

JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**CHANGE 584****1 JUNE 2014**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective 1 June 2014 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

ANTHONY J. STAMILIO

Acting Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

NORMA L. INABINET

Acting, Deputy Assistant Secretary of the Air Force
(Air Force Management Integration)

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

CAP/MAP 105-14(I) – JFTR/JTR Ch 5 Rewrite. This rewrite is the final item of a series of rewrites leading to the merger of the JFTR and JTR into one volume. This phase of the merger is intended to align the two sets of regulations as a précis to simplifying and updating the JFTR/JTR allowing for easier access to information, and more accurate information where the allowances of Uniformed Members and DoD Civilian Employee are the same. In addition, differences will be easier to identify in the final version of the merged document.

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JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)

CHANGE 584

1 JUNE 2014

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, 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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C5506	TRANSPORTATION <ul style="list-style-type: none">A. GeneralB. TransportationC. Employee with Employee Spouse/Domestic PartnerD. Employee with Uniformed Member Spouse/Domestic PartnerE. Limitations
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C5718 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

- A. Authorized PM Services
- B. PM Services in Lieu of Residence Sale
- C. Repayment of PM Expenses
- D. Residence Sale after Electing PM Services
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C5720 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

- A. General
- B. PM Services Payment Duration
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SECTION 03: HOME MARKETING INCENTIVE PAYMENTS

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C5724 ELIGIBILITY**C5726 PAYMENT CONDITIONS**

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PART P: RIT ALLOWANCE

- C5730** **RIT ALLOWANCE**
 A. Purpose
 B. Payments/Reimbursements

PART Z: CROSSWALK FOR CHAPTER 5 REWRITE

- C5999** **JTR Crosswalk**

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: GENERAL

C5000 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the GOV'T's interest from one PDS to another without a BREAK IN SERVICE (APP A definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from GOV'T service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under [39 USC §1006](#) to a DoD COMPONENT ([FTR §302-1.2\(a\)\(2\)](#) & [5 USC §5734](#)). For a DoD employee transferring to the U.S. Postal Service, see par. C5096.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the GOV'T's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
 - a. Each as an employee separately. Each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
 - b. Only one as an employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.
2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.
3. Procedures
 - a. An election under par. C5000-B1 must be in writing and signed by all affected employees.
 - b. When employees elect separate benefits under par. C5000-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member

1. An employee is authorized PCS allowances when transferred in the GOV'T's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place.

2. *The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*

3. For duplicate payments, see pars. C5602-F3 and C5548.

D. Travel Order Issuance. See APP I for travel order issuance.

C5002 ELIGIBILITY

A. PCS Travel in the GOV'T's Interest

1. General

a. Travel and transportation allowances are payable when it is in the GOV'T's interest to fill a position by moving an employee from one PDS to another.

b. PCS movement authority extends between GOV'T agencies.

c. There must be no break in GOV'T service when making the PCS unless the employee was separated from GOV'T service because of RIF/transfer of function.

2. DoD COMPONENT Responsibility

a. It is each DoD COMPONENT's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds.

b. An activity may determine that well qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered.

c. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility

1. When a PCS is authorized IAW APP I, Part 1, par. A, PCS allowances must be paid (par. C5020) to an employee transferred from one PDS to another if the transfer is in the GOV'T's interest.

2. Guidelines for making a determination of "GOV'T's interest" are:

a. Management Directed. If a DoD COMPONENT recruits/requests an employee to transfer. This is limited to:

- (1) RIF,
- (2) Transfer of function,
- (3) DoD COMPONENT career development program,
- (4) DoD COMPONENT directed placement); or

(5) The transfer is in the GOV'T's interest.

b. PCS Moves Not in the GOV'T's Interest

(1) If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit.

(2) The gaining activity must formally advise the employee, at the time an offer is extended, that the transfer is in the employee's interest, not in the GOV'T's interest, and that the GOV'T does not pay the PCS expenses.

c. PCS Allowances Payment/Nonpayment Notification

(1) PCS Allowances Determination

(a) When a DoD COMPONENT recruits for a vacancy, the appropriate official should determine, prior to advertising the vacancy, whether or not it is in the GOV'T's interest to pay PCS allowances.

(b) This information should be provided during the advertisement period.

(c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.

(2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

(3) Payment/Nonpayment Determination,

(a) If a decision is made to not pay PCS allowances, the reason for this decision must be documented, in writing, by the appropriate official.

(b) All applicants selected for interview must be notified, in writing, of the organization's decision to pay or not pay PCS allowances.

(c) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

(1) Or re-employed former employee affected by RIF/transfer of functions (par. C5096),

(2) ICW a DoD COMPONENT directed placement,

(3) From actual residence to a new PDS after the employee exercises return transportation rights from

an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has been furnished PCS allowances.

b. AO Certification. A transfer within the DoD, at GOV'T expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

- (1) The proposed transfer is in the GOV'T's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

C5004 ELIGIBILITY AND ALLOWANCE TABLES

A. Table 1:- Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does **not** include eligibility for:
 - a. Emergency evacuation, or
 - b. A former employee separated by RIF or function transfer and restored to duty, and
3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the GOV'T's interest.

B. Tables 2 -11: Allowances

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.
2. FTR refers to the Federal Travel Regulation.
3. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees.
4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table:

TABLE 1 ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between OCONUS PDSs <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

Footnotes:

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4900 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the GOV'T's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. C5692-D).

4 -- Advance allowed if not shipped via a GOV'T-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

6 -- RESERVED.

7 -- The GOV'T must arrange the NTS.

8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1260.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

TABLE 2 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS	
<u>Column 1</u>	<u>Column 2</u>
Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i> ¹	Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (JTR, par. C5094) (FTR, Part 302-4).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9) ³ .
2. Per diem for employee only (JTR, par. C5140-I) (FTR, Part 302-4).	
3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7).	
4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR, Ch 5 Part D) (FTR, Part 302-8).	
5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10.2) ² .	

Footnotes

1 -- A DoD COMPONENT has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD COMPONENT elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in JTR. JTR, Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

2 -- Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

3 -- POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

TABLE 3 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
Column 1	Column 2
Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i> ¹	Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) JTR, Ch 5 Part A) (FTR, Part 302-4). 2. Per diem employee only (JTR, par. C5140-I) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. NTS (extended storage) of HHG (JTR, Ch 5, Part D)(FTR, Part 302-8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (GOVT Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.

Footnote 1

- a. TQSE in Ch 5, Part H is *not* authorized for new appointee movement to the first PDS.
- b. The MEA in Ch 5, Part G is *not* authorized for a new appointee to the first PDS.
- c. Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (JTR, Ch 5, Part Q) ([FTR, Part 302-12](#)).
- d. The RIT allowance is *not* authorized for a new appointee assigned to first PDS (JTR, Ch 5, Part N) ([FTR, Part 302-17](#)).

F. Table 4: Transfer between Official Stations in the CONUS

TABLE 4	
TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS	
Column 1	Column 2
Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Sell & buy residence transactions or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302-11). 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 5. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302-8) .¹ 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302-10). 7. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. HHT - per diem, & transportation, employee & spouse only (JTR, Ch 5, Part M) (FTR, Part 302-5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6). 3. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 4. Relocation service company use (JTR, Ch 5, Part P) (FTR, Part 302-12). 5. Property management service use (JTR, Ch 5, Part Q) (FTR, Part 302-15). 6. Home marketing incentive (JTR, Ch 5, Part Q) (FTR, Part 302-14).

Footnote 1. Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

TABLE 5 TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS	
Column 1	Column 2
Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	Relocation allowances that a DoD COMPONENT has discretionary authority to pay or not pay <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<p>1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4).</p> <p>2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302-16).</p> <p>3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7).</p> <p>4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (FTR, Part 302-8).</p> <p>5. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17)¹..</p>	<p>1. TQSE under JTR, Ch 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area.</p> <p>2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area.</p> <p>3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival.</p> <p>4. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).</p> <p>5. Property management service may be authorized for an employee who qualifies under JTR, Ch 5, Part Q (FTR, Part 302-15).</p> <p>6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302-12).</p> <p>7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (FTR, Part 302-14).</p>

Footnote 1. Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

TABLE 6	
TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS	
Column 1	Column 2
Relocation allowances that DoD COMPONENT must pay or reimburse	Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. MEA when moving a household (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Sell & buy residence transaction expenses or lease termination expenses (JTR, Ch 5, Part P) (FTR, Part 302-11)¹. 4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (JTR, par. C5312) (FTR, Part 302-8). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.¹

Footnote 1. Allowed when:

- a. The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.
- b. When instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the GOV'T's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

I. Table 7: Transfer between OCONUS Official Stations

TABLE 7 TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1	Column 2
Relocation allowances that DoD COMPONENT must pay or reimburse	Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 3. MEA (JTR, Ch 5, Part G) (FTR, Part 302-16). 4. NTS (extended storage) of HHG (JTR, par. C5312) (FTR, Part 302-8). 5. RIT (JTR, Ch 5, Part N) (FTR, Part 302-17).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 2. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302-15). 3. TQSE if new PDS is in the U.S. (JTR, Ch 5, Part H) (FTR, Part 302-6) ¹ .

Footnote 1. TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

TABLE 8 RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1	Column 2
Relocation allowances that DoD COMPONENT must pay or reimburse	Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5108) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7).	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).

K. Table 9: Last Move Home for SES Career Appointees upon Separation

TABLE 9 LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5110) (FTR, §302-3.304)	
Column 1 Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation for employee & immediate family member(s) (JTR, Ch 5, Part A) (FTR, Part 302-4). 2. Per diem for the employee only (JTR, Ch 5, Part B) (FTR, Part 302-4). 3. Transportation & SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302-10). 	<ol style="list-style-type: none"> 1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).

L. Table 10: Temporary Change of Station (TCS)

TABLE 10 TEMPORARY CHANGE OF STATION (TCS) (JTR, Ch 5, Part O) (FTR, §302-3.400)	
Column 1 Relocation allowances that DoD COMPONENT must pay or reimburse	Column 2 Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> 1. Transportation & per diem for employee & dependent(s) (JTR, Ch 5, Part O) (FTR, Part 302-4). 2. MEA (JTR, Ch 5, Part G) (FTR, Part 302-16). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, Part 302-10). 5. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9). 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). 	<ol style="list-style-type: none"> 1. HHT expenses (JTR, Ch 5, Part M) (FTR, Part 302-5). 2. TQSE (JTR, Ch 5, Part H) (FTR, Part 302-6). 3. Property management services (JTR, Ch 5, Part Q) (FTR, Part 302-15).

M. Table 11: Assignment under the GOV'T Employees Training Act

TABLE 11 ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109)¹ (JTR, par. C4900)
1. Transportation of employee & immediate family member(s) (JTR, par. Ch 4, Part D) (FTR, Part 302-4).
2. Per diem for the employee (JTR, Ch 4, Part D) (FTR, Part 302-4).
3. Movement of HHG & SIT (JTR, Ch 5, Part D) (FTR, Part 302-7).

Footnote 1. The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

C5006 PCS ORDER ([FTR §302-2.102](#), [§302-2.103](#), [§302- 2.104](#))

When GOV'T-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to reporting to the first/new official station.
2. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD COMPONENT regulations (par. C5114-A),
3. An appointee/employee should not incur PCS expenses until the written order has been received,
4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.
5. See par. C5094 for procedural requirements applicable to new appointees.

C5008 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method ([FTR §302-7.105/106](#))

1. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.
2. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:
 - a. Origin and destination;
 - b. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD COMPONENT concerned; and
 - c. Anticipated SIT period (NTE 90 days) at GOV'T expense.

B. HHG Non-Temporary Storage (NTS) ([FTR §302-8.4](#)). An advance *is not authorized* for HHG NTS .

C. Temporary Quarters Subsistence Expenses (TQSE) ([FTR §302-6.15](#))

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.
2. The DoD COMPONENT may subsequently pay additional travel advances for periods up to 30 days.

3. The maximum TQSE period is:
 - a. 120 days for TQSE(AE), and
 - b. 30 days for TQSE(LS).

D. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). An advance *is not paid* for expenses incurred ICW residence transactions.

E. POV Transportation and Emergency Storage (FTR §302-9.11). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

C5010 PCS COUNSELING

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of 1 August 2011 or later.

B. PDT Counseling. Each DoD COMPONENT must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. Should be offered as early as possible during the PCS process;
2. May be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. Assists an employee in making more informed decisions;
4. Allows an employee to play a more active role in the PCS;
5. Educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. May be provided by the DoD COMPONENT or contractors.

C5012 REASSIGNMENT/TRANSFER ADVANCE NOTICE

A. General. The permanent duty reassignment/transfer of any employee from one PDS/DoD COMPONENT to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare.

B. Short Distance Moves. See par. C5102.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.
2. A reasonable advance notice period should not be less than 30 days except when:
 - a. The employee and both the losing/gaining agencies agree on a shorter period;
 - b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
 - c. There are emergency circumstances.

C5014 PCS REIMBURSEMENT PROVISIONS

A. General. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

1. Successive changes to these regulations governing PCS allowances, and
2. The extended period of time that an employee retains eligibility for certain allowances. See par. C5018.

B. Effective Date. The regulations in effect on the appointee's/employee's appointment/transfer effective date (APP A) apply for payment/reimbursement purposes.

C5016 TRAVEL AND TRANSPORTATION FUNDING

A. General

1. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave.
2. A new appointee is in a duty status while traveling to the first PDS.
3. For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#), Permanent Change of Duty Station (PCS).
4. See APP A for definitions of "Different (or Separate) Departments and Agencies," "DoD COMPONENT," "Foreign OCONUS Area/Country," and "OCONUS".

