTRS are considered furnished on behalf of the U.S.
22	in confinement in a guardhouse, brig or correctional barracks pursuant to a court-martial (does not include pretrial confinement/pretrial restraint other than confinement or an adjudged sentence of restriction alone. (NOTE 8))	*if the sentence is set aside or disapproved and the member is otherwise authorized to receive BAH/OHA	while confined pursuant to a court-martial and the sentence is effective or approved (NOTE 9), or, when the member was not receiving BAH or OHA on the day before the day of confinement and GOV'T QTRS assignment was not terminated before or during confinement. Uniformed Service procedures must prescribe how and by whom GOV'T QTRS termination must be certified.

NOTES:

1. When not assigned to GOV'T QTRS at the PDS, BAH or OHA accrues while in a duty or authorized leave status not incident to PCS. BAH or OHA is not forfeited if temporary GOV'T QTRS are occupied.

2. A member away from PDS may occupy GOV'T QTRS designated for a member without dependents at the member's TDY station without affecting the member's authority to receive BAH or OHA or to be assigned to QTRS, if any, at the member's PDS. Under such circumstances, a member may not occupy GOV'T QTRS that exceed the minimum prescribed Service standards for a member of that grade without dependents, unless the only QTRS available:

(a) Exceed the minimum standards, and

(b) Are made available for joint occupancy with other members.

NOTE: The above limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

3. GOV'T QTRS in fact occupied without payment of rental charges are deemed assigned as appropriate and adequate QTRS.

4. BAH/OHA accrues from the reporting date through the day before the date the ship is placed in full commission, reduced commission, or in service not in commission, whichever occurs first. See par. U10400 and Service regulations for a member on sea duty.

*5. A member in pay grade E-6 or above is authorized to receive BAH/OHA after reporting to a deployed ship or afloat unit. A member TDY to the ship or afloat unit is also authorized BAH/OHA after reporting to the deployed ship or afloat unit if in receipt of BAH/OHA at the PDS before beginning TDY. A member in pay grade E-4 or E-5, without a dependent, assigned to sea duty may be authorized BAH/OHA if appropriate considering the availability of QTRS for E-4s and E-5s. A member married to another member who is in a pay grade below E-6 is authorized BAH/OHA. See par. U10400-E for requirements.

6. For a member below grade E-7, authority does not exist during TDY if QTRS are assigned or furnished at the PDS, even though the QTRS are vacated at the beginning of the TDY.

7. Par. U10416 for transit rules.

8. Neither pretrial confinement/pretrial restraint (which is not punishment) other than confinement nor an adjudged court-martial sentence that includes restriction alone (which is not confinement) affects a member's BAH authority. This rule does not address a member's authority for a housing allowance when the member is confined by civil or foreign authorities. See par. U10420.

9. Confinement imposed pursuant to a court-martial sentence begins to run from the date the sentence is adjudged. ([10 USC §857\(a\), \(b\)](#)).

*10. Payment of OHA requires a lease agreement or a verifiable purchase price.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 13: RESERVE COMPONENTS

U10428 RESERVE COMPONENTS

A. Order Duration. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. U10428-B or for an AGR member as provided in par. U10428-C. A member called/ordered to active duty for more than 30 days, except a member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. *Do not add periods of active duty previously served to obtain the more than 30-day requirement* (Table U10E-16 and par. U10428-E).

***NOTE:** See par. U10416-D for the rate for a member in accession pipeline travel.*

B. Contingency Operation. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ordered to active duty except for an AGR as prescribed in par. U10428-C.

Effective 3 April 2013

C. AGR. An AGR member's BAH/OHA is based on the PDS, even when the member is mobilized for active duty other than AGR duty provided the member does not have a break in service. The PDS rate applies for the duration of the tour. If the AGR member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty without a break in service and a PCS order authorizing HHG transportation is not issued, BAH/OHA rate is based (paid) on the PDS location at the time called/ordered to active duty.

1. Break in Service Definition. A break in service occurs when one or more calendar days between active service periods do not qualify as active service.

2. AGR with Break in Service. If an AGR member has a break in service when called to active duty for other than AGR duty, then the member is paid a housing allowance as for any other RC member (e.g., primary-residence rate).

3. Transition. An AGR member mobilized for active duty other than AGR duty before **3 April 2013** receiving BAH/OHA based on primary residence continues to receive that rate until the member transitions to AGR duty. However, the Secretarial Process may approve BAH/OHA based on the PDS rate effective **3 April 2013** for an AGR member mobilized for active duty other than AGR duty without a break in active service prior to **3 April 2013** if it would be inequitable or unfair to continue paying primary residence based BAH/OHA.

D. Member Married to Member. Unless pars. U10428-B or U10428-C above applies, an RC member married to another member on active duty, without dependents, not assigned to GOV'T QTRS, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

E. Location Rate

1. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary

residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

- a. Called/Ordered to ADT for 140 or More Days. Except as provided in par. U10428-E2 the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.
- b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation because duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. U2146-B, the member continues to receive BAH/OHA based on the member's primary residence (at the time called/ordered to active duty).
- c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.
- d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:
 - (1) At one or more locations outside the local commuting distance of the member's primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or
 - (2) At a location other than the member's primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. U7150-F2b(2), or
 - (3) At a location to which the member commutes from the member's primary residence (at the time called/ordered to active duty), or
 - (4) At an OCONUS location for a prospective period of less than 12 months,

*and not authorized PCS HHG transportation IAW Ch 5, Part E, continues to receive primary residence-based BAH/OHA.

HHG transportation under a TDY order IAW Ch 4, Part H, does not affect this housing allowance authority. See par. U10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 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.

F. BAH Rate Protection. BAH for an RC member is rate protected IAW par. U10004 provided the member does not have a break in active service of one or more calendar days. This includes transitions in service status from AGR duty to other active duty and back to AGR duty, or beginning a new active duty order or order extension without a break in active service.

G. Decision Logic Tables

RESERVE COMPONENT MEMBER

Table U10E-16				
R U L E	If member is (<i>NOTES 1 and 2</i>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (<i>NOTE 3</i>)
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
3	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS (<i>NOTE 4</i>).
4		Yes	Yes	Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS (<i>NOTE 4</i>).
5		No	No	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
6		No	Yes	Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
7	Called/Ordered to	No	No	Start BAH-RC beginning on first active duty day.
8	Active Duty for 30 or fewer Days	No	Yes	Start primary residence-based BAH/OHA at time called/ordered to active duty beginning on first active duty day.
9	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DoDD 1241.01 (<i>NOTE 5</i>)			Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay (<i>NOTE 6</i>).
10	AGR member mobilized for active duty without a break in service	No	Yes or No	Continue BAH/OHA based on AGR PDS.
11	AGR member mobilized for active duty without a break in service	Yes	Yes or No	Continue BAH/OHA based on AGR PDS. New PDS location-based BAH/OHA begins on the day member reports to new PDS.

NOTES:

1. A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.
2. If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authority. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.
3. A lease agreement or verifiable purchase price is required before OHA payment.
4. OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) GOV'T QTRS at the PDS.
5. The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:
 - a. Active duty;
 - b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).
6. BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. [37 USC §204\(g\) and \(h\)](#), [DoDD 1241.01](#) and [DoDI 1241.2](#) for offsets.

SECTION 2: MEMBER WITH DEPENDENT

U10402 MEMBER WITH DEPENDENT

A. When Authorized BAH or OHA. Except for a member paying child support and assigned to GOV'T QTRS a member with dependent, who is entitled to basic pay, is authorized BAH or OHA at the rate prescribed for a member with dependent when:

1. Adequate GOV'T QTRS are not furnished for the member and dependent without a rental charge payment.
2. Adequate GOV'T QTRS are not furnished for the member's dependent, or all of the member's dependents are prevented by competent authority from occupying such QTRS, even though QTRS are assigned for the member's occupancy. This does not apply to the provisions of par. U10122.
3. A dependent is not en route or does not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family QTRS. Under such circumstances, the mere availability of QTRS which could have been assigned does not negate the right of a member to the BAH or OHA for a dependent. See Tables U10E-6, U10E-12, U10E-13, and U10E-14 for the location to be used in determining the member's BAH or OHA authorization.
4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS authorization/order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. U10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependent rate.

NOTE: A member, who is a member with dependent for housing purposes solely because the member is paying child support, is not authorized a housing allowance other than BAH-Diff if the member is assigned GOV'T QTRS; or to sea duty unless in a grade above E-3 and, is authorized to, and elects to not occupy assigned unaccompanied GOV'T QTRS.

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS, or the home port for a member assigned to a ship or afloat unit. 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. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. U10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

- a. Requested by the member, and
- b. The Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

2. Unaccompanied/Dependent Restricted OCONUS Assignments

a. Effective 1 July 2001, BAH or OHA is based on the old PDS in a situation in which the member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependent remains at the member's old PDS. See Table U10E-6, rules 1 and 2.

b. If the dependent of a member, assigned to an unaccompanied tour, moves to a designated place, the member is authorized BAH/OHA based on the dependent's location. ***Payment based on the old PDS is not authorized.***

3. Member Assigned to Duty Aboard a Ship or Other Afloat Unit. A member with dependent assigned to duty aboard a ship or other afloat unit is authorized a with-dependent allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependent has established a residence at or in the home port vicinity. The applicable with-dependent allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's afloat unit. The rate payable is the rate applicable to the ship's or afloat unit's home port.

4. Home Port Changes. Change the housing allowance to the new home port rate on the home port change effective date prescribed by the Service, if a member:

- a. Is currently assigned to a ship or other afloat unit with an announced home port change, or
- b. Is in receipt of a PCS authorization/order to a ship or other afloat unit with an announced home port change, and
- c. The dependent is authorized travel to the new home port.

5. Examples of Location Rate Changes Routinely Authorized/Approved: The member is:

- a. Assigned to a PDS in an area at which sufficient housing quantities do not exist;
- b. Assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U.S.;
- c. Assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;
- d. In receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U.S. if appropriate) before the effective date of the home port change;
- *e. Disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG movement. See par. U5344. 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;
- f. Assigned to ITDY, or TDY pending further orders; or
- g. Assigned to a Professional Military Education (PME) or training course that is scheduled for a duration of one year or less.

*6. Other Circumstances. The Secretary Concerned may determine that circumstances, not listed in pars. U10402-B5a through U10402-B5g, require the dependent(s) to reside separately and authorize/approve a housing allowance payment based on either the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

7. Multiple Dependent Locations. In instances of multiple dependent locations, the member must designate the dependents' primary residence. The housing allowance rate is based on this primary residence.

C. During Leave, Travel Status, Separation, and Other Situations. See Table U10E-2 and par. U10416.

BAH OR OHA, MEMBER WITH DEPENDENTS ENTITLED TO BASIC PAY

Table U10E-2			
R U L E	If member is	and is authorized BAH or OHA at the PDS	then BAH or OHA authorization
1	in a duty status or on authorized leave status not incident to PCS (includes accrued, advanced, or convalescent leave) (NOTE 1)	Yes	continues.
2	in a duty status or on authorized leave status not incident to PCS (includes accrued, advanced, or convalescent leave) (NOTE 1)	No	does not exist.
3	on excess leave	Yes	does not exist except for payment to dependents as provided in par. U10422-C for a member in grade E-4 (4 or fewer years), and more junior (NOTE 2).
4	in a duty, travel or leave status incident to PCS (includes TDY en route) (NOTES 1 and 3)		exists unless permanent GOV'T QTRS are assigned or occupied. See par.U10416 to determine rate.
5	on TDY, not incident to PCS (NOTES 1 and 3)	yes	continues as long as the PDS remains unchanged, except as restricted by par. U10306-I.
6		no	does not exist.
7	AWOL, not excused as unavoidable		does not exist except for payment to dependents as provided in par. U10422-A for a member in grade E-4 (4 or fewer years), and more junior.
8	absent due to disease (as distinguished from injury) from alcohol or drugs, causing loss of pay	yes	continues.
9		no	does not exist. However, if QTRS assignment at the PDS is terminated during an absence, BAH or OHA accrues on and after the termination date.
10	home on PCS awaiting further orders ICW physical evaluation board proceedings		continues until the member's retirement or discharge.

NOTES:

1. The phrase, "incident to PCS," refers to whether or not the member is en route to a new PDS under a PCS authorization/order.
2. BAH or OHA does not accrue during excess leave if the member is not to continue in service after leave expires. Example: A member released from the disciplinary barracks on commandant's parole, and placed in excess leave status until the sentence is ordered to be executed.
3. Includes such status under a permissive travel authorization.