B. Movement between Different Departments and Agencies or DoD COMPONENTS ([FTR §302-2.105](#))

1. Application. This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD COMPONENTS, to or from non-DoD agencies.

2. General. Except as in pars. C5016-B3 and C5016-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD COMPONENT IAW par. C5002.

3. Reduction in Force (RIF)/Transfer of Functions ([FTR §302-2.105](#))

- a. Transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity.
- b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.
- c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.

4. Movement under the DoD Priority Placement Program (PPP)

- a. PCS costs for movement under the PPP to a different DoD COMPONENT, due to a RIF/transfer of function, are funded IAW par. C5016-B3.
- b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.
- c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD COMPONENT

1. General

- a. Except as in pars. C5016-C2 through C5016-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. C5002-C.
- b. When the gaining activity elects to pay movement costs, see par. C5020 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

a. When an employee transfers from an OCONUS to a CONUS activity, the losing activity must pay employee and dependent transportation costs.

b. Transportation costs include per diem and HHG/POV transportation to the employee's:

- (1) Actual residence, or
- (2) CONUS activity, NTE the cost to the employee's actual residence.

c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs, including per diem and transportation of:

- (1) HHG/POV to the new PDS,
- (2) MEA, and
- (3) Real estate allowances (if the employee is eligible),

d. At the gaining activity's discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:

- (1) Employee who completes the prescribed tour of duty under the current service agreement;
- (2) Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD COMPONENT;
- (3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and
- (4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. C5016-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD COMPONENT in Hawaii. Pars. C5016-C2 through C5016-C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD COMPONENT.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay transfer costs when an employee fails to satisfactorily complete a probationary period.

7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

- a. Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD COMPONENT must be paid by the losing activity.
- b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee:

- a. Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.
- b. Under the same conditions above expects to continue in GOV'T service in a different department/agency in the actual residence locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).

3. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

a. When an employee under an agreement:

- (1) Returns to the actual residence/allowable alternate destination in the U.S. for separation, and
- (2) After arrival at the destination is employed by another DoD COMPONENT without a break in service,

The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.

b. For the conditions and limitations regarding payment by the gaining DoD COMPONENT when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C5108-F ([46 Comp. Gen. 628 \(1967\)](#); [47 id 763 \(1968\)](#); [B-163113, 27 June 1968](#); [B-163364, 27 June 1968](#)).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is/becomes eligible for separation travel and transportation allowances.

C5018 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION ([FTR §302-2.110](#))

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.
2. The employee may request a travel and transportation allowance extension.
3. The DoD COMPONENT may grant the extension if in the GOV'T's interest, IAW par. C5018-C.
4. This authority cannot be used ICW a future order and has a finite limit (see par. C5018-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD COMPONENT when in the GOV'T's interest, by an employee:
 - a. Married to an employee, or
 - b. Married to a uniformed member, or
 - c. Whose domestic partner is an employee/uniformed member

when each is traveling under a separate order between PDSs,

2. See pars. C1030 and C2000 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the employee's transfer/appointment effective date, except that the 1-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to or from an OCONUS PDS; and
3. Is extended (when in the GOV'T's interest by the DoD COMPONENT) for up to an additional 1 year when the original 1-year time limitation for residence transaction completion is extended under par. C5692-C . Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee's transfer effective date.

D. Restrictions

1. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD COMPONENT as being in the GOV'T's interest.
2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):
 - a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and
 - b. Residence construction/ renovation delays at the new PDS.

C5020 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5002 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. C5212),
2. Per diem for the employee and dependents (par. C5140-F for travel by ship),
3. HHG shipment, including SIT,
4. HHG NTS (NTS is *not authorized for CONUS to CONUS transfers* unless it is to a *designated isolated CONUS PDS*),,
5. Reimbursable expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part P.

B. Allowance Restrictions. PCS allowances in par. C5020-A:

1. Are not subject to negotiation between the employing activity and the employee.
2. May not be reduced/changed by the employing activity ([55 Comp. Gen. 613 \(1976\)](#)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part H), and/or
2. POV shipment (Ch 5, Part E).

C5022 PCS MOVEMENTS ([FTR Part 302-3](#))

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. C5002, travel and transportation allowances are authorized incident to PCS movements in par. C5022.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part L. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. C5002 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement ([GSBCA 16494-Relo, 4 November 2004](#)).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEE TRAVEL AND TRANSPORTATION

SECTION 1: GENERAL

C5024 TRAVEL AND TRANSPORTATION OPTIONS

A traveler may elect to:

1. Travel by POC,
2. Procure common carrier transportation, or
3. Be provided transportation in kind.

C5026 TRAVEL TIME

A. General. For per diem purposes, travel time is IAW par. C3025.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.
2. **Example:** Official distance travel is 1,500 miles. The traveler is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The traveler is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the traveler's control, such as:
 - a. Acts of God,
 - b. Restrictions by Gov't authorities,
 - c. Difficulties in obtaining POC fuel, or
 - d. Other satisfactory reasons.
2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.
3. Per diem is payable for any days additional travel time is authorized.
4. Financial regulations may require that an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

C5028 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy. It is *mandatory policy* for all travelers to use an available CTO for all official transportation requirements.

B. Reimbursement

1. A traveler who, despite violating DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. C3045, C3500, C3600, and C3650.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. *is based on the policy constructed airfare*.

4. *If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if GOV'T procured transportation is available under par. C2405-B ([B-163758, 14 Aug 1975](#)).*

C. Per Diem. Per diem is computed under Ch 5, Part B2.

D. Transportation in Kind Plus Per Diem. When the GOV'T provides transportation in kind at no cost, the traveler is authorized per diem under Ch 5, Part B2.

C5030 MIXED MODE TRAVEL

A. General

1. Reimbursement. Total reimbursement is NTE the MALT rate plus per diem for the authorized travel.

2. Authorization. When POC use is authorized/approved for all PDT travel, and the traveler modifies transportation using POC and common carrier (par. C4765), the traveler is authorized:

- a. The MALT rate for the distance traveled by POC;
- b. The common carrier cost; and
- c. Per diem for actual travel time.

3. PCS Mixed Modes Example

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
01 Jul	Depart:	Old PDS	CP
01 Jul	Arrive:	LV address	
20 Jul	Depart:	LV address	POC
30 Jul	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles MALT rate per authorized POC is \$.235/mile		'MALT Plus' per diem rate is \$129/day Leave address M&IE is \$51 New PDS M&IE is \$71	
COST FOR ACTUAL TRAVEL:			
1 Jul	Commercial air cost from old PDS to leave address (non-city pair airfare)		\$250.00
	Taxi to airport		\$ 25.00
	Per diem: 75% x \$51 =		\$ 38.25
20 to 30 Jul	MALT: 838 miles x \$.235/mile =		\$196.93
	MALT Plus' per diem: \$129/day x 3 days =		<u>\$ 387.00</u>
Total Actual Cost =			\$897.18
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:			
1 to 9 Jul	MALT rate: 2,984 miles x \$.235/mile =		\$701.24
	MALT Plus' per diem: \$129/day x 9 days =		<u>\$1,161.00</u>
Total Constructed Cost =			\$1,862.24
Reimburse to the traveler the actual cost (\$897.18) NTE the constructed cost (\$1,862.24).			
The traveler is due:			\$965.06

B. Mixed Modes Travel Time

1. General

a. Authorized travel time, for travel by common carrier at personal expense or by mixed modes is:

(1) Travel time authorized for the total distance traveled by POC in whole days IAW par. C3025-C, NTE the travel time authorized for the official distance between origin and destination, and

(2) 1 day for commercial transportation other than transoceanic. See par. U5032-C3.

b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. C3025-C as if POC were used for the entire travel (unless additional travel time is authorized under par. U5026-C).

2. Computation when Travel Is by Mixed Modes. Compute authorized mixed mode travel time as follows:

a. Steps

(1) Step 1. Determine the official distance between authorized travel points as prescribed in par. C2650;

(2) Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. C3025-C;

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(3) Step 3. Add one day for travel by common carrier (non transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

(4) Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; traveler travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; traveler travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.

(3) Example 3. Official distance 385 miles; traveler travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example

A traveler travels from old PDS Ft. Belvoir, VA to leave location Miami, FL (1,063 miles) Miami to leave location Chicago, IL (1,392 miles) Chicago to new PDS Ft. Irwin CA (2,094 miles) Ft. Belvoir to Ft. Irwin is 2,627 miles Ft. Belvoir to Chicago is 715 miles
If the traveler travels by POC the entire trip, travel time is computed using 2,627 miles.
If the traveler travels by POC from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.
If the traveler travels by POC from Ft. Belvoir to Miami to Chicago and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.
If the traveler travels by air from Ft Belvoir to Miami, then by POC from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POC travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

C5032 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. A traveler traveling on a PCS order to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part B1 for the official distance between the old PDS and the appropriate aerial/water POE serving the old PDS; and
2. Transportation by available GOV'T aircraft/ship, otherwise GOV'T procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see par. C5032-C4) plus applicable per diem; and
3. The applicable allowances in Ch 5, Part B1 for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and
4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. C5032-A1 or C5032-A3, IAW par. C5452.

B. When only Land Travel Is Involved. Except as in par. C5032-C, a traveler on a PCS order not involving transoceanic travel (see APP A) is authorized the applicable allowances in Ch 5, Part B1 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:
 - a. Personal travel under par. C5032-A, and
 - b. Dependent travel under par. C5124, and
 - c. POV delivery to the loading port/VPC for transportation under par. C5452

2. POC Travel. See par. C5218.

3. Transoceanic Travel Time

- a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.
- b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.
- c. When transoceanic travel is performed by POC, see par. C5218.

4. Transoceanic Transportation Reimbursement Costs

a. GOV'T procured Transportation Available. If GOV'T procured transportation is *authorized and available*, the traveler is authorized reimbursement for the transportation cost used NTE the cost of the least costly transportation mode authorized and available.

b. GOV'T Procured Transportation Not Available

(1) GOV'T Procured Transportation Not Available. When GOV'T procured transportation is not available, the traveler is authorized transportation reimbursement NTE the POLICY CONSTRUCTED AIRFARE (see APP A) over the direct route between origin and destination.

(2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the traveler and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

c. Travel by Ships/Aircraft of Foreign Registry. See par. C3005-F for circumstances when reimbursement is authorized for travel at personal expense on ships/aircraft of foreign registry.

D. Indirect/Circuitous Travel Reimbursement

1. General. When a traveler, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the traveler is authorized:

- a. Lodging Plus per diem for land travel performed from the time the traveler departs the old PDS until the traveler reports to the new PDS;
- b. Reimbursement for the cost of transoceanic U.S. certificated transportation used and per diem; and
- c. Reimbursement for transoceanic non U.S. certificated transportation used and per diem NTE the cost the GOV'T would have incurred for the traveler's transportation on the direct route if travel by non U.S. certificated carrier on the circuitous route is supported by the documentation required in Ch 3, Part A1, stating that a U.S. certificated carrier was not available on the direct route and documentation stating that a U.S. certificated carrier was not available on the circuitous route.

2. Reimbursement Limitation. Total reimbursement must not exceed the amount the traveler would have been authorized via the direct route between the old and new PDSs.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEE TRAVEL AND TRANSPORTATION

SECTION 2: PER DIEM

C5040 GENERAL ([FTR §302-4.200](#))

A. Travel of 12 or fewer hours (12 Hour Rule). *A per diem allowance must not be paid when the official travel period is 12 or fewer hours* ([FTR §302-11.2](#)).

B. PCS Travel Delayed for Reasons Beyond the Traveler's Control

1. An exception may be made by the travel approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD COMPONENT (e.g., a physically handicapped employee).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD COMPONENT.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. Per Diem Rates for PDT

1. CONUS Travel. The [Standard CONUS per diem rate](#):

a. Applies for any CONUS city/county location not identified in the [CONUS per diem rates](#).

b. Is used for all CONUS locations when PDT is involved with:

- (1) Travel to a first duty station for a newly recruited employee or appointee;
- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel;
- (5) Occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part I2); and
- (6) HHT (except when lump sum payment is authorized under par. C5668).

2. OCONUS Travel

a. The applicable maximum [per diem rate](#) applies to OCONUS travel.

b. Unspecified OCONUS locations in the OCONUS [per diem rates](#) use the 'Other' rate for the applicable country.

c. OCONUS per diem ICW PDT travel is authorized for:

- (1) Travel to a first duty station for a newly recruited employee/appointee;

- (2) Travel incident to a PCS;
- (3) RAT;
- (4) Separation travel;
- (5) HHT; and
- (6) Temporary lodging occupation at an OCONUS location.

C5042 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The 'new PDS' per diem rate and the computation in par. C4280 are used for PCS travel when transportation is personally procured, or furnished as transportation-in-kind, for separate legs of a journey (par. C3035).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. C4280.
2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

C5044 PARTIAL TRAVEL DAYS

The 75% rate in par. C4065-A applies to:

1. Departure and arrival days at PDSs,
2. Designated places/alternate destination point, or
3. Safe haven (when PCS travel is from a safe haven location).
4. RAT leave locations when 'Lodgings-Plus' per diem is paid.

C5046 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. C4280) when travel is more than 12 hours.

C5048 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY

A. General. When a traveler/dependent travels between two PDSs partly by POC and partly by car ferry (circuitously/indirectly or otherwise), per diem is authorized.

B. Transportation Reimbursement. See par. C3700.

C. Lodging. Reimbursement for the actual cost of required accommodations is authorized (unless included in the transportation cost).

Part B: Employee Travel and Transportation/Section 2: Per DiemD. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE:

1. Is based on and computed for the traveler/dependent using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
2. For the departure day (debarkation) from the ferry is the rate for the traveler's/dependent's location at 2400 on that day (par. C5056).

E. M&IE When Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee's location at 2400 on the debarkation day. (par. C5056).

F. Dependent Per Diem. The percentages in par. C5140-A apply when computing a dependent's per diem.

C5050 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for a traveler and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, *except* on embarkation and debarkation days.

C5052 PER DIEM WHEN CROSSING THE INTERNATIONAL DATELINE (IDL)

The following are examples of per diem computation, when crossing the international date line (IDL).

A. Example 1

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
17 Feb	Depart:	Old PDS	GB
	Arrive:	POE	
18 Feb	Depart:	POE	TP
	Arrive:	POD	
19 Feb	Depart:	POD	TP
	Arrive:	New PDS	
Traveler spends \$150 for lodging on 17 February. POE per diem rate is \$291 (\$193/ \$98). POE is not the local terminal for the old PDS. Traveler spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/ \$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
17 Feb	75% x \$98 = \$73.50 + \$150 (\$150 is less than \$193) =		\$ 223.50
18 Feb	\$51 (destination M&IE rate) =		51.00
18 Feb	\$51 + \$100 (\$100 is less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate) =		<u>29.25</u>
Total Reimbursement			\$454.75

Part B: Employee Travel and Transportation/Section 2: Per DiemB. Example 2

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
18 Feb	Depart:	Old PDS	TP
18 Feb	Arrive:	POD	
19 Feb	Depart:	POD	TP
19 Feb	Arrive:	New PDS	
Traveler spends \$100 for lodging on the second 18 February. POD per diem rate is \$161 (\$110/\$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
18 Feb	75% x \$51 (destination M&IE rate) =		\$ 38.25
18 Feb	\$51 (destination M&IE rate) plus \$100 (\$100 less than \$110) =		151.00
19 Feb	75% x \$39 (new PDS rate)		<u>29.25</u>
Total Reimbursement			\$218.50

C. Example 3

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
5 Mar	Depart:	Old PDS	TP
5 Mar	Arrive:	POD	
5 Mar	Depart:	POD	TP
5 Mar	Arrive:	New PDS	
POD per diem rate is \$177 (\$126/ \$51). M&IE for new PDS is \$39.			
REIMBURSEMENT:			
5 Mar	75% x \$39 (new PDS rate) =		\$ 29.25
5 Mar	75% x \$39 (new PDS rate) =		<u>29.25</u>
Total Reimbursement			\$58.50

C5054 PER DIEM ALLOWANCE ELEMENTS

A. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW [DoDFMR 7000.14-R, Volume 9](#). See par. C2710.

B. Lodging Tax1. CONUS and Non-foreign OCONUS Areas

a. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax.

b. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense (see APP G).

2. Foreign OCONUS Areas

a. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax.

b. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

C. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to a traveler without itemization of expenses or receipts.

C5056 'LODGING PLUS' PER DIEM COMPUTATION METHOD

A. General. Compute per diem for all PCS travel using the 'Lodging Plus' method. Each travel day's per diem is the actual amount the traveler pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

B. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

NOTE: *This is the departure day from the PDS, home, or other authorized point.*

1. Day Travel Begins

a. Lodging Required. Per diem is the actual lodging cost incurred by the traveler, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).

b. Lodging Not Required. Per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

2. Full Calendar Days

a. Lodging Required. When lodging is required, and the traveler is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).

b. Lodging Not Required. For each full calendar day a traveler is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

3. Day Travel Ends

a. Lodging Required. Per diem is the lesser of the actual lodging cost incurred by the traveler or the applicable lodging rate (Standard CONUS or maximum OCONUS locality) plus 75% of the applicable M&IE rate (Standard CONUS or the new OCONUS PDS).

b. Lodging Not Required. Per diem is 75% of the M&IE rate (Standard CONUS or the new OCONUS PDS) for that day.

C5058 PER DIEM COMPUTATION

A. General. The per diem rates, prescribed for PDT in par. C5040-C, apply when computing per diem for HHT, En Route Travel to the New PDS, RAT, and Separation Travel.

B. HHT. See Ch 5, Part L, except for determining the applicable rates. See subpar. A above.

C. En Route Travel to the New PDS

1. Except for determining the applicable rate (see subpar. A above), this par. applies when computing en route travel per diem to a new PDS.

2. The Standard CONUS M&IE rate or OCONUS M&IE locality rate applies to the arrival day at the new PDS.

3. When travel begins and ends on the same day, pars. C5056-B1 and C5056-B3 apply.

4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

D. Separation Travel

1. Except for determining the applicable rate (see subpar. A above), pars. C5056-B2a and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.
2. The [Standard CONUS M&IE rate](#) is applicable on the arrival day at that location.
3. When travel begins and ends on the same day, the rules in pars. C5056-B1 and C5056-B3 apply.
4. See the [DTMO website](#) for the current [Standard CONUS per diem rate](#).

Part B: Employee Travel and Transportation/Section 2: Per DiemE. Per Diem Computation Examples1. Example 1

PCS Travel		
<u>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate</u>		
An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POC, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. C3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 8 days x \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1 (departure day)	\$58 (lodging) + (\$46 x 75%) =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Days 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + M&IE \$276 (\$46/day x 6 days) =	\$622.00
Day 9	\$0 (lodging) + \$46 (M&IE) =	\$ 46.00
Day 10 (arrival day)	\$46 x 75% (M&IE) =	<u>\$ 34.50</u>
EMPLOYEE'S PER DIEM =		\$841.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$841) =		\$630.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$1,892.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/ \$46), par. C3025.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Days 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$83 + the M&IE rate (\$46) x 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the employee is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$1032) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and per diem for dependents is 75% and 50% respectively of the \$841 due the employee.		

Part B: Employee Travel and Transportation/Section 2: Per Diem2. Example 2

PCS Travel		
<u>NOTE:</u> See par. C5060-D3 for the current Standard CONUS per diem rate		
An employee performed PCS travel from Location A, to Location B, in 6 days. The employee elected to travel by POC, accompanied by spouse and 7 year old child. They departed the residence on Day 1 and arrived at the new PDS on Day 6.		
The employee may be paid per diem NTE 4 days based on 350 miles/travel day for the official distance of 1,443 miles (par. C3025). The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 5 nights, 3 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$53, and 3 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 4 days x \$129 day (Standard CONUS per diem rate) =		\$516.00
Day 1 (departure day)	\$0 (lodging) + \$46 x 75% =	\$34.50
Day 2	\$59 (lodging) + \$46 =	\$105.00
Day 3	\$0 (lodging) + \$46 =	\$46.00
Day 4	\$53 (lodging) + \$46 =	\$99.00
Day 5	\$0 (lodging) + \$46 =	\$46.00
Day 6 (arrival day)	75% x \$46 =	\$34.50
EMPLOYEE'S PER DIEM =		\$365.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$365) =		\$273.75
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$365) =		\$182.50
TOTAL AMOUNT PAYABLE TO EMPLOYEE =		\$821.25
Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/ \$46), par. C3025.		
Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate (\$46) for a total of \$34.50.		
Days 2 and 4 - the applicable per diem rate is the lodging cost (\$59 and \$53) NTE \$83 for each day plus the M&IE rate (\$46) for each day.		
Days 3 and 5 - the applicable per diem rate is the M&IE rate (\$46) for each day for a total of \$92.		
Day 6 (arrival day at new PDS) - the applicable per diem rate is 75% (\$34.50) of the Standard CONUS M&IE rate (\$46).		
The per diem for actual travel time (\$365) did not exceed the maximum allowable (\$516), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the \$365 due the employee.		

3. Example 3

PCS Travel, Actual Costs Exceed the GOV'T Cost		
<u>NOTE:</u> See par. C5060-D3 for the current <u>Standard CONUS per diem rate</u>		
An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POC. They departed the residence on Day 1 and arrived at the new PDS on Day 15.		
The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. The standard CONUS per diem rate is \$129 (\$83/ \$46).		
Lodging was occupied for 14 nights, 4 of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at \$70 a night, and 4 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the 'Lodging Plus' Method		
Maximum allowable per diem for 8 days @ \$129/day (Standard CONUS per diem rate) =		\$1032.00
Day 1	\$70 (lodging) + (\$46 x 75% = \$34.50) =	\$104.50
Days 2 to 10	\$70 (lodging) + \$46 = \$116/day x 9 days =	\$1,044.00
Days 11 to 14	\$46/day x 4 days =	\$184.00
Day 15	\$46 x 75% =	\$34.50
Total		\$1,367.00
Per diem for accompanying spouse at 75% of the amount due the employee (\$1,367) =		\$1025.25
TOTAL TRAVEL COSTS		
(\$1,367 + \$1,025.25) =		\$2,392.25
TOTAL AMOUNT PAYABLE TO EMPLOYEE		
(\$1032 + dependent per diem \$738, 75% of \$1032) =		\$1,806.00
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C3025 for a total of 8 days.		

4. Example 4

PCS Travel OCONUS to OCONUS		
<u>NOTE: See par. C5060-D3 for the current Standard CONUS per diem rate</u>		
An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POA accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2.		
The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. C3025). Lodging was occupied for 1 night.		
The employee certified the single rate applicable to the room occupied with dependents, for 1 night was \$127. Per diem is computed as follows:		
Per Diem for Actual Travel using the 'Lodging Plus' Method		
Maximum allowable per diem for 3 days @ (OCONUS locality rates) =		\$500
Day 1 (departure day)	\$127 (lodging) + \$156 x 75% =	\$244
Day 2	\$125 (lodging) + \$72 =	\$197
Day 3 (arrival day)	\$68 x 75% =	\$51
EMPLOYEE'S PER DIEM =		\$492
Per diem for accompanying spouse at $\frac{3}{4}$ of the amount due the employee =		\$369
Per diem for accompanying child (age 12) at $\frac{3}{4}$ of the amount due the employee =		\$369
TOTAL AMOUNT PAYABLE TO EMPLOYEE = (\$492 + 2 DEPENDENTS PER DIEM (\$738 =		\$1,230
75% OF \$492 X 2) =		
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($771 \div 350 = 2$ days). One additional day is allowed for the 71 miles since it exceeds the minimum 51 miles set in par. C3025 for a total of 3 days.		
The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.		
Day 1 (departure day), the applicable per diem rate is \$127 lodging cost plus 75% of the OCONUS locality M&IE rate (\$156) for a total of \$244.		
Day 2, the applicable per diem rate is the lodging cost (\$125) plus the OCONUS M&IE rate (\$72) for a total of \$197.		
Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE (\$68) for a total of \$51.		
The per diem for actual travel by the employee is \$492. Since the per diem for actual travel does not exceed the maximum allowable (\$500) for 3 days travel time, the employee is authorized the full amount (\$492.00) for the actual travel time and per diem for dependents is $\frac{3}{4}$ each of the \$492 due the employee.		

5. Example 5

PCS/Separation Travel	
<i>NOTE: See par. C5060-D3 for the current <u>Standard CONUS per diem rate</u></i>	
1. PCS/separation travel from OCONUS Location J to CONUS Location K.	
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.	
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. C5056).	
4. Since travel begins and ends on the same day, pars. C5056-B1 and C5056-B3 apply. Also par. C5058-D.	
5. The maximum per diem rate at the time of travel was \$129 (\$83/ \$46). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.	
6. Reimbursement for 9/1 is \$34.50 (\$46 x 75%).	
7. Per diem payable for the spouse is 75% of the \$34.50 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.	

6. Example 6

PCS Travel - More than 12 Hours		
Depart	Old PDS (CONUS)	1 May
Arrive	New PDS (OCONUS)	1 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78 at the time of travel.		
<u>REIMBURSEMENT</u>		
<i>NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C5060-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.</i>		
\$78 (M&IE) rate x 75% for new PDS location =		<u>\$58.50</u>
TOTAL REIMBURSEMENT =		\$58.50
Per diem for the accompanying spouse is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

C5060 EFFECT OF ABSENCE ON PER DIEM PAYMENT

An employee is not authorized per diem while on a full day of leave during permanent duty travel.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: EMPLOYEE TRAVEL AND TRANSPORTATION****SECTION 3: SPECIAL OR UNUSUAL CIRCUMSTANCES****C5092 FIRST DUTY STATION TRAVEL ELIGIBILITY****A. General**

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:
 - a. A new appointee to any position;
 - b. A student trainee assigned to any position upon completion of college work; or
 - c. Presidential Transition Team personnel newly appointed to GOV'T service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 ([3 USC §102, note](#)) and are appointed to GOV'T service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.
2. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:
 - a. Of appointment, for new appointees, as defined in par. C5094-B, or,
 - b. Following the most recent Presidential election, but before selection/appointment, in the case of an individual described in par. C5092-A1c.
3. The restrictions in par. C5102 (Short Distance Transfers (PCS within Same City or Area)) do not apply to first duty station travel. When first duty station travel is involved, the hiring DoD COMPONENT may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5094-E without regard to the distance between the employee's actual residence and the first PDS.