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SECTION 3: ACQUIRED DEPENDENTS

U10404 ACQUIRED DEPENDENTS

A. General Rules

1. When a member acquires a dependent (marriage, birth, adoption, etc.), a with-dependent housing allowance is authorized based on the:
 - a. CONUS PDS to which the member is assigned. A member assigned at a CONUS PDS may request through the Secretarial Process, a housing allowance based on the dependent's residence location.
 - b. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS. If the dependent does reside at or near the OCONUS PDS, the housing allowance is based on the OCONUS PDS.
2. FSH Eligibility. Effective the date the dependent is acquired:
 - a. If the dependent does reside in the OCONUS PDS vicinity, then an FSH is not authorized and the member is only authorized the with-dependent housing allowance based on the OCONUS PDS.
 - b. If single-type GOV'T QTRS are not available for a member assigned to an OCONUS PDS, and the dependent does not reside in the PDS vicinity, then FSH is also authorized.
 - c. If a member assigned to an OCONUS PDS is residing in private sector quarters, and single-type GOV'T QTRS are available at the member's OCONUS PDS, FSH is not authorized.
 - d. Dependents may visit the member at an OCONUS PDS without changes to allowances. However, when the visit exceeds 90 consecutive days, it is no longer a visit but a change of the dependents' permanent residence. The with-dependent allowance is changed to be based on the PDS location and FSH, if being paid, stops. If dependents subsequently depart the PDS area after with-dependent allowances are changed and FSH stopped, the with-dependent allowance and FSH previously authorized are reinstated as of the dependent's departure date.
 - *e. FSH is not authorized for a member assigned to a CONUS PDS unless the member is assigned to a PDS to which dependent travel is delayed or restricted. Par. U5192.

B. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES DEPENDENTS

Table U10E-3					
R U L E	Member Assigned	Dependents Located	Dependents Located At or Near the PDS	GOV'T QTRS Available for the Member	Then
1	Outside CONUS	In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired
2				No	Stop BAH at the without-dependent rate as of the day before acquired Start BAH at the with-dependent rate based on the PDS as of the date acquired
3			No	Yes	Start BAH at the with-dependent rate based on the dependent's location as of the date acquired
4				No	Stop the without-dependent allowance as of the day before acquired Start BAH at the with-dependent rate based on the dependent's location as of the date acquired Start FSH-B or FSH-O based on the PDS as of the date acquired
5		Outside CONUS, Alaska, or Hawai'i (OHA Area)	Yes	Yes	Start OHA based on the PDS as of the date acquired
6				No	Start OHA at the with-dependent rate based on the PDS as of the date acquired Stop the without-dependent allowance as of the day before acquired
7			No	Yes	Start OHA at the with-dependent rate based on the dependent's location as of the date acquired
8				No	Start OHA at the with-dependent rate based on the dependent's location as of the date acquired Stop the without-dependent allowance as of the day before acquired Start FSH-B or FSH-O based on the PDS as of the date acquired
9	In CONUS	In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired
10				No	Stop BAH at the without-dependent rate as of the day before acquired Start BAH at the with-dependent rate based on the PDS as of the date acquired
11		No	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired (NOTE 1)	
12			No	Stop the without-dependent allowance as of the day before acquired Start BAH at the with-dependent rate based on the PDS as of the date acquired (NOTE 1)	

Table U10E-3					
R U L E	Member Assigned	Dependents Located	Dependents Located At or Near the PDS	GOV'T QTRS Available for the Member	Then
13	In CONUS	Outside CONUS, Alaska or Hawai'i (OHA Area)	Yes	Yes	Start BAH based on the PDS as of the date acquired
14				No	Start BAH at the with-dependent rate based on the PDS as of the date acquired Stop the without-dependent allowance as of the day before acquired
15			No	Yes	Start BAH at the with-dependent rate based on the PDS as of the date acquired (NOTE 1)
16				No	Start BAH at the with-dependent rate based on the PDS as of the date acquired (NOTE 1) Stop the without-dependent allowance as of the day before acquired

NOTE:

1. In unusual circumstances, the member may request BAH/OHA be based on the dependent location through the Secretarial Process.

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SECTION 4: THE GOVERNMENT DEFERS DEPENDENT TRAVEL**U10406 THE GOVERNMENT DEFERS DEPENDENT TRAVEL****A. General Rules**

1. When the Gov't defers dependents' travel at Gov't expense to a member's new CONUS/OCONUS PDS pending housing availability, a with-dependent housing allowance continues to be paid at the old PDS rate, or at the dependent location rate if the dependents relocated there at Gov't expense. In a case in which the Secretarial Process previously authorized a housing allowance based on the dependent location, that rate continues.

2. FSH-O/FSH-B for the member's location starts when the member obtains private sector housing.

3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the member's PDS, and an extension to the 60-day period has not been granted through the Secretarial Process, the member is only authorized a with-dependents allowance at the PDS location with-dependent rate. ***A housing allowance is not authorized for the dependent location.***

*4. Table U10E-5 applies when an area within CONUS has been declared a concurrent dependent travel application area. See par. U5192.

B. Decision Logic Tables

CHANGES WHEN GOV'T DEFERS DEPENDENTS' TRAVEL TO AN OCONUS DUTY STATION

Table U10E-4				
RULE	Expected Travel Delay	Dependents Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
1	More Than 60 Days But Less Than 20 Weeks	No	Yes	Upon the member's departure, continue with-dependents allowance based on the old PDS Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS Stop FSH as of the day before dependent arrival Stop the with-dependents allowance based on the old PDS as of day before dependent arrival Start OHA (BAH in Alaska/Hawai'i) with-dependents rate as of dependents' arrival date
2			No	Upon member's departure, continue the with-dependents allowance based on the old PDS Start FSH-O/FSH-B as of date private sector housing is acquired at the new PDS Stop FSH as of day 61 after the date travel is authorized to begin Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61
3	20 or More Weeks	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS Stop FSH as of day before dependent arrival Stop the with-dependents allowance based on the old PDS as of day before dependent arrival Start OHA (or BAH in Alaska or Hawai'i) at the with-dependents rate as of dependents' arrival date at the member's PDS
4			No	Upon member's departure, continue the with-dependents allowance based on the old PDS Start FSH-O/FSH-B as of date private sector housing is acquired at the PDS Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61
5		Yes	Yes	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location Start FSH-O/FSH-B on the date private sector housing is acquired at PDS Stop FSH as of day before dependent arrival Stop the with-dependents allowance based on dependents location on day before dependent arrival at the member's PDS Start OHA (or BAH in Alaska or Hawai'i) at the with-dependents rate for the member's PDS on the dependents' arrival date at the member's PDS
6			No	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location Start FSH-O/FSH-B on the date private sector housing is acquired at the new PDS Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61

CHANGES WHEN GOV'T DEFERS DEPENDENTS' TRAVEL TO A CONUS DUTY STATION

Table U10E-5				
R U L E	Expected Travel Delay	Dependents Relocated at Gov't Expense	Dependents Arrive Within 60 Days of Travel Authorization	Then
1	The Old PDS is in the United States and Expected Delay is Less Than 20 Weeks	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS Start FSH-B as of the date private sector housing is acquired at the new PDS Stop FSH as of the day before dependent arrival Stop with-dependents allowance based on the old PDS as of day before dependent arrival Start BAH at the with-dependents rate as of dependents' arrival date at the member's PDS
2			No	Upon member's departure, continue the with-dependents allowance based on the old PDS Start FSH-B as of date private sector housing is acquired at the new PDS Stop FSH as of day 61 after the date travel is authorized to begin Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61
3	The Old PDS is in the United States and Expected Delay is 20 or More Weeks	No	Yes	Upon member's departure, continue the with-dependents allowance based on the old PDS Start FSH-B as of the date private sector housing is acquired at the new PDS Stop FSH as of day before dependent arrival Stop the with-dependents allowance based on the old PDS as of day before dependent arrival Start BAH at the with-dependents rate as of dependents' arrival date at the member's PDS
4			No	Upon member's departure, continue the with-dependents allowance based on the old PDS Start FSH-B as of date private sector housing is acquired at the PDS Stop FSH-B as of day 61 after travel is authorized to begin Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61
5	Or the Old PDS is Outside the United States	Yes	Yes	Change with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location Start /FSH-B on the date private sector housing is acquired at PDS Stop FSH as of day before dependent arrival Stop with-dependents allowance based on dependents location on the day before dependent arrival at the member's PDS Start BAH at the with-dependents rate for the member's PDS on the dependents' arrival date at the member's PDS
6			No	Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location Start FSH-B on the date private sector housing is acquired at the new PDS Stop FSH-B as of day 61 after travel is authorized to begin Change the with-dependents allowance from being based on the dependents' location to being based on the new PDS as of day 61

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**SECTION 5: MEMBER WITH DEPENDENTS SERVES AN
UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR
UNUSUALLY ARDUOUS SEA DUTY TOUR**

**U10408 MEMBER WITH A DEPENDENT SERVES AN UNACCOMPANIED/DEPENDENT
RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR**

A. General Rules

1. A member with a dependent who serves an unaccompanied/dependent restricted tour (see DoDI 1315.18) OCONUS or unusually arduous sea duty outside the U.S. is authorized a dependent's location-based with-dependent housing allowance, or an old PDS-based with-dependent housing allowance if the dependent remained in the residence shared with the member before PCS, did not relocate, and is not in GOV'T QTRS. See Table U10E-6 for specific situation-based rate information.
2. If single-type GOV'T QTRS are not available for assignment to the member at the OCONUS PDS, and the dependent does not reside at or near the PDS, then FSH-O/FSH-B is also authorized. *A member assigned to unusually arduous sea duty is not authorized FSH since GOV'T QTRS are available for assignment.*
3. A dependent may visit the member at the PDS for up to 90 consecutive days without affecting the with-dependent allowance or FSH. ***NOTE: If the visit exceeds 90 days, the dependent is residing at the PDS and the dependent-location housing allowance and FSH stop. In this event, the member is authorized a PDS-based with-dependent allowance.***
4. If the dependent subsequently departs the PDS after day 90 to establish a residence elsewhere, FSH, if otherwise payable, and the with-dependent allowance previously authorized are reinstated as of the departure day.
- *5. When a member serves an unaccompanied/dependent restricted tour at the first (i.e., the initial PDS when coming on active duty) PDS, payment of a with-dependent housing allowance is based on one of the locations described in par. U5172-A if the dependent has been authorized/approved to reside at one of the locations described in par. U5172-A.
6. A member transferred between unaccompanied/dependent restricted tours, whose dependent does not move, continues to be authorized a with-dependent rate based on the dependent's location.
- *7. A member transferred between unaccompanied/dependent restricted tours whose dependent moves from the member's prior PDS (PDS before the member was assigned on the first unaccompanied/dependent restricted tour) to a designated place, or from a designated place to another designated place if the move is authorized/ approved under par. U5176-B, is authorized a with-dependent rate based on the dependent's new location.
8. If the dependent relocates from a designated place at personal expense to any other OHA location that is not in the vicinity of the member's PDS, start OHA based on the new location effective the date private sector housing is obtained once the required documentation is provided. Stop the with-dependent allowance based on the designated place from which the dependent departed effective the day before dependent departed that location if an OHA area or the day before the dependent arrive at the new location if departing a BAH area.
9. When a member serves an unaccompanied/dependent restricted tour or is assigned to unusually arduous sea duty, the housing allowance for the dependent's location may be authorized/approved to be effective on the date of the lease.
10. If the dependent relocates at personal expense from a designated place in a BAH area to a different location in a BAH area that is not at or near the member's PDS, continue BAH based on the previously authorized

location (either old PDS or dependent location before the move). If the dependent relocates from a designated place in an OHA area to a location in a BAH area, start BAH based on the new location on the dependent's arrival date and stop the OHA the day prior to dependent's departure.

NOTE: *If all of a member's dependents arrive at a member's OCONUS PDS and stay beyond 90 days, the member is not authorized OHA simply because the dependents are present. To be paid OHA the member must provide the required documentation (a completed and approved OHA report (DD Form 2367)) for private sector leased/owned housing. For BAH, see Table U10E-3.*

B. Decision Logic Tables

MEMBER WITH A DEPENDENT SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED OR UNUSUALLY ARDUOUS SEA DUTY TOUR

Table U10E-6			
R U L E	If a member	And	then (NOTE 1)
1	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent retains the permanent residence in the U.S.	<p>If the dependent remains at the member's old PDS, continue to pay old PDS-based BAH.</p> <p>If the dependent is at a U.S. location other than the old PDS and the member is receiving BAH based on a Secretarial waiver, continue the BAH previously being paid.</p> <p>If the dependent is at a U.S. location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop old PDS-based BAH the day before the member's departure. Pay BAH Transit starting on the member's departure day until the day prior to the member's report day at the new PDS. Start BAH based on the dependent's location the day the member arrives at the new PDS.</p>
2	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent retains the permanent residence outside the U.S.	<p>If the dependent remains at the member's old PDS, continue to pay old PDS-based OHA.</p> <p>If the dependent is at an OCONUS location other than the old PDS and the member is receiving OHA based on a Secretarial waiver, continue the OHA previously paid.</p> <p>If the dependent is at an OCONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop OHA the day before the member's departure. Pay BAH Transit starting on the member's departure day until the day prior to the member's report day at the new PDS. Start OHA based on the dependent's location the day the member arrives at the new PDS.</p>