B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

1. Agreement Requirements. Ch 5, Part K.
2. Service Requirements. See par. C5624.
3. Travel and Transportation Allowances. Travel and transportation allowances:
 - a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
 - b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.
4. Foreign OCONUS Area PDS Assignment Allowances
 - a. Foreign Transfer Allowance (FTA). See par. C1260. When assignment is from a CONUS/non-foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:
 - (1) Miscellaneous Expense Portion. [DSSR, Section 241.2](#) and par. C1260,
 - (2) Lease Penalty Expense Portion. [DSSR, Section 242.4](#) and par. C1260, and

(3) Pre Departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. [DSSR, Section 242.3](#) and par. C1260.

b. [Temporary QTRS Subsistence Allowance \(TQSA\) \(DSSR, Section 120\)](#). Provided for temporary lodging occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living QTRS Allowance (LQA) under the [DoDI 1400.25, Vol. 1250](#) and [DSSR Section 031.1](#).

C5094 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS

A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.
2. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once a service agreement to remain in GOV'T service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS) is signed, unless separated for reasons beyond the employee's control that are acceptable to the DoD COMPONENT concerned.
3. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any GOV'T funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are the individual's financial responsibility to repay to the GOV'T.
4. See par. C5604-E regarding service agreement requirements for appointments to an OCONUS position.
5. See par. C5624-C and APP Q, Parts 3 and 4 for information concerning OCONUS PDS location tours.

B. Coverage. A new appointee:

1. May be authorized payment of only expenses listed in par. C5094-E when relocating to the first PDS.
2. Includes:
 - a. An individual who is employed with the Federal GOV'T for the first time,
 - b. Presidential Transition Team personnel (par. C5092-A1c), and
 - c. An employee returning to the GOV'T after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. C5096)); or
 - d. A student trainee assigned to the GOV'T upon completion of college.
3. Is *not* an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. C5016 and C5096.

C. DoD COMPONENT Responsibility. *Each DoD COMPONENT must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. C5008.*

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.
2. Travel before Appointment
 - a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
 - b. Travel and transportation for Presidential Transition Team personnel (par. C5092-A1c), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.
 - c. Ch 5, Part B3 does not limit the Ch 7, Part N provisions allowing the payment of pre-employment interview travel.
3. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

E. Allowable Expenses. The following expenses are payable when travel to the first PDS at GOV'T expense is authorized/approved by the hiring DoD COMPONENT. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee. See par. C5040-C1b. **NOTE: AEA in Ch 4, Part C, is not authorized/approved for first duty station travel.**
2. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part C.
3. MALT if a POC is used.
4. HHG transportation and SIT. See Ch 5, Part D.
5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part D.
6. Mobile home transportation. See Ch 5, Part F.
7. POV shipment when authorized by the DoD COMPONENT. See Ch 5, Part F.

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;
2. A HHT (Ch 5, Part L);
3. TQSE (Ch 5, Part I);
4. MEA (Ch 5, Part J); **NOTE: Ch 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at http://aoprals.state.gov/content.asp?content_id=247&menu_id=81 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.**
5. Residence sale and purchase expense (Ch 5, Part N);
6. Lease breaking expense (except as in par. C1260-D); and

7. Relocation service (Ch 5, Part O).

G. Alternate Origin and/or Destination

1. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
2. For Presidential Transition Team personnel (par. C5092-A1c), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Ch 2, Part E.

C5096 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION ([FTR §302-3.206](#))

A. General. An involuntary transfer due to a RIF/transfer of function is in the GOV'T's interest ([FTR §302-3.205](#)). PCS allowances are authorized.

B. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

1. In the Federal GOV'T,
2. Within 1 year of the separation date,
3. Under a non-temporary appointment, and
4. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5102 for a short distance transfer.

D. Agreement Requirement

1. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in GOV'T service for 12months (beginning the date the employee reports for duty at the new PDS) IAW this par.
2. If the employee violates the written agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for allowances authorized under this par. are the employee's personal financial responsibility.
3. See par. C5604-E for agreement requirements when a transfer is to an OCONUS position.

Part B: Employee Travel and Transportation/Section 3: Special/Unusual Circumstances

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B3 may also be authorized for a DoD employee ([5 USC §5735](#)) who:

1. Is scheduled for separation from DoD, other than for cause;
2. Is selected for appointment to a continuing position with the U.S. Postal Service; and
3. Accepts the appointment.

F. Order Issuance. Order issuance is covered in APP I.

G. Funding. See par. C5016 for funding of allowances authorized under Ch 5, Part B3.

H. Example: An Employee Separated due to Function Transfer. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both ([51 Comp. Gen 27 \(1971\)](#) and [B-172824, 28 May 1971](#)).

C5098 RETURN FROM MILITARY DUTY

A. Mandatory Restoration. A civilian employee:

1. Authorized mandatory restoration under FPM 353,
2. Returning from military duty, and
3. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

B. Travel and Transportation Allowances. Travel and transportation allowance payment is in the GOV'T's interest from the restoration place to a place where a suitable DoD vacancy is available ([B-170987, 14 December 1970](#) and [25 Comp. Gen. 293 \(1945\)](#)).

C. Real Estate Expense

1. Ch 5, Part P, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:
 - a. Sale (or unexpired lease settlement) at the former civilian PDS; and
 - b. Purchase at the new PDS (the criteria in par. C5102 concerning change of station within the same city or area applies).
2. Reimbursement is prohibited for any:
 - a. Sale,
 - b. Settlement of an unexpired lease, or

c. Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

D. Travel and Transportation Allowances

1. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

2. Based on the employee's status the employee is authorized the below travel and transportation allowances:

a. Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.

b. Civilian Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian PDS.

3. The employee is authorized:

a. MEA (Ch 5, Part J),

b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part N),

c. A HHT, but only if authorized in the order, under Ch 5, Part L, and

d. TQSE, but only if authorized in the order under Ch 5, Part I.

4. Alternate PDS (GSBCA 15754-RELO, 17 May 2002)

a. The employee's home, used as a residence while serving on active military duty, may be the employee's PDS instead of the former civilian PDS.

b. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.

c. PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

E. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as an Armed Forces member being discharged, no additional payment is allowed.

F. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the authority in par. C5098-Da2, the travel and transportation allowances in par. C5098-Da2 are paid for the allowable expenses not covered ([B-173758, 8 October 1971](#)).

G. Called/Ordered to Active Duty. See JFTR, Ch 7, Part Z, for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

C5100 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDSA. Limitation

1. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.
2. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

B. Funding Responsibility. See par. C5016.**C5102 SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY/AREA) (FTR §302-2.6)**A. First Duty Station Travel

1. Restrictions in this par. do not apply to first duty station travel.
2. When first duty station travel is involved, the hiring DoD COMPONENT may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. C5094-E without regard to the distance between the employee's actual residence and the first PDS.

B. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

1. In the GOV'T's interest (responding to a vacancy announcement is not 'at the employee's request'), and
2. To a new PDS that meets the 50 mile distance test in par. C5102-C below, and
3. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:
 - a. Residence at the time of PCS notification and the old and new PDSs, and
 - b. The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. C5102-D for exceptions.

C. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the employee's current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.D. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the GOV'T's interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. ***However, all reimbursed expenses are taxable income.***

E. PCS Claims Must Satisfy Conditions

1. PCS claims for allowances authorized in an order must satisfy the conditions in par. C5102-B or C5102-D before reimbursement is allowed.
2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. C5102-B and C5102, as applicable.
3. *Non-compliance of the new residence location is grounds for denial of the various allowances.*
4. See Ch 5, Part P for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

C5104 WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION(FTR §302-2.106)

A. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

1. The employee would suffer a hardship if the limitation was not waived; and
2. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

B. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

C. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. C5104-B or the designation may be deleted.

D. Criteria for Designating a PDS as a Remote/Isolated Location

1. Criteria. In the circumstances described in par. C5104-D2 or C5104-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. C5104-B. See par. C5312 for NTS of HHG at an isolated PDS.
2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD COMPONENT management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.
3. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5106 TDY STATION BECOMES PDS

See par. C4800.

C5108 SEPARATION TRAVEL FROM OCONUS DUTY ([FTR Part 302-3](#), subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and
2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and
3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

NOTE: See par. C5110 for specifics concerning a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence ([CBCA 1707-TRAV](#), 12 January 2010).
3. Personally financially responsible for any excess costs ([63 Comp. Gen. 281 \(1984\)](#)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.
5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. ([GSBCA 16107-RELO, 26 September 2003](#))

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty ([FTR §302-3.500\(c\)](#) and [GSBCA 16235-RELO, 16 October 2003](#))
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer's opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/ retire locally to establish an OCONUS retirement residence must not be approved.

d. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time.
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be in writing.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. C5016-D3), even though the employee is employed, without a break in service, by a different DoD COMPONENT after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General.

- (1) If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD COMPONENT, when PCS allowances are authorized by the gaining DoD COMPONENT.
- (2) Payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

- (1) See par. C5020 for mandatory and discretionary allowances that are the acquiring DoD COMPONENT's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.
- (2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).
- (3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. C5158.
- (4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for

separation is in London, U.K.

(a) **Example 1.** The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Dayton, OH. The gaining DoD COMPONENT, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD COMPONENT;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD COMPONENT, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Denver, CO. The gaining DoD COMPONENT, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD COMPONENT;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD COMPONENT with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD COMPONENT, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If:

(1) A break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5094.

(2) There is no break in service and the movement to the new PDS is not in the GOV'T's interest, there is no authority for other than separation travel and transportation allowances.

C5110 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENTA. Applicability

1. Employees Covered. This par. applies to:

- a. SES positions; and
- b. Non SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under [5 USC §3392\(c\)](#), to retain SES retirement travel and transportation allowances.

2. Exclusions. This par. does not apply to an SES employee who is a:

- a. Limited Term Appointee. An employee appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;
- b. Limited Emergency Appointee. An employee appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
- c. Non Career Appointee. An employee in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Employee. The last move home provisions of this par. also apply to the dependents of an eligible employee, as defined in par. C5110-A1, provided the employee:

- a. Satisfied the eligibility criteria in par. C5110-B; and
- b. Dies in GOV'T service;
- c. Died after separating from GOV'T service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria

1. General

- a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5110-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5110-AC5090-D, but only after the employee has actually separated from Federal service.
- b. *Any expenses incurred prior to actual separation are not reimbursable.* [GSBCA 16328-RELO. 12 April 2004](#).

2. Employee Requirements

a. Employee was geographically transferred/reassigned in the GOV'T's interest and at GOV'T expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

(1) One SES career appointment to another; or

(2) An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under [5 USC §3392](#); or

(3) Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

b. At transfer/reassignment time the employee was:

(1) Eligible to receive an annuity for optional retirement under [5 USC §8336](#) (a), (b), (c), (d), (e), (f), or (j), Ch 83, Subchapter III (Civil Service Retirement System (CSRS)); or under [5 USC §8412](#), Ch 84, Subchapter II (Federal Employees Retirement System (FERS)); or

(2) Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5110-B2b(1); or

(3) Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under [5 USC §8336](#) (d), Ch 83, Subchapter III; or [5 USC §8414](#) (b); or [5 USC Ch 84, Subchapter II](#);

c. The employee is eligible to receive an annuity upon separation (or, in the case of death in GOV'T service, met the requirements for being eligible to receive an annuity as of the date of death) under [5 USC Ch 83, Subchapter III](#) (CSRS), or [5 USC Ch 84](#) (FERS), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and

d. The employee has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Employees. An employee who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

a. Name, grade, and SSN;

b. Name of spouse/domestic partner;

c. Name(s) and age(s) of dependent children;

d. Move origin and destination;

e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as in par. C5110-C1 as soon as practicable after the employee's death.

D. Allowable Expenses

1. When authorized/approved by the DoD COMPONENT head, travel and transportation expenses are paid for an eligible employee. See par. C5110-A.
2. Allowable expenses and provisions of these regulations that apply are as follows:
 - a. Travel and transportation expenses, including per diem, under par. C5000 for the employee;
 - b. Transportation expenses under par. C5114, but not per diem, for the employee's dependent;
 - c. MALT if travel is performed by POC; and
 - d. HHG transportation and SIT (Ch 5, Part E) NTE 18,000 lbs. net weight of HHG.

E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee's family,
2. TQSE,
3. MEA,
4. Residence sale and purchase expenses,
5. Lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. Relocation services.

F. Origin and Destination**1. General**

- a. The expenses listed in par. C5110-D may be reimbursed from the employee's PDS at separation to the place the employee elects to reside in a CONUS/non foreign OCONUS location.
- b. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.

2. Alternate/More than One Origin. Travel and transportation expenses may be paid from an alternate origin/more than one origin provided the cost does not exceed what the GOV'T would have paid if all travel and transportation had originated at the PDS from which the employee was separated to the place where the employee/dependents, are to reside.

3. Same General or Metropolitan Area

- a. These provisions contemplate a move to a different geographical area.
- b. If the place the employee elects to reside is within the same general local or metropolitan area that the PDS/residence was located at the time of the employee's separation, the expenses authorized by this par.

may not be paid unless the distance criteria in par. C5102 is met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation

1. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating).
2. If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period.
3. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the employee's separation from service (or date of death if the employee died before separating). ([GSBCA 16328-RELO, 12 April 2004](#))

H. Funds Use

1. *Travel advances must not be issued to cover any of the expenses authorized by this par..*
2. Travel and transportation arrangements should be made through GOV'T procured travel and transportation to the maximum extent possible to minimize travel and transportation costs and the need to use personal funds.
3. In rare instances reimbursement for actual transportation expenses may be authorized/approved for self-procured travel arrangements (par. C2415).
4. Reimbursement is NTE the:
 - a. **POLICY CONSTRUCTED AIRFARE** (APP A) for transportation of the employee and dependents, or,
 - b. Applicable commuted rate schedule allowances (or the GOV'T arranged move cost if that is the directed transportation method),for HHG moving and storage.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART C: DEPENDENT TRAVEL AND TRANSPORTATION

SECTION 1: GENERAL

C5112 SCOPE

- A. General. This Part prescribes a dependent's travel and transportation allowances incident to a PCS move.
- B. HHG Transportation. See par. C5240.
- C. Mobile Home Transportation. See par. C5506.
- D. Special Circumstances Travel and Transportation. See Ch 7.
- E. Transportation Mode and Routing. See Ch 3 for authorized transportation mode and routing for dependent travel.
- F. Travel Authority. Authority for dependent's travel must be included in:
 - 1. The PCS travel order,
 - 2. An amended travel order, or
 - 3. A supplemental travel order issued IAW par. C5138-B3.
- G. Commercial Transportation Costs. Commercial transportation costs not covered by GOV'T-procured transportation and MALT are authorized IAW Ch 3.
- H. Early Return of Dependent(s) (ERD). See Ch 5, Part C3.
- I. Reimbursable Expenses. Reimbursement for expenses in APP G is authorized when incurred incident to dependent PCS travel.
- J. Receipt Requirements. See par. C2710.
- K. House Hunting Trip (HHT). See Ch 5, Part L.

C5114 ELIGIBILITY

- A. General
 - 1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW world-wide PCSs.
 - 2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.
 - 3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.
 - 4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS.

Part C: Dependent Travel and Transportation/Section 1: General

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies a traveler on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under pars. C4905-B and C4905-C.

B. Child's Age and Travel Eligibility. A dependent child's eligibility (APP A for DEPENDENT) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

C5116 AUTHORIZATIONA. General

1. A traveler is authorized dependent PCS travel and transportation allowances for travel between authorized points.
2. POC use for PCS travel, other than transoceanic, is to the GOV'T's advantage.

B. Travel and Transportation Allowances. Except for travel by mixed modes, PCS travel and transportation allowances for a dependent are:

1. Transportation-in-kind (par. C5028-D) plus per diem (par. C5140); or
2. Reimbursement for common carrier transportation procured at personal expense (par. C5028) plus per diem (par. C5140); or
3. MALT (par. C5212) for POC travel, plus Lodging plus per diem for the required travel days between authorized points, NTE the allowable travel time in par. C3025-C.

C5118 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. This par. covers situations when dependent travel and transportation allowances are not authorized.

B. Dependent-Related Circumstances. A traveler is not authorized dependent travel and transportation allowances when a dependent:

1. Is a member on active duty, on the PCS order effective date;
2. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued;
3. Is not a dependent on the PCS effective transfer or appointment date (APP A);
4. Receives any other GOV'T-funded travel and transportation allowances for this travel; or
5. Is a traveler's/spouse's parent, stepparent, or person in loco parentis (except as in par. C5138-C1) as defined in APP A1, definition of Dependent items 4 and 5, who does not reside in the traveler's household, unless otherwise authorized/approved through the Secretarial Process.

Part C: Dependent Travel and Transportation/Section 1: General

C. Dependent Travel-Related Circumstances. A traveler is not authorized dependent travel and transportation allowances:

1. For any part of a journey that a U.S. certificated ship/airplane is available, but a foreign registered ship/airplane is used. Per diem is payable.
2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*).
3. When dependent transportation is made available (whether used or not) by a foreign GOV'T, at no cost to the U.S. or the traveler, under a contract/agreement with the U.S. Per diem is payable.

D. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

C5120 TIME LIMITATION**A. General**

1. Travel should be completed at the earliest practicable date.
2. Dependent travel must be completed within 1 year from the effective date of transfer (APP A), and should begin at the earliest practicable date, excluding any time that administrative embargoes/shipping restrictions make travel impossible.
3. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.
4. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. Example: Lack of family housing in an OCONUS area that prevents dependent travel is termed an 'administrative embargo'.
5. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.
6. The 1-year time limit 'clock' resumes on the embargo removal date.

B. Transfers without a Break in Service

1. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the GOV'T's best interest.
2. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C5118-D.

C. Locally Hired Employee. The time limit in par. C5118-D applies to dependent travel of any employee hired locally in a foreign location, who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.

D. Return for Separation

1. When an employee returns to CONUS from an OCONUS PDS for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.
2. The employee must submit a written request for delayed travel.
3. Costs for unauthorized delays are the employee's personal financial responsibility.

C5122 FUNDS ADVANCE

Travel and transportation allowances may be paid in advance for a dependent, IAW par. C1015-C2e and Ch 2, Part E.

C5124 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. A dependent is not required to use GOV'T air transportation. If the dependent agrees to use GOV'T air transportation they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
3. When appropriate GOV'T air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, reimbursement is IAW par. C5028-B.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be.
2. Medically Inadvisable Condition
 - a. A medically inadvisable condition is not limited to physical disability.
 - b. If a traveler has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.
 - c. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel.
 - d. The traveler and the AO must each be furnished a copy of the written medical determination.
3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See Ch 3 for stateroom standards and required use of U.S. registry ships.

C. Travel by Oceangoing Car Ferry. See pars. C5048-D and C5048-E.

C5138 EMPLOYEE TRANSFERS

A. To and Within CONUS

1. When Authorized

- a. Dependent travel and transportation allowances may be authorized ICW a traveler's PCS.
- b. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

2. Origin and Destination

- a. Dependent travel may originate at the traveler's old PDS/some other point, or partially at both.
- b. The destination may be the new PDS, some other point selected by the traveler, or both.
- c. Reimbursement may not exceed the GOV'T's costs over a usually traveled route between the old and new PDSs.
- d. Travel to a first PDS may not exceed the GOV'T's transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

B. To and Between OCONUS

1. When Authorized. Dependent travel and transportation allowances are authorized ICW:

- a. A current employee's PCS,
- b. The initial appointment of certain employees, and
- c. RAT.

2. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee

(1) From a CONUS PDS to an OCONUS PDS

- (a) Dependent travel may originate at the employee's PDS, some other place, or partially at both.
- (b) The travel destination may be:
 - 1- The OCONUS PDS, or
 - 2- An alternate CONUS destination specified at the time of transfer.

See par. C6005-C, par C6010-C or Ch 7, Part D for exceptions.

(c) The GOV'T's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 7, Part D for exceptions.

(d) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in GOV'T/GOV'T-controlled QTRS or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the QTRS before dependent travel to an

OCONUS PDS is authorized.

(e) For mandatory QTRS vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

(2). Between OCONUS PDSs. When an employee is:

(a) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. See par. C6005-C, par. C6010-C or Ch 7, Part D for exceptions.

(b) Authorized travel to the actual residence the dependent may return to the actual residence.

b. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

(1) CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. See par. C6005-C, par. C6010-C or Ch 7, Part D for exceptions.

(2) OCONUS Recruitment. When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. See par. C6005-C, par. C6010-C or Ch 7, Part D for exceptions.

c. Initial Appointment of a Person Recruited Locally OCONUS Who Executes a Service Agreement.

Upon initial appointment, when a recruited person:

(1) Meets the conditions in par. C5620, and

(2) Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. See par. C6005-C, par. C6010-C or Ch 7, Part D for exceptions.

d. Renewal Agreement Execution to Serve an Additional OCONUS Tour

(1) An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. See par. C6005-C, par. C6010-C or Ch 7, Part D for exceptions.

(2) Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. See par. C6005-C, par. C6010-C or Ch 7, Part D for exceptions.

(3) An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

3. Concurrent Travel

- a. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.
- b. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.
- c. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent's passport, visas, immunizations, port calls, and transportation.
- d. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.
- e. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

C. From OCONUS

1. General

- a. Authority for dependent(s) travel from OCONUS at GOV'T expense is determined by:
 - (1) An employee's transportation eligibility, or
 - (2) The appropriate OCONUS command when the GOV'T's best interest is served by the dependent(s) early return. See Ch 5, Part C3 for dependent early return.
 - b. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for GOV'T-funded travel.
 - c. For a dependent who elects to remain in the OCONUS area after an employee's return, payment of the constructed cost of the unused allowance must *not* be authorized.
 - d. An employee is authorized return travel for the employee's otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at GOV'T expense as the employee's dependent.
 - e. A former dependent's travel is authorized when the employee:
 - (1) Is assigned to a U.S. PDS;
 - (2) Travels to the actual residence in the U.S. for separation; or
 - (3) Travels to the U.S. pursuant to renewal agreement.
- See pars. C5138-C3, and C7010.
- f. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.
 - g. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in Ch 5, Part C3.

2. When Authorized. Dependent travel may be authorized ICW:

- a. A PCS, or
- b. Return for separation.

See par. C5138-C3.

3. Travel Origin and Destination

a. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS

(1) For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

- (a) At the employee's OCONUS PDS,
- (b) A place other than the OCONUS PDS, or
- (c) Partially at both.

(2) The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

(3) The GOV'T's cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

b. Return of an Employee for Separation

(1) Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T.

- (a) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the GOV'T, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
- (b) Travel costs to an alternate destination anywhere in the world may be allowed.
- (c) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee's personal financial responsibility (63 Comp. Gen. 281 (1984)).
- (d) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

(2) Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the GOV'T. Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the GOV'T. See par. C5138-C3b(1).

(3) Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the GOV'T

- (a) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the GOV'T.
- (b) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee's personal financial responsibility.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART C: DEPENDENT TRAVEL AND TRANSPORTATION

SECTION 2: PER DIEM

C5140 PER DIEM FOR DEPENDENT TRAVEL

A. General

1. An employee is authorized per diem for each dependent's actual travel ICW the member's PCS, or for other travel in this Part.
2. Travel time for which per diem may be paid is determined under par. C5026 in the same manner as for an employee.
3. An employee's travel time and the amount of per diem paid for the employee's travel ICW the PCS are not used in computing the per diem for dependent travel in pars. C5140-Band C5140-C.
4. Per diem is authorized for a dependent for direct travel between the old and new PDS when the employee is transferred.
5. Per diem is ***not*** authorized for a dependent for time spent at, or while traveling to/from a TDY location.
6. If the travel origin and/or destination is other than the old/new PDS, per diem is NTE the amount authorized between the old and new PDSs.
7. Par. C4130-G applies when the employee/dependent obtains lodging from friends/relatives.
8. ***The prohibition on paying per diem for travel of 12 or fewer hours applies..***

B. Dependent(s) and Employee, Travel Together

1. Maximum Per Diem Rate. When an employee, and dependent(s) travel together, the per diem is authorized for each at a rate of:
 - a. 75% of the employee's per diem rate for each dependent(s) age 12 or older; and
 - b. 50% of the employee's per diem rate for each dependent under age 12.
2. Accompanying the Employee. When more than one POC is used and a dependent traveling in a POC travels along the same general route, on the same days as the employee, the dependent ***is accompanying the employee.***
3. Minimum Per Diem Rate. The minimum per diem rate for a dependent is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately

1. Maximum Per Diem Rate. Per diem is authorized for each dependent other than a spouse/domestic partner, traveling separately, at a rate of:
 - a. 75% of the employee's per diem rate for a dependent age 12 or older; and
 - b. 50% of the employee's per diem rate for a dependent under age 12.

Part C: Dependent Travel and Transportation/Section 2: Per Diem

2. Minimum Per Diem Rate. The minimum per diem rate is \$6 unless the employee receives a per diem rate of less than \$6 in which case the dependent receives the same rate as the employee.

D. Spouse/Domestic Partner Travels Separately from the Employee:

1. Maximum Per Diem Rate. When an employee and spouse/domestic partner travel separately, per diem is authorized at a rate of 100% for the spouse/domestic partner.

2. Not Accompanying the Employee. A spouse/domestic partner is *not accompanying the employee* when they travel separately from the employee on different routes and/or at different times.

3. Employee Travel Time. The employee's actual travel time and per diem rate are not factors in computing per diem for the spouse/domestic partner's travel.

E. TDY Involved

1. An employee's TDY location is not a delay point for a dependent.

2. Per diem is not authorized for a dependent at a TDY location.

F. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.

G. Dependent Transportation Cost Limited to GOV'T-Procured Air Transportation Cost. When a dependent's transportation cost is limited to GOV'T-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the GOV'T-procured air transportation.