Table U10E-6			
R U L E	If a member	And	then (<i>NOTE 1</i>)
3	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence from the U.S. to another location in the U.S. at GOV'T expense	<p>If the dependent travels with the member, start dependent's location-based BAH the day one or more dependents arrive at the new residence location and stop BAH Transit the day before the dependent's arrival day.</p> <p>If the dependent travels after the member, stop old PDS-based BAH the day prior to the member's departure. Start BAH Transit on the member's departure day and pay it through the day prior to the member's report day at the new PDS. Start the member's old PDS BAH rate the day the member reports to the new PDS and continue it until the day prior to the dependents' arrival at the new residence location. Start dependent's location-based BAH on the day one or more dependents arrive at the new residence location.</p>
4	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at GOV'T expense from Outside the U.S. to the U.S.	<p>If the dependent travels in advance of the member, start dependent's location-based BAH the day one or more dependents arrive at the new residence location. Old PDS-based OHA or BAH Transit continues through the day before the dependent's arrival day.</p> <p>If the dependent travels with the member, stop OHA the day prior to member's departure. Start BAH Transit the day the member departs the old PDS through the day prior to the dependent's arrival at the new location. Start dependent's location-based BAH the day one or more dependents arrive at the new residence location.</p> <p>If the dependent travels after the member, stop old PDS-based OHA the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start old PDS-based OHA the day the member reports to the new PDS and continue it until the day prior to the dependent's departure. Start dependent's location-based BAH on the day one or more dependents arrive at the new residence location.</p>

Table U10E-6			
R U L E	If a member	And	then (<i>NOTE 1</i>)
5	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at GOV'T expense from outside the U.S. to another location outside the U.S.	<p>If the dependent travels in advance of the member, start the dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence. Old PDS-based OHA or BAH Transit continues through the day before the day dependent's location OHA begins.</p> <p>If the dependent travels with the member, stop member's old PDS-based OHA the day prior to the member's departure. Start BAH Transit the day the member departs the old PDS. Start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent's location OHA begins.</p> <p>If the dependent travels after the member, stop old PDS-based OHA the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start old PDS-based OHA the day the member reports to the new PDS and continue it until the day prior to dependent's departure. Start OHA based on the dependent's location on the day the dependent starts incurring permanent lodging costs at the new residence location.</p>

Table U10E-6			
R U L E	If a member	And	then (<i>NOTE 1</i>)
6	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the permanent residence at GOV'T expense from the U.S. to a location outside the U.S.	<p>If the dependent travels in advance of the member, start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location. Old PDS-based BAH or BAH Transit continues through the day before the day dependent's location OHA begins.</p> <p>If the dependent travels with the member, stop old PDS-based BAH the day prior to member's departure. Start BAH Transit the day the member departs the old PDS. Start dependent's location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent's location-based OHA begins.</p> <p>If the dependent travels after the member, stop old PDS-based BAH the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start old PDS-based BAH the day the member reports to the new PDS. Start dependent's location-based OHA on the day the dependent starts incurring permanent lodging costs at the new residence location and stop the old PDS BAH rate the day before the day dependent's location-based OHA begins.</p>
7	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.	the dependent relocates the residence at personal expense while the member is serving an unaccompanied/dependent restricted tour	<p>Pay the rate for the location in rules 1 or 2 through the day before one or more dependents arrive at the new permanent residence location if the dependent moves to an OHA area. OHA authority at the rate applicable to the new permanent residence location begins on the day one or more dependents arrive at that location.</p> <p>If the dependent relocates between BAH locations, continue BAH based on the rate for the previously authorized location (either old PDS or dependent location) before the move).</p> <p>If the dependent relocates from a designated place outside the U.S. (OHA area) to a U.S. location, discontinue previously authorized location-based OHA the day prior to the dependent's departure. Start new permanent residence location-based BAH on the day one or more dependents arrive at that location.</p>

Table U10E-6			
R U L E	If a member	And	then (<i>NOTE 1</i>)
8	is assigned to an unaccompanied/dependent restricted tour at a PDS outside CONUS and the member is required to perform TDY anywhere in the world, incident to a transfer to another unaccompanied/dependent restricted tour	the dependent continues to reside at the same location	Continue to pay the dependent's permanent residence location-based housing allowance.
9	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer to the U. S.	the dependent continues to reside at the same location	Continue to pay a dependent's permanent residence location-based housing allowance through the day before the day the member reports to the new PDS. BAH or OHA authority at the new PDS-based rate begins on the day the member reports at that PDS.
10	is assigned to unusually arduous sea duty in the U.S.	the dependent is not residing with the member at the unit's U.S. home port	Pay BAH at the unit's U.S. home port-based rate unless the member requests through the Secretarial waiver process BAH/OHA at the old PDS-based rate (if the dependent remained in the residence shared with the member before PCS) or dependent's location.

NOTES:

1. A housing allowance must not be paid if a member is assigned adequate family-type GOV'T QTRS at the PDS. Do not start the housing allowance until the member terminates the family-type GOV'T QTRS assignment.

**CHANGES WHEN A MEMBER WITH A DEPENDENT
 SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR AND DEPENDENTS VISIT**

Table U10E-7				
R U L E	Member on an Unaccompanied/Dependent Restricted Assignment	GOV'T QTRS Available	Dependents Visit for More Than 90 Days	Then
1	In Alaska or Hawai'i (BAH Area)	Yes	No	No Action Required.
2			Yes	Stop the with-dependent allowance based on dependent location on day 90. Start with-dependent PDS-based allowance on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance as of the departure day.
3		No	No	Start PDS-based FSH as of the date private sector housing is acquired at the PDS.
4			Yes	Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-B on day 90. Start with-dependent PDS-based BAH on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance and FSH-B as of the departure day.
5	Outside U.S., (OHA Area)	Yes	No	No Action Required.
6			Yes	Stop the dependent location-based with-dependent allowance on day 90. Start PDS-based with-dependent OHA on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the location-based with-dependent allowance as of the departure day.
7		No	No	Start PDS-based FSH-O on the date private sector housing is acquired.
8			Yes	Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-O on day 90. Start PDS-based with-dependent OHA as of day 90. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate dependent location-based with-dependent allowance and FSH-O as of the departure day.

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SECTION 7: DEPENDENT TRAVEL – ADVANCE AND DELAYED**U10412 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 stationed in England receives a PCS authorization/order in July for reassignment to Norfolk with a November reporting date. The member's family returns in August to get settled before school starts in September.

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

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

1. The member is assigned to a PDS in an area in which sufficient housing quantities do not exist;
2. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U. S.;
3. The member is assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;
4. The member is in receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U. S. if appropriate) before the effective date of the home port change;
- *5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG transportation. See par. U5344. 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 (PME) or a training course that is scheduled for a duration of one year or less.

*C. Secretarial Determinations. The Secretary Concerned may determine that circumstances, not listed in pars. U10412-B1 through U10412-B7, require the dependents to reside separately and authorize/approve a housing allowance payment based either on the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' new residence location is effective on the date one or more dependents arrive there.

2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents' location or the member's old PDS and continues until the dependents depart the authorized/approved location.

3. A member is generally authorized a Transit Housing Allowance while on leave and travel between PDSs. However, in situations in which the Secretary Concerned has authorized/approved an advance or delayed travel situation, the authorized/approved with-dependent allowance rate applies. In delayed travel situations, when the dependents depart the authorized/approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the Transit Housing Allowance if the member is still in transit. See par. U10416 for the Transit rate.