H. Exclusions. Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;

2. Of an employee assigned OCONUS ICW RAT. See par. C5142 when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.

3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or

4. Authorized transportation to/from an employee's training location IAW par. C4905 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

Part C: Dependent Travel and Transportation/Section 2: Per Diem

I. Per Diem Computation Example. The following example illustrates the method used for computing per diem incident to the spouse traveling independently:

Dependent PCS Travel		
NOTE: See par. C2025 for the current Standard CONUS per diem rate.		
A spouse/domestic partner performed PCS travel from Location A, to Location B, in 10 days. The spouse/domestic partner traveled by POC, accompanied by the couple's 2-year old child. They departed the residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day).		
The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. C3025. The standard CONUS per diem rate is \$129 (\$83/\$46).		
Lodging was occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:		
Per Diem for Actual Travel Under the Lodging-Plus' Method		
Maximum allowable per diem for 8 days x \$129/day (Standard CONUS per diem rate) =		\$ 1032.00
Day 1 (departure day)	\$58 (lodging) + [75% x \$46] =	\$ 92.50
Day 2	\$46 =	\$ 46.00
Day 3 to 8	Lodging \$346 (\$57, \$59, \$58, \$57, \$56, and \$59) + \$46/day x 6 days = \$276 =	\$ 622.00
Day 9	\$0 (lodging) + \$46 =	\$ 46.00
Day 10 (arrival day)	75% x \$46 =	\$ 34.50
Employee's (Spouse) per diem authorization =		\$ 841.00
Per diem for accompanying child (under age 12) at 50% of the amount due the employee (\$841) =		<u>\$ 420.50</u>
Total amount payable to employee =		\$1,261.50
Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C3025.		
The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$129 (\$83/\$46) par. C2025.		
Day 1 (departure day), the applicable per diem rate is \$58 lodging cost plus 75% of the M&IE rate (\$46) for a total of \$92.50.		
Day 2 the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 3 to 8 , the applicable per diem rate is the lodging cost (\$346) NTE \$83/day + the M&IE rate (\$46) x 6 days for a total of \$622.		
Day 9 , the applicable per diem rate is the lodging cost (\$0) plus the M&IE rate (\$46) for a total of \$46.		
Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE (\$46) for a total of \$34.50.		
The per diem for actual travel by the spouse is \$841. Since the per diem for actual travel does not exceed the maximum allowable (\$1032) for 8 days travel time, the employee is authorized the full amount (\$841) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the \$841 due the employee.		

C5142 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED

A. General. In cases of RAT when return travel is to a new OCONUS PDS in a different geographic locality from the old PDS, dependent per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. Examples

1. Example 1. An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in HI. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (HI) PDS.

2. Example 2. An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee, but proceeds by POC from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and MALT while en route.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART C: DEPENDENT TRAVEL AND TRANSPORTATION

SECTION 3: EARLY RETURN OF DEPENDENT(S) (ERD)

C5156 TRANSPORTATION

- A. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.
- B. Excess Costs. The employee is financially responsible for costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence.
- C. Authority. Early return travel may be authorized when:
1. An employee is eligible for return transportation after completing the PDS service period agreement in par. C5624-C and APP Q, Part 3. See pars. C5624-C7, C5624-C8, C5624--C9, C5624--C10, and C5624--C11, for exceptions to the PDS service period agreement; or
 2. The OCONUS command determines that it is in the GOV'T's interest to return the dependent for reasons of a humanitarian/compassionate nature. **Examples:** physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

C5158 REIMBURSEMENT

- A. Limitations
1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. C5156-C, transportation expenses are the employee's personal financial responsibility.
 2. When the employee is eligible for return travel reimbursement, travel expenses are NTE the cost of the dependent travel by the most economical route (including policy constructed airfare (see APP A) when contract city pair airfares are not available) from the OCONUS PDS to the actual residence.
 3. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.
- B. GOV'T Transportation. If available, GOV'T transportation must be used for ERD travel,
- C. Transportation Modes. See Ch 2 for mileage rates and Ch 3 for accommodations, baggage, transportation modes, and transportation requests ICW ERD travel.
- D. Receipt Requirements. See par. C2710 and DoDFMR 7000.14-R, Volume 9 for receipt requirements.

C5160 TRAVEL AND TRANSPORTATION LIMITATIONS

- A. Authorization
1. ERD travel under Ch 5, Part C3 must not be authorized more than once during each period of OCONUS service.
 2. A dependent's return travel at GOV'T expense to the OCONUS PDS is not authorized *except* when incident to RAT. See par. C7010.

B. Reimbursement

1. ERD transportation expenses to the OCONUS PDS are reimbursable when an employee:
 - a. Completes an agreed to period of service,
 - b. Has received unaccompanied one-way dependent transportation to the actual residence, and
 - c. Has RAT at a later date.
2. Reimbursement must not exceed the GOV'T's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.

C. Receipt Requirements. See par. C2710 and DoDFMR 7000.14-R, Volume 9.

C5162 RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT (FTR § 302-3.227)

A. General. Reimbursement for return travel and transportation allowances to the actual residence (see APP A) is authorized:

1. Anywhere in the world for an employee's former spouse/domestic partner and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at GOV'T expense.
2. If an individual is no longer a dependent when the employee is eligible for return travel because of divorce/annulment/committed relationship termination.

B. Time Limitation

1. Travel must begin before the end of the employee's current tour of duty.
2. If the employee is serving under a 1, 2, or 3 year tour agreement, travel for a former dependent must begin before the end of the 1, 2, or 3 year tour during which the divorce/annulment/committed relationship termination was finalized.
3. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment/committed relationship termination was finalized.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART D: POC USE ON PERMANENT DUTY TRAVEL

C5210 POC USE

A. Use of One or Two POCs

1. A traveler, authorized dependent travel and transportation allowances under par. C5116, is authorized MALT (par. U2605-B) when travel is performed.
2. When a traveler and dependent(s) relocate on a PCS move, reimbursement is authorized for two POCs, if used and car ferry fees for each POC.
3. Except when using more than two POCs (par. C5210-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POCs.
4. The traveler may be reimbursed for use of two POCs, by dependents, only if the traveler travels by other than POC.
5. The traveler is not reimbursed automatically for three POCs to allow the traveler to use one and the dependents to use two.
6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POC.

B. Use of More than Two POCs ([FTR §302-4.500](#) and [302-4.700d](#))

1. General. Reimbursement for the use of more than two POCs, within the same household for PDT, may be authorized/approved through the Secretarial Process.
2. Examples of When More than Two POCs Are Routinely Authorized/Approved
 - a. There are more family members (i.e., traveler and dependent(s)) than reasonably can be transported, together with luggage, in two POCs;
 - b. Because of age/physical condition, a family member needs special accommodations in one POC and second and third POCs are required for the other family members.
 - c. A traveler must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POC.
 - d. Dependents perform unaccompanied travel:
 - (1) Between authorized points other than those for the traveler's travel (e.g., travel to a designated place or to the new PDS when the employee has TDY en route);or
 - (2) To the new PDS in advance of the traveler's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)and there are more family members than reasonably can be transported, together with luggage, in one POC.
 - e. Special circumstances not included in this subpar. exist, as determined through the Secretarial Process

(e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

f. Possession of more than 2 POCs with more than 2 licensed drivers in the family does not constitute a special circumstance. **Example:** A traveler, spouse and 2 teenage drivers with 4 POCs does not constitute a special circumstance and reimbursement for more than 2 POCs is not authorized based solely on these facts.

3. MALT and Ferry Fares

a. When reimbursement for the use of more than two POCs is authorized/approved, MALT and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, MALT and car ferry fees apply for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. **Example:** The traveler drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the traveler makes a second trip in which the traveler and one of the already transported children return to transport two remaining children. The traveler is paid MALT for the one way official distance between the old and new PDSs on the second trip.

4. Documentation

a. The applicable conditions in par. C5210-B2 should be:

(1) Shown in the travel order, or

(2) Approved by travel order amendment after the fact.

b. See APP I, Part II for travel order policy.

C5212 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT (par. C2605) is determined by the official distance for the PDT.

B. Authorized Traveler(s)

1. An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.

2. If more than one member/civilian employee travels as an authorized traveler in the same POC, only the authorized traveler incurring expenses is authorized MALT for the official distance.

3. The traveler who is authorized MALT is also authorized reimbursable expenses.

4. Examples

a. Example 1: A traveler married to traveler couple, each on a PCS order, and their two children travel together in one POC. One traveler is paid MALT for the official distance and all reimbursable expenses.

b. Example 2: Three unrelated travelers, each on a PCS order, travel together in one POC between two PDS locations. The traveler receiving MALT for the official distance is reimbursed for all reimbursable expenses.

c. Example 3: Member married to GOV'T civilian employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive

MALT for the official distance. Either the member or the GOV'T civilian employee may submit all reimbursable expenses.

C. Reimbursable Expenses

1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.
2. Only the traveler receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POC use on official travel.
4. A traveler may be eligible to submit a claim for POC repairs used for official travel, using Service procedures, under [31 USC §3721](#).

C5214 POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS

A. General. When a POC is driven round trip to drop off and/or pick up a traveler at a transportation terminal, the traveler paying POC operating expenses is:

1. Paid TDY mileage for the round trip(s) distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,

for the most direct route.

B. Traveler Driven to the Transportation Terminal. If a family member drives the traveler to and/or from the transportation terminal, it is presumed that the traveler incurs the expense.

C5216 PARKING, TOLLS AND OTHER COSTS

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

C5218 TRANSOCEANIC TRAVEL BY POC

A. General

1. When transoceanic travel ordinarily would be involved, but POC is authorized by the AO as being to the GOV'T's advantage, and is used by the traveler for the entire distance between duty stations, reimbursement is on a lodgings plus basis for the traveler/dependent(s) for the official distance involved.
2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. C5028.

B. Transoceanic Travel by Privately Owned Boat

1. When the traveler travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the POLICY CONSTRUCTED AIRFARE (see APP A)) which includes the non capacity controlled city pair airfare.
2. Capacity controlled city pair airfares are never used for cost construction.
3. Per diem and travel time are based on the air travel time ([59 Comp. Gen. 737 \(1980\)](#)).

C5224 AUTOMOBILE USE ([FTR Part 302-4](#))

A. General. Automobile use is to the GOV'T's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel, or
3. Separation travel.

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2605.

C5226 PRIVATELY OWNED AIRPLANE

A. General. The use of a privately owned airplane for:

1. First duty station travel by a newly recruited employee/appointee,
2. PCS travel, or
3. Separation travel

is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

B. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the GOV'T's advantage is at the appropriate TDY mileage rate in par. C2600.

D. Travel Time. See par. C3025-C2.

E. Reimbursement Computation. See par. C4280.

C5228 PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

B. Expenses

1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C5230 PRIVATELY-OWNED MOTORCYCLE

A. General. The use of a privately owned motorcycle is to the GOV'T's advantage for:

1. First duty station travel by a newly recruited employee/appointee,
2. PCS travel, or

3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. Travel Time. See par. C3025-C2.

C. Reimbursement Computation. See par. C4280.

C5232 PRIVATELY OWNED BOAT

See **TRANSOCEANIC TRAVEL BY POC**, par. C5032-C2b.

C5234 COMPUTING POC TRAVEL REIMBURSEMENT

A. General

1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.
2. The [per diem](#)/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.
3. See par. C2605-B for current MALT rates.
4. See par. C2025-C for the current [Standard CONUS per diem rate](#)
5. The per diem is as computed in pars. C5140 and C3025-C2, and examples in par. C4280.

B. Reimbursement Computation Example for One Car

1. Employee, Spouse, and 1 Child

Reimbursement Computation for Employee, Spouse, and 1 Child in One POC	
An employee performs PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by the spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C3025. After consideration of the lodging expenses, the employee is authorized \$650 in per diem.	
1. POC travel reimbursement is based on 2,826 miles x \$.235/mile (par. C2605-B). 2,826 miles x \$.235/mile = \$664.11.	\$664.11
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the traveler pays for lodging and M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129/day (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
4. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
6. Amount spent on tolls	<u>+ 10.00</u>
7. TOTAL REIMBURSEMENT	\$2,136.61

2. Two Employees (married to each other) and 1 Child

Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POC	
Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POC, accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day = 8 days), par. C3025. After considering lodging costs, one employee is reimbursed \$650 while the other is reimbursed \$720.	
1. POC travel reimbursement for one employee is based on 2,826 miles @ \$.235/mile. See par. C2605-B. 2,826 miles x \$.235/mile = \$664.11.	\$664.11
2. Allowable per diem for an employee based on 'Lodging Plus' for 8 days maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$123 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650 for employee 1 and \$720 for employee 2. The total amount spent for lodging and meals does not exceed the maximum allowable per diem (\$1032/traveler). Each employee is reimbursed the actual amount spent \$650 + \$720 =	\$1,370.00
4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2. \$720 x 50% =	\$360.00
5. Amount spent on tolls	+ \$10.00
6. TOTAL REIMBURSEMENT	\$2,404.11
Total reimbursement to employee 1 is \$664.11 + \$650 + \$10 = \$1,324.11	
Total reimbursement to employee 2 is \$720 + \$360 = \$1,080	

C. Reimbursement Computation Example for Two POCs

Reimbursement Computation for Two POCs	
An employee performs PCS travel from Location A to Location B using two POCs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. C3025.	
1. POC travel reimbursement for the first POC, driven by the employee only, is based on 2,826 miles x \$.235/mile, par. C2605-B. 2,826 miles x \$.235/mile =	\$664.11
2. POC travel reimbursement for the second POC, driven by spouse is based on 2,826 miles x \$.235/mile, par. C2600-A. 2,826 miles x \$.235/mile =	\$664.11
3. Allowable per diem for employee based on 'Lodging Plus' for 8 day maximum is the actual amount the traveler pays for lodging plus M&IE; NTE the Standard CONUS per diem rate is 8 days @ \$129 (Standard CONUS per diem rate). \$129/day x 8 days = \$1032	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$1032) for actual travel under 'Lodging Plus' method the employee is reimbursed the full amount spent (\$650).	\$650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. \$650 x 75% =	\$487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. \$650 x 50% =	\$325.00
7. Amount spent on tolls	+ \$10.00
8. TOTAL REIMBURSEMENT	\$2,800.72

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. C5140 and C5058.

MALT Computation for Two Separate Trips	
<p>An employee performs PCS travel from Location A, to Location B by POC. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.</p>	
866 miles x \$.235/mile (employee only) =	\$203.51
866 miles x \$.235/mile (spouse and 2 children) =	+ \$203.51
TOTAL MALT PAYABLE FOR POC TRAVEL	\$407.02
<p>In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p>No per diem is payable on the employee's behalf for the employee's second trip.</p> <p>The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.</p> <p>The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. C5140 and C5058.</p>	

CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 1: GENERAL

C5236 GENERAL

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

C5238 ELIGIBILITY

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits ([FTR §302-3.304](#));
5. An employee authorized a TCS.

C5240 AUTHORIZED TRANSPORTATION

A. General

1. An employee/appointee, who is authorized a move at GOV'T expense is authorized HHG transportation.
2. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

B. NTS. NTS of HHG:

1. May be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
 - a. CONUS isolated PDS;
 - b. OCONUS PDS to which HHG transportation is limited;
 - c. OCONUS PDS and NTS is in the GOV'T's best interest or cost effective to do so; or
 - d. TCS (par. C5686-B3).
2. Is not permitted for a career SES employee for last move home.

C5242 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

C5244 TRANSPORTATION EXPENSES

A. GOV'T-paid Expenses

1. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
 - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
 - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
 - d. SIT NTE 90 days, as applicable. See par. C5326-B.
2. Delivery:
 - a. Out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 1-year period. This includes shipments converted to storage that are the employee's financial responsibility.
 - b. Out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5692-C.
 - c. Of HHG must be completed within the time limitations in par. C5018.

B. Employee-paid Expenses. The employee 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. C5286 to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5284-C);
5. Special services requested by the employee (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at GOV'T expense is IAW par. C5276 or C5278.

C5246 LOSS OR DAMAGE CLAIMS ([FTR §302-7.12](#)). HHG loss or damage claims are submitted IAW Service regulations.

C5268 EMPLOYEE WITH AN EMPLOYEE OR UNIFORMED SERVICE MEMBER SPOUSE/DOMESTIC PARTNER

A. General. An employee whose spouse/domestic partner is another employee or a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or uniformed member) may also have a PCS order. See [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#).

B. Examples

1. Employee and the Employee's Uniformed Member Spouse/Domestic Partner. An employee and the employee's uniformed member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs per JFTR, par. U5276-B. The employee's PCS HHG weight allowance is 18,000 lbs net weight per par. C5276-A. Together they may ship 30,500 lbs net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

2. Employee Married to Another Employee. An employee married to another employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs net weight per pars. C5000-B1a and C5276-A. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. See [GSBCA 16608-RELO, 3 August 2005](#).

C5270 HHG TRANSPORTATION AND STORAGE DOCUMENTATION ([FTR §302-7.104](#))

A. Form and Voucher Preparation. See [DoDFMR, Volume 9](#), for information on submitting travel vouchers and the forms to be used.

B. Documents

1. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow [DoDFMR](#) procedures regarding numbers of copies.

2. Documentation

a. If required by financial regulations, the following documentation should be attached to the voucher:

- (1) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (2) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (3) An official weight certificate/authenticated weight designation.

b. Constructed weight may be used when:

- (1) Proper weighing facilities are not available at origin/any point en route/destination, or

- (2) The partial load weight cannot be obtained at origin/en route/destination.

C5272 SERVICES

A. General. HHG (APP A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;
2. A shipment originates at the last PDS and the remainder originates at one or more other points;
3. The destination is the new PDS or another point; or
4. The destinations for the HHG are the new PDS and one or more other points.

B. Cost Limitation. The total GOV'T expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. C5286, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS ([FTR §302-7.7](#)).

C5274 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The GOV'T's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the GOV'T's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5138-B.
2. Multiple Shipments
 - a. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same/different OCONUS PDS.
 - b. The employee is financially responsible for HHG transportation costs that exceed the authorized weight limit.
3. Example
 - a. An employee with dependents ships 4,000 lbs. net weight of HHG from initial PDS residence and puts the remainder in NTS at GOV'T expense.
 - b. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a

different OCONUS PDS where additional HHG are needed.

c. The employee is authorized a HHG transportation of 4,000 lbs. net weight from the old OCONUS PDS to the new OCONUS PDS.

d. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 lbs. net weight.

e. The packing materials are limited up to 2,000 lbs. for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at GOV'T expense incident to a PCS, separation, or dependent early return (Ch 5, Part C3).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at GOV'T expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, Ch 5, Part C3 for the dependent's early return.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the GOV'T even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the GOV'T's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

(1) Advance HHG transportation at GOV'T expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5156-C2, as being in the GOV'T's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) ***GOV'T transportation facilities may not be used ICW the advance HHG transportation.***

c. Employee Returning for Separation

(1) General. HHG of an employee returning for separation may be transported at GOV'T expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

(2) Reimbursement

(a) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not

exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

(b) When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).

(3) Employee Financial Responsibility. The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).

(4) PBP&E. PBP&E:

(a) Transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from GOV'T service ([FTR §§302-7.18](#) and [302-7.403](#); and JTR, par. C5362).

(b) May also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at GOV'T expense to the same location designated for dependent evacuation ([5 USC §5725](#)). If it is necessary and practical, HHG may be transported later at GOV'T expense from a safe haven location to the evacuated employee's assigned PDS.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 2: HHG WEIGHT

C5276 PRESCRIBED WEIGHT ALLOWANCES ([FTR §302-7.2](#))

- A. Maximum Weight Allowance. The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee.
- B. Baggage Allowances. See Ch 3, Part B for baggage allowances.
- C. Uncrated or Van Line Shipments. For uncrated/van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials.
- D. Employee Financial Responsibility
1. See par. C5244-B when the employee is financially responsible for HHG transportation expenses.
 2. Under no circumstances may the GOV'T pay any expenses associated with excess weight.
- E. Transportation of HHG and PBP&E (§302-7.6)

<u>Category of Employee</u>	<u>Authorized Origin/Destination</u>
(a) Employee transferred between official stations.	An allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment, is used for the packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) New appointee.	From place of actual residence to new official station (including to location of extended storage when authorized).
(c) Employee returning from outside CONUS assignment for separation from GOV'T service.	Last official station and extended storage location, when authorized, to place of actual residence.
(d) Employee authorized separation travel at GOV'T expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), NTE the constructed transportation cost from the official station and extended storage location (respectively) to the actual residence.
(e) SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.

C5278 ADMINISTRATIVE WEIGHT LIMITATION ([FTR §302-7.17](#))

A. Policy

1. When GOV'T furnishings are provided at an OCONUS location, HHG transportation at GOV'T expense to or from such an OCONUS location ordinarily is limited to 4,500 lbs. net weight, including UB weight.
2. See APP W for approved administrative weight allowance locations that may differ from the 4,500 lb. amount.
3. An allowance of up to 500 lbs. exclusive of the 4,500 lbs. net weight of the administrative weight limitation is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
4. Only the authorized weight allowance that was shipped to the OCONUS location may be returned to CONUS upon the duty tour completion unless the Agency makes an exception IAW Agency regulations
5. An order permitting the State Department administrative HHG weight limit of 7,200 lbs. is erroneous unless authorized IAW par. C1237 and only 4,500 lbs. net weight may be transported at GOV'T expense subject to the exceptions below.

B. Exceptions

1. HHG Shipped Prior to Administrative Weight Restriction Effective Date. The restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location.
2. GOV'T Furnishings Not Available. When GOV'T furnishings are not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable GOV'T furnishings is added to the 4,500 lbs. net weight.
3. GOV'T Furnishings Returned or Unserviceable. If all GOV'T furnishings are required to be returned to the GOV'T and/or the GOV'T furnishings become unserviceable and are not replaced, transportation of the employee's maximum weight allowance (18,000 lbs. net weight) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. Weight Allowance Increase at Employee Request
 - a. The AO/designee may increase the restricted HHG weight allowance if requested to do so by the employee.
 - b. The increase is NTE the employee's maximum weight allowance (18,000 lbs. net weight) with HHG previously shipped or continued in storage counting against the increased weight allowance.
 - c. One or more of the following conditions must apply:
 - (1) The employee is assigned consecutive full tour assignments to administratively weight restricted areas;
 - (2) The employee is on a tour that is extended one year or longer within the same administratively weight restricted area;
 - (3) Upon departure from an administratively weight restricted area if additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight restricted area; or

(4) Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. Non Foreign OCONUS Area. When a weight restriction is imposed for HHG shipped into a non foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight restricted area.

6. Weight Allowance Remainder. Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.

C. Transportation from a Weight Restricted Area. If an employee is transferred from an OCONUS weight restricted PDS to a PDS at which GOV'T owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transported does not exceed the authorized weight limit for the new PDS.

C5280 NET WEIGHT DETERMINATION ([FTR §302-7.13](#))

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial) is allowed an allowance of up to 2,000 lbs., exclusive of the 18,000 lbs. net weight of HHG shipment that is used for packing weight:

1. Is the weight shown on the bill of lading or weight certificate;
2. Excludes the weight of barrels, boxes, cartons, and similar packing materials; and
3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes), the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight

1. A constructed weight based on 7 lbs./cubic foot of properly loaded space should be used:
 - a. When an adequate scale is not available at origin, en route or at destination,
 - b. For a partial load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or

c. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

2. The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.

C5282 EXCESS CHARGES

A. GOV'T Responsibility

1. The GOV'T must pay the total transportation cost and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee.

2. An agency may not pay the cost of transporting an employee's HHG in excess of 18,000 lbs. ([5 USC §5724\(a\)\(4\)](#)).

B. Employee Responsibility

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

2. Transportation. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

C. Prescribed Weight Allowance. See par. C5276 for prescribed weight allowance.

D. Erroneous Advice. Erroneous advice, or lack of advice, by/from a GOV'T agent does not create an entitlement to reimbursement of, or shipment of HHG in excess of the weight allowed by statute.

E. Employee Payment. Payment from the employee for excess charges is IAW finance regulations. ([FTR §302-7.200](#))

F. Excess Weight Status. When an excess weight status is known/suspected (e.g., based on observations made during a pre-move survey) prior to transportation, the TO must notify the employee and the AO providing transportation funds.

G. HHG Weighed Twice. When HHG are weighed twice, the lesser weight is used to determine the employee's financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee's share of the cost ([CBCA 1500-RELO, 6 July 2009](#) and [CBCA 1534-RELO, 10 July 2009](#)).

H. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army. Transportation Operations, Loss & Damage, Excess Cost, Claims & Adjustments Section, DFAS-Indianapolis ATTN: DFAS-JFNCC/IN, 8899 East 56th Street, Indianapolis IN 46249-0002;

2. Navy. See Transportation of Personal Property (NAVSUP P-490);

3. Air Force. Headquarters, U.S. Air Force (A4LE), 1030 Air Force Pentagon, Washington, DC 20330-1030;
or

4. Department of Defense (DoD) COMPONENTS:. (APP A1 - DoD COMPONENTS) OSD/WHS/DoD Agencies: OSD/WHS/DoD Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

I. Weight Additive Articles (FTR §302-7.21). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5276 . For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee's 18,000 lbs. net weight allowance. GSBCA 16131-RELO, 21 July 2003. *Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.*

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 3: TRANSPORTATION

C5284 FACTORS AFFECTING HHG TRANSPORTATION

- A. Combining Weight Allowances when Husband and Wife Are Both Employees. See par. C5000-B.
- B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at GOV'T expense.
- C. Items of Extraordinary Value
1. These items may be transported by an expedited mode that provides satisfactory service at the least cost to the GOV'T, and may not be counted as UB.
 2. Examples of items of extraordinary value are:
 - a. Articles of gold and other precious metals;
 - b. Jewels;
 - c. Valuable art;
 - d. Rare and costly collections; and
 - e. Items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) that are prone to being stolen.
 3. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.
 4. The net weight of such shipments is charged against the employee's weight allowance.
- D. Mobile Home Allowances. See Ch 5, Part G.
- E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.
- F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee's effective date of transfer under par. C5018, C5100, or C5692-C authority IAW Agency/Service regulations. [CBCA 524-RELO dated 21 March 2007](#).
1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee's report date to the new PDS. Par. C5100 contains HHG movement delay incident to successive PCS assignments.
 2. To and between OCONUS PDSs
 - a. HHG transportation time limitation is 1 year from the employee's report date to the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. **NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK.**

c. See par. C5100 ICW HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.

(2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.

(3) Par. C5100 contains HHG movement delayed because of successive PCS assignments.

b. New PDS Reassignment. Under no circumstances can HHG transportation occur later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation authority (including PBP&E transportation in par. C5366) is forfeited if not used within a reasonable time (NTE 1 year) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5108-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is completed within 1 year from the employee's separation effective date.

(4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days as applicable under conditions stated in par. C5326-C if approved by the employee's commanding officer or designated representative. ***SIT in excess of 180 days as applicable at GOV'T expense cannot be authorized/ approved except as noted in par. C5328.***

G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to [27 USC §122](#) that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5286 TRANSPORTATION METHODS ([FTR §302-7.14](#))

A. HHG

1. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method.
2. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order.
3. *The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.*

B. UB

1. General

- a. UB weight is part of the total authorized HHG weight allowance.
- b. UB is defined in APP A1. UB as noted in [FTR §302-7.300](#) is UB shipment by air.
- c. Express and freight shipments made by the GOV'T must be made under GOV'T transportation policy and procedures.