E. Decision Logic Tables

CHANGES WHEN DEPENDENTS TRAVEL IN ADVANCE OF THE MEMBER

Table U10E-9						
R U L E	Deps Perform PCS Travel in Advance of the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Sec Process?	Then	
1	Old PDS In U.S. (BAH Area)	New PDS In U.S. (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/ approving document, whichever is later.	
2				No	Do not start BAH.	
3			No	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later.	
4					No	Continue BAH based on current PDS until member's departure.
5		New PDS Outside U.S. (OHA Area)	Yes	Yes	Start OHA at the with-dependent rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.	
6				No	Do not start OHA.	
7			No	Yes	Start OHA at the with-dependent rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later.	
8		No			Continue BAH based on current PDS until member's departure.	
9		Old PDS Outside U.S. (OHA Area)	New PDS In U.S. (BAH Area)	Yes	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.
10					No	Do not start BAH.
11			No	Yes	Start BAH at the with-dependent rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later.	
12					No	Continue OHA based on current PDS until member's departure.
13					New PDS Outside U.S. (OHA Area)	Yes

Table U10E-9					
R U L E	Deps Perform PCS Travel in Advance of the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Sec Process?	Then
14				No	Do not start OHA.
15			No	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later. Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location.
16				No	Continue OHA based on current PDS until member's departure.

CHANGES WHEN DEPENDENTS TRAVEL AFTER THE MEMBER

Table U10E-10					
R U L E	Deps Perform PCS Travel after the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Secr Process?	Then
1	Old PDS In U.S. (BAH Area)	New PDS In U.S. (BAH Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
2				No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.
3			No	Yes	Continue BAH based on the higher of the old PDS or dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
4				No	Stop BAH as of the day before the member's departure.
5		New PDS Outside U.S. (OHA Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
6				No	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.
7			No	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in-transit.
8				No	Stop BAH as of the day before the member's departure.
9	Old PDS Outside U.S. (OHA Area)	New PDS In U.S. (BAH Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start BAH based on new PDS if member has arrived or Transit allowance if still in transit.
10					If dependents move to private-sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.
11				No	Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.

Table U10E-10					
R U L E	Deps Perform PCS Travel after the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Deps Location Been Auth/App by Secr Process?	Then
12			No	Yes	Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.
13				No	Stop OHA as of the day before the member's departure.
14	Old PDS Outside U.S (OHA Area)	New PDS Outside U.S. (OHA Area)	Yes	Yes	If dependents move to the new PDS after Gov't quarters are terminated, start OHA based on new PDS if member has arrived or Transit allowance if still in transit.
15					If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.
16				No	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or Transit allowance if still in transit.
17				No	Yes
18	No	Stop OHA as of the day before the member's departure.			

SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

U10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

A. General. The FSH allowance is based upon a separation resulting from military orders and not the personal choice of the member and/or dependents. It is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS, or to a PDS in CONUS to which concurrent travel has been denied. General conditions are:

1. Dependent transportation to the PDS is not authorized at GOV'T expense under 37 USC §406;
2. Dependents do not reside in the PDS vicinity; and
3. GOV'T QTRS are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. U10414 –B1 and U10414-B2. FSH-B is payable in a monthly amount *equal to* the without-dependent BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount *up to* the without-dependent OHA rate applicable to the member's grade and PDS.

1. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawai'i or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that GOV'T QTRS are not available and the member has obtained private-sector housing.
2. FSH – OHA Based Location (FSH-O) is payable for assignments at PDSs outside the U.S. and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. U10022), utility/recurring maintenance allowance (par. U10024), MIHA (par. U10026), and advances (par. U10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;
2. Member has no dependents other than a dependent for whom the member is paying child support but of whom the member does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under [37 USC §406](#), just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under [37 USC §406](#), because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH;
3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied; or
4. Member elects not to occupy available assigned GOV'T QTRS and resides in a private-sector residence for personal convenience.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.

2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.
3. If one or more (but not all) dependents visit for longer than 90 days and the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member or do not reside in the member's PDS vicinity, then the member is authorized FSH-O/FSH-B.
4. For consistent action on FSH changes with other housing allowances see par. U10408.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the PDS vicinity. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. U10000-C for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. Acquired dependents. See par. U10404.
2. GOV'T-caused delays. See par. U10406.
3. Early return of dependents. See par. U10410.
4. Evacuation. See par. U10426.
- *5. Concurrent Dependent Travel Denied in CONUS. See par. U5192.

G. Decision Logic Table

CONDITIONS AFFECTING FSH AUTHORITY		
Table U10E-11		
RULE	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the day before the date the member departs PCS or the day the member's lease terminates, whichever occurs first
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned GOV'T QTRS	Continues through the day before the day GOV'T QTRS become available for assignment
5	Enters a non-pay status for any reason, except as provided in <u>1/</u>	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	Continues <u>2/</u>

NOTES:

1. See par. U10422.
2. Payment must be supported by member's certification that the member maintained private sector housing at the PDS.

SECTION 9: MEMBER IN TRANSIT

U10416 MEMBER IN TRANSIT

*A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. *The new PDS or*

*2. *A location near, but outside the limits of, the new PDS and per diem stops IAW par. U5068*

****BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS in par. U10416-A1 or the day per diem stops in the case of par. U10416-A2.***

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH as of the GOV'T QTRS termination date). Tables U10E-12, U10E-16 and U10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

- a. Member who is undergoing initial entry training, to include an RC member;
- b. Student (includes ROTC and OCS) without prior Military Service; ***NOTE*** below.
- c. Service academy graduate upon graduation, until arrival at the first PDS. ***NOTE*** below.

The member remains in the accession pipeline until:

- a. the member arrives at a PDS, including a training location of 20 or more weeks; or
- b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

*2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since GOV'T QTRS are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another

duty station and is not assigned GOV'T QTRS, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH on GOV'T QTRS termination date provided the member is still on active duty). See Table U10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating GOV'T QTRS or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. U10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned GOV'T QTRS) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing

allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

MEMBER IN TRANSIT Table U10E-12			
R U L E	If the member	and	*then (<u>NOTES 1, 2, and 3</u>)
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
2		from a PDS outside the U.S.	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because GOV'T QTRS were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates GOV'T QTRS and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	*Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	*Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with dependents	*For dependents located in the U.S., continue dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH or OHA rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.

MEMBER IN TRANSIT Table U10E-12			
R U L E	If the member	and	*then (<i>NOTES 1, 2, and 3</i>)
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned GOV'T QTRS	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
13		from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
14	is processing for separation or retirement	from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

NOTES:

1. The member is not authorized BAH/OHA if assigned GOV'T QTRS adequate for the member and dependent (if applicable). Start BAH/OHA effective the date of QTRS termination, if applicable.

2. If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.

**3. Payment of OHA requires a lease agreement or a verifiable purchase price.*

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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 extra fare trains (e.g. AMTRAK Acela Express). 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. Commuted rate table information and related accessorial charges incident to official HHG transportation for an eligible civilian employee are found at <http://www.gsa.gov/portal/content/183143>. 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 Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))	Defense Media Agency (DMA)	Defense Advanced Research Projects Agency (DARPA)	Defense Security Cooperation Agency (DSCA)	National Intelligence University (NIU)
	Defense Prisoner of War/Missing Personnel Office (DPMO)	Defense Commissary Agency (DeCA)	Defense Security Service (DSS)	
Department of the Army	Defense Technology Security Administration (DTSA)	Defense Contract Audit Agency (DCAA)	Defense Threat Reduction Agency (DTRA)	Defense Acquisition University (DAU)
Department of the Air Force		Defense Contract Management Agency (DCMA)	Missile Defense Agency (MDA)	National Defense University (NDU)
Department of the Navy (including the Marine Corps)	DoD Education Activity (DoDEA)	Defense Finance and Accounting Service (DFAS)	National Geospatial Intelligence Agency (NGA)	
DoD Inspector General (DoD IG)	DoD Human Resources Activity (DHRA)	Defense Information Systems Agency (DISA)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency (NSA)/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency		Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	

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 GSBGA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBGA 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, [GSBGA 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, [GSBGA 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. [GSBGA 15207-RELO, 19 May 2000](#); [GSBGA 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 GSBGA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBGA 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, [GSBGA 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, [GSBGA 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. [GSBGA 15207-RELO, 19 May 2000](#); [GSBGA 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 GSBGA decisions

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

<u>EXAMPLE 1</u>	
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
<u>EXAMPLE 2</u>	
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
<u>EXAMPLE 3</u>	
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 (B-210953, 22 April 1983).

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).

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](#) 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 ONLY**

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 ONLY ([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.

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.

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 ONLY.** See APP G for reimbursement of fees and tips incurred at transportation terminals.);

b. **CIVILIAN EMPLOYEE ONLY**. 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 ONLY**

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 ONLY**. 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 ONLY**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE ONLY**. 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 ONLY**. 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 ONLY**
 - 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.

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 ONLY.** 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 ONLY**

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 ONLY**

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 ONLY.** 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 ONLY**

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 ONLY**

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).
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](#).

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the GOV'T,
- b. Be only Intermittently employed by the GOV'T as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when actually employed basis under [5 USC §5703](#),
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by [10 USC §1588](#). See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as (Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;
- c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business.*** ([55 Comp. Gen. 750 \(1976\)](#));
- d. An individual's attendance at an incentive award ceremony is related to an award presentation ([32 Comp. Gen. 134 \(1952\)](#)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non Federally sponsored honor award and who would be unable to attend the award ceremony unattended ([55 Comp. Gen. 800 \(1976\)](#));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. U5242.***);
- g. An individual is authorized pre employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine

that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832](#);

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense ([B-180469, 28 February 1974](#));

*l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part E or par. C7110; or JFTR, par. U7115 or an escort for a Uniformed Service member under (4) as noted in JTR, Ch 7, Part E.

(1) An employee with a disability or a special need on official travel ([56 Comp. Gen. 661 \(1977\)](#) & [59 Comp. Gen. 461 \(1980\)](#));

*(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7020-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7020-E3b); or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U7215, U5208-D, U7070, U6004, or U6053. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

*(4) A Uniformed Service member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under JFTR, par. U7145, U7150, U7220, or U7270. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW [37 USC §452\(f\)](#) which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function, or

(b) The travel is in the national interest because of a diplomatic/public relations benefit to the U.S. which requires the spouse's presence in a non participatory role. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/flag officers serving as OCONUS or combatant commanders (as specified in [DoD 4515.13-R](#), "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense

allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in [DoDD 4500.56](#), DoD Policy on the Use of GOV'T Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;
- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.;***
- (d) Secretary of a Military Department, or designees, for requests from a staff member; and
- (e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes GOV'T funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled";***

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at GOV'T expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing ([71 Comp. Gen. 6 \(1991\)](#));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the GOV'T, consistent with [10 USC §1588](#); ([5 USC §§5701\(2\), 5703](#); JTR, APP A; [55 Comp. Gen. 750 \(1976\)](#));

q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (***not of a civilian employee***) per JFTR, par. U7270;

r. An auxiliary chaplain who is intermittently employed by the GOV'T to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. U1240;***

s. An attendant (JFTR, par. U7180) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7175;

- t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program ([DoDI 1342.28](#)) event IAW JFTR, par. U7555;
- u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) ([DoDI 1300.18, par E2.46](#)) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased DoD civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 USC 411f\(c\)](#) and listed in JFTR, par. U7070-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;
- v. A former DoD civilian employee invited to participate in a DoD Health Surveillance Program consistent with [DoDI 6055.05](#) Occupational and Environmental Health (OEH). A Service may authorize/ approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or
- w. Required for a non medical attendant for a very seriously and seriously wounded, ill or injured member IAW JFTR, par. U7220 and JTR, par. C5146-D3.
- x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. C4130 and C4300 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

B. Restrictions. Invitational travel must not be authorized for:

- 1. A non appropriated fund official or employee traveling on non appropriated fund business;
- 2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
- 3. A Federal GOV'T employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:
 - a. A retired Federal GOV'T employee or Uniformed Services member (may include retired military personnel from foreign countries), or
 - b. Authorized pre employment interview travel under JTR, par. C7335 and the employee/member is in a leave status during such travel ([B-219046, 29 September 1986](#)); or
 - c. An employee/member, traveling as a non medical attendant, included on an ITA issued to a patient;
- 4. Contractors (APP E3); or
- 5. ***Foreign military personnel.***

C. Allowance Expenses

- 1. **General.** An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in JTR, Ch 3 and JFTR, Ch 3 as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, [10 USC §832 \(par. A2j\)](#).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title [10 USC §4312](#) authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in [Army Regulation \(AR\) 920-30](#). The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.
5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the ([69 Comp. Gen. 38 \(1989\)](#)):

- (1) Travel and transportation is authorized by the head of the DoD COMPONENT concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD COMPONENT, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD COMPONENT concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co curricular Activities. See JTR, par. C7305 and JFTR, par. U7305.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran ([10 USC §1491](#)), may be authorized transportation or transportation reimbursement and reimbursable expenses (APP G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. **Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in JFTR/JTR, APP G may be authorized/approved.

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PART 1: CITY PAIR PROGRAM

*Regulations applicable to the Contract City Pair Program are found in [DTR 4500.9-R, Part I, Ch 103](#), par. B2. Following is an edited extract from that regulation.