2. Weight Allowance.

- a. The UB weight allowance is:
 - (1) 350 lbs. net weight for each adult and dependent age 12 or older, and
 - (2) 175 lbs. net weight for each child under age 12 (par. C5280)
- b. When air transportation of UB is used, par. C5286-B4 or par. C3110 applies.
- c. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. C5286-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

- (1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.
- (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area and as authorized in pars. C7010-I and C7010-J.
- (3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's/dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

- (1) Transportation by the lowest overall cost mode cannot provide the required service,

- (2) The employee certifies the UB is necessary to carry out the assigned duties, or
- (3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense ([FTR §302-7.200](#))

1. GOV'T-procured. The GOV'T contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

- a. The HHG transportation authority, and
- b. That the HHG are to be transported by a GOV'T-arranged move, and
- c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured

- a. The employee must make the necessary arrangements for the HHG move, and pay for the move.
- b. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a GOV'T-arranged move for the same HHG weight (par. C2310 - allowable travel advances).

3. GOV'T-arranged Move Cost

- a. The GOV'T-arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs. net weight)).
- b. The OCONUS cost is constructed using the 'Best Value' single factor rate.
- c. For details on how 'Best Value' costs are determined refer to the [USTRANSCOM website](#).

D. Commuted Rate ([FTR §302-7.100](#))

1. Applicability. The commuted rate system:

- a. May be used only for interstate HHG shipments between CONUS PDSs, and
- b. Is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services

a. The employee is authorized reimbursement under the GSA Commuted Rate Schedule ([FTR §302-7.101](#)) for carrier services provided, including:

- (1) Transportation,
- (2) Packing,
- (3) Unpacking,

- (4) Crating,
- (5) Drayage, and
- (6) SIT.

b. The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.

c. If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables

a. See the GSA website at www.gsa.gov/relocationpolicy.

b. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by GOV'T-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

- 1. Authorized HHG weight allowance, and
- 2. Cost of GOV'T-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. General. All HHG transportation for which the GOV'T pays must:

- a. Be only for HHG within the employee's authorized HHG weight allowance;
- b. Not exceed the GOV'T-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when GOV'T-arranged move is available; and
- c. Be made on U.S. flag carriers, when reasonably available.

2. GOV'T Expense. HHG may not be moved at GOV'T expense when:

- a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
- b. The employee violates the agreement under which the HHG originally were transported,
- c. The employee has no transportation at GOV'T expense authorized by JTR, or
- d. Authorized transportation is not completed within the prescribed time limits.

3. Payment

- a. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight.
- b. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less.
- c. The employee must furnish an acceptable estimated weight statement ([28 Comp. Gen. 95 \(1948\)](#)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***
2. If the estimated costs are more than \$100 different, the more economical method must be authorized on the PCS order.
3. An employee's request for a particular method is the determining factor if the costs are within \$100 of each other.
4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.
5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies ([GSBCA 15489-RELO, 20 December 2001](#)).

6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS (FTR §302-7.15)		
<u>Method</u>	<u>Advantages</u>	<u>Disadvantages</u>
Commuted Rate	1. The GOV'T is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The GOV'T cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. Commuted rate method does not apply to intrastate moves; and 4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.
Actual Expense	1. The GOV'T may take advantage of special discounts offered.	1. The GOV'T is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The GOV'T's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See [DTR 4500.9-R, Part IV](#).

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 4: NON-TEMPORARY STORAGE (NTS)

C5312 NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS ([FTR §302-8.100-108](#))

A. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5094) to a designated isolated CONUS PDS is eligible for NTS of HHG.

B. Agreement and Liability Conditions

1. General. Expenses for NTS of HHG at GOV'T expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in GOV'T service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the AGENCY concerned.

2. Service Agreement. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

3. Service Agreement Violation. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any GOV'T funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the GOV'T is IAW finance regulations.

C. Authority

1. NTS is allowed when the official designated by the Service/Defense AGENCY determines, on a case-by-case basis, that the location is a designated isolated PDS.

2. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- a. Available housing at the PDS can accommodate the HHG,
- b. Adequate housing is available within daily commuting distance, or
- c. It is for the employee's convenience.

D. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

1. Conversion of HHG in SIT to NTS,
2. Conversion of storage at personal expense to NTS at GOV'T expense, and
3. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at GOV'T expense.

E. Time Limitation ([FTR §302-8.108](#))

1. Authorization. NTS at GOV'T expense may be authorized for the employee's assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.

2. Eligibility Termination and Extension

a. Eligibility for NTS at GOV'T expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

b. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at GOV'T expense may continue until the beginning of the 2nd month after the month the employee's eligibility ends (examples).

c. To avoid inequity, the employee's command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee's last day of work at the designated isolated CONUS PDS.

d. When the NTS eligibility period terminates at the end of 3 years, the employee's command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

a. Example 1

EXAMPLE 1	
Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5312-E2b)
Command approves storage extension to the 90 th day after the last day of work at the PDS:	29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. C5312-E2b))

b. Example 1

EXAMPLE 2	
Storage terminates:	4 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5312-E2) employee's eligibility ended: 4 August month after the month (August) the employee's eligibility ended was: September 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 th day after the last day of work at the PDS:	2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. C5312-E2b))

F. Storage Place. The transportation officer determines the NTS location.

G. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See APP A, NON-TEMPORARY STORAGE (NTS).

H. Documentation

1. NTS authority must be in the PCS order.

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

3. One DD Form 1164 copy is forwarded to the personnel office at the employee's OCONUS PDS where it is placed in the employee's personnel folder for subsequent reference and action purposes.

I. Isolated PDS Designation. Justified requests for NTS incident to a PCS order to a PDS at an isolated location should be submitted to the official designated by the Service/Defense AGENCY for a decision.

C5314 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS ([FTR §302-8.200-203](#))

A. General

1. If a traveler's HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the traveler may request authority from the employer for HHG withdrawal from NTS and transportation at GOV'T expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

2. The conversion of HHG from SIT to NTS, at GOV'T expense, and from storage at personal expense to NTS at GOV'T expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

B. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

1. Employee is not authorized to transport HHG to the PDS,

2. Employee is unable to use HHG at the PDS,

3. Storage is authorized in the GOV'T's best interest, or

4. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C. Time Limitation ([FTR §302-8.203](#))

1. NTS, at GOV'T expense, may be authorized for a period NTE the tour of duty.

2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.

3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at GOV'T expense may continue until the beginning of the 2nd month after the month that eligibility ends *unless* the losing OCONUS command extends the period.

4. The losing OCONUS command may extend the period of NTS at GOV'T expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).

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

6. **Example**

Storage terminates:	31 August 2009 (last day of work at the PDS)
Storage at GOV'T expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS):	1 October 2009 (par. C5314-C3) Employee's eligibility ended: 31 August 2009 1 st month after the month (August) the employee's eligibility ended was September; 2 nd month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60 th day after the last day of work at the PDS:	30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. C5314-C3))

D. Personnel Office and Transportation Officer Responsibility for NTS Records. When HHG are placed in NTS at GOV'T expense, the following actions must be taken:

1. The transportation officer storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:
 - a. Completed HHG Services Order (DD Form 1164) and any amendments, ***NOTE: For an Army civilian employee: The transportation officer also must forward a DD Form 1164 copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.***, and
 - b. The original warehouse inventory receipt.
2. The gaining OCONUS personnel office must:
 - a. Establish an employee NTS HHG file that:
 - (1) Is separate from official personnel records;
 - (2) Serves as a suspense file for FY funding and any subsequent HHG transportation; and
 - (3) Is forwarded with the employee's official personnel records if the employee is reassigned to another OCONUS PDS;
 - b. Furnish the FY fund citation to the Transportation Officer;
 - c. Inform the transportation officer if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and
 - d. Destroy the NTS file within a reasonable time after the employee's CONUS PCS.

E. Forms and Procedures. The forms and procedures used for uniformed personnel may be used for civilian NTS as long as those forms and procedures are consistent with provisions in this Ch.

F. Removing HHG from NTS

1. Partial or Full Removal. An employee, whose HHG are in NTS at GOV'T expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

2. GOV'T-paid Expenses. The GOV'T is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:

- (a) Place to which HHG are delivered is in the commuting area of employee's actual residence, and
- (b) Return transportation is authorized by JTR for the employee.

3. Employee-paid Expenses

(a) HHG transportation is the employee's financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. C5156.

(b) When the employee earns return transportation at GOV'T expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at GOV'T expense.

(c) **Example:** After serving 12 months of a 3 year tour, an employee paid \$2,000 to remove HHG from NTS for delivery to the dependents' home. Two years later, after completing the 3-year tour, the employee is reimbursed the \$2,000 NTE \$2,200 (the cost to remove HHG two years later). If the cost two years later was \$1,800, the employee would have been reimbursed only \$1,800 of the \$2,000 actually spent.

4. Documentation. Paid expense receipts of \$75 or more are required.

5. Limitations. No further transportation or storage of the withdrawn HHG is authorized at GOV'T expense prior to receiving a new PCS order.

C5316 NTS OF HHG FOR A DODDS EMPLOYEE (FTR §302-8.300-301)

A. Storage between School Years

1. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.

2. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:

a. DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

b. Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

c. DoDDS employee meets the eligibility conditions for NTS; and

d. Storage is in lieu of:

(1) GOV'T QTRS occupancy,

(2) A QTRS allowance ([20 USC §905\(c\)](#)) **NOTE: If a QTRS allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or**

(3) Any other HHG storage to which that DoDDS employee is authorized by JTR through employment in another position during any recess period between school years.

3. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

- a. Commercial storage costs (including related services), or
- b. The value of the storage furnished (including related services) if the HHG were stored in a GOV'T facility,

unless the employing activity determines that the DoDDS employee's failure to report for duty was beyond the employee's control.

B. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

1. May be authorized/approved by the AO if it is in the GOV'T's best interest;
2. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. C7010-P;
3. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. C7010-P;
4. Cannot exceed the applicable weight allowance for which there is authority in the JTR;
5. May be rescinded and made the DoDDS employee's financial responsibility if the DoDDS employee does not:
 - a. Report for duty at the OCONUS PDS when leave without pay ends, or
 - b. Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee's control.

C5318 NTS CONVERTED TO SIT

A. General. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee's request to SIT, in whole or in part if the employee is authorized transportation/NTS under an order.

B. Conversion Cost. The conversion is at GOV'T expense. *However, any storage costs accruing for periods in excess of 180 days are the employee's financial responsibility.*

C. Additional HHG Storage. Unless otherwise provided in par. C5328, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 5: STORAGE IN TRANSIT (SIT)

C5320 GENERAL ([FTR §302-7.107](#)).

A. Scope. SIT:

1. Is short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, destination, and en route locations per the Agency approval.

B. Reimbursement ([FTR §302-7.107-110](#))

1. SIT reimbursement cannot exceed the employee's actual storage costs.
2. Receipts/certified warehouse bill copies are required for individual expenses of \$75 or more IAW DoDFMR 7000.14-R, Volume 9. See par. C2710.
3. The cost of removing HHG from SIT for delivery to temporary lodging is a TQSE expense (see par. C5576-B).

C5322 SIT TIME PERIOD RESTRICTIONS

For a PCS move made under an order with an effective date on/after 1 August 2011, the maximum total time limit for SIT is 150 days for CONUS-CONUS shipment and 180 days for OCONUS origin and/or destination HHG shipment ([FTR §302-7.9](#)).

C5324 FIRST 60/90 DAYS OF SIT

SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS).

C5326 SECOND 90 DAYS OF SIT

A. General. If additional storage is not authorized/ approved, the employee is financially responsible for additional storage expense ([FTR §302-7.9](#)).

B. Authorization/Approval Request. The employee must request (in writing) an additional SIT period, NTE 90 days, that is authorized/approved by a Service/Defense AGENCY designated official.

C. Authorized Situations. Additional SIT may be authorized/approved due to:

1. Serious illness of the employee,
2. Serious illness or death of a dependent,
3. An intervening TDY or long-term training assignment,
4. Non-availability of suitable civilian housing,
5. Awaiting completion of residence under construction,

6. Acts of God, or
7. Other circumstances beyond the employee's control.

C5328 ADDITIONAL SIT ([FTR §302-7.9](#))

A. General. PDTATAC will consider the merits of individual requests, on a case-by-case basis, for DoD civilian employees who have relocated and have had unforeseen circumstances beyond their control (e.g., a PCS that is interrupted by an en route TDY assignment). See [CBCA 875-RELO, 9 January 2008](#)).

B. Restrictions

1. Authorization/Approval. Under no circumstances may a Service/Agency authorize/approve SIT at GOV'T expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). *Only PDTATAC may authorize/approve extensions of the 150/180-days SIT.*
2. Circumstances. SIT beyond 150/180 days (as applicable) is not authorized:
 - a. For any circumstance in par. C5326-C or
 - b. ICW a TCS order IAW par. C5686.

C. Authority. PDTATAC:

1. May authorize/approve extensions of the 150/180-day SIT period (as applicable) NTE a total of 365 days.
2. Authority is vested IAW GSA Waiver Memo dated 26 March 2014 27. This waiver extends PDTATAC authority to 31 March 2017.

D. Documentation

1. A SIT extension request must be submitted by the employee's DoD COMPONENT/command to PDTATAC for determination.
2. Documentation required is the DoD COMPONENT's/command's requesting memo, copies of the TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/DoD COMPONENT designated official.
3. The requesting memo must indicate the reason(s) for SIT beyond 150/180 days as applicable, scheduled