A. Policy ([DTR 4500.9-R, Part L, Ch 103](#), par. B2)

1. GSA Airline City Pair Program. Each year, under the Airline City Pair program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official GOV'T travel. The contracts are awarded competitively based on the best overall value to the GOV'T. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, see ["Travel on GOV'T Business and Air Travel/City Pairs"](#).

2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "_CA" airfare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity controlled GSA Airline City Pair airfare on the routes offering the dual airfare structure. The local CTO can provide information on what routes offer dual airfares.

*3. *A GOV'T contractor is not authorized to use GSA city pair airfares to perform travel under a contract. A grantee (whether civilian or foreign military personnel) is not authorized to used GSA city pair fares.*

4. RESERVED

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. Any member and/or employee of the U.S. Congress; employee of the Judicial Branch of the GOV'T; employee of the U.S. Postal Service; U.S. Foreign Service Officer; and an employee of any agency who is not subject to the provisions of 5 USC §5701-5709.

b. Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the TMS upon booking is not a mandatory user of the GOV'T's contract city pair airfares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the GOV'T.

NOTE: A District of Columbia Government employee, with the exception of the District of Columbia Courts, is not eligible to use contract city pair airfares even though the employee otherwise may be covered by the FTR.

6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

****NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City***

Pair airfare, the traveler and not the GOV'T is responsible for costs exceeding the most economical travel routing. DTR, Part I, Ch 103, par. B.2.d1(note) for the source of this NOTE.

b. The contract carrier's flight schedule is inconsistent with explicit JFTR/JTR policies to schedule travel during ordinary working hours. See JFTR, par. U3030/JTR, par. C3030.

c. A non-contract (DoD approved) U.S. certificated carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the GOV'T, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to a GOV'T and/or military traveler on official business and only may be purchased with a GOV'T procurement document (e.g., a GTR), GTCC, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

7. Requirements that must be met to use a non-contract airfare (FTR §301–10.108)

a. Before purchasing a non-contract airfare one of the exception listed in par. A6 must be met and use of a non-contract airfare approved on the travel order; and

(b) If the non-contract airfare is nonrefundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on the planned trip, that the ticket will be used; and

(c) The traveler's agency must determine that the proposed non-contract transportation is practical and cost effective for the GOV'T.

NOTE: Carrier preference is not a valid reason for using a non-contract airfare.

B. Scheduled Air Carriers (DTR 4500.9-R, Part L. Ch 103, par. A2)

*1. Contract air service between city pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city pair airfare is not available***, the POLICY CONSTRUCTED AIRFARE (See APP A1) (including a lower airfare offered by a non-contract carrier limited to GOV'T and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare.

2. ***GOV'T contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using GOV'T discount airfares provided in the Contract City Pair Program when purchasing commercial airline tickets.***

NOTE: For civilian personnel, JTR, par. C3225-C for policy regarding Rail or Bus service use.

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

A. R&R Leave Transportation. JFTR, par. U7005 (uniformed member)/JTR, par. C7005 (DoD civilian employee) for regulations concerning Funded R&R Leave Transportation.

B. Footnoted Locations. The footnoted locations are authorized R&R for specific missions only!

C. Policy Exception. The appointed DoD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DoD Executive Agent delegation authority is limited to the General or Flag Officer level.

D. R&R Locations/Destinations. The following are authorized R&R locations/destinations *for a Uniformed Services member and for a DoD civilian employee*:

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Afghanistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Albania	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Bahrain	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Bosnia-Herzegovina	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Chad (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Croatia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Cuba (JTF-GITMO <i>only</i>)	SOUTHCOM	Muniz ANGB, Puerto Rico	NAS Jacksonville NAS Norfolk	
Democratic Republic of the Congo (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Djibouti	AFRICOM	Airport closest to leave point	Airport closest to leave point	2, 3
Ethiopia (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Hungary	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Iraq	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Joint Task Force - South West Asia (JTF-SWA)	CENTCOM	Frankfurt, Germany	Baltimore, MD	1, 6
Jordan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2
Kenya (eff. 10/1/10)	AFRICOM	N/A	Baltimore, MD	5, 6
Kuwait	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Kyrgyzstan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Macedonia, The Former Republic of Yugoslavia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Montenegro	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Oman	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Pakistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, 4
Qatar	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Rwanda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Saudi Arabia	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Serbia (includes Kosovo)	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Slovenia	EUCOM	Frankfurt, Germany	Baltimore, MD	6
Somalia	AFRICOM	Airport closest to leave point	Airport closest to leave point	3

Authorized R&R Location	Combatant Command	Authorized OCONUS Destination	Authorized CONUS Destination	Foot Note
Sudan (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
Syria	CENTCOM	Airport closest to leave point	Airport closest to leave point	
Tajikistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Uganda (eff. 10/1/10)	AFRICOM	N/A	Dulles, VA	5, 6
United Arab Emirates	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Uzbekistan	CENTCOM	Airport closest to leave point	Airport closest to leave point	2, *7
Yemen	CENTCOM	Airport closest to leave point	Airport closest to leave point	2

1/ Only for the mission of Operation Southern Watch.

2/ Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

3/ Per OUSD (P&R) dated 20 April 2010 establishes the U.S. Africa Command (AFRICOM) R&R Leave Program by transferring two existing U.S. Central Command (CENTCOM) designated R&R locations, Somalia and Djibouti, to AFRICOM.

4/ Per OUSD (P&R) memo of 26 August 2010 IAW P.L. 111-84 (Sec. 1107) authorizes the following R&R transportation allowances. Extends R&R transportation allowances to eligible civilian employees assigned to Pakistan and continues the same allowances for eligible civilian employee assigned to Iraq and Afghanistan. Pakistan R&R transportation allowances are effective for tour assignment commencing on or after 26 August 2010; retroactive authority is not applicable for prior performed travel. OUSD (P&R) memo of 27 December 2011 extends the authority IAW 5 USC §9904.

5/ OUSD (P&R) memo of 1 October 2010 per USAFRICOM request approved seven new R&R locations effective 1 October 2010. The new country locations are Chad, Democratic Republic of the Congo, Ethiopia, Kenya, Rwanda, Sudan and Uganda. R&R leave transportation allowances are applicable for tour assignment commencing on 1 October 2010; retroactive authority for previously performed transportation is not authorized. GOV'T funded round-trip transportation between the approved R&R location and the CONUS APOD is authorized for eligible participants. No OCONUS destinations were designated.

6/ For international travel to Washington, DC, or Baltimore, MD, a city-pair from origin to 'WAS' constitutes the airfare for constructing transportation costs.

*7/ OUSD (P&R) memo of 6 May 2014 recertified several countries as R&R leave areas, continuing through a one year period beginning 1 June 2014, but only for members and employees whose deployment to this country commenced before 1 June 2014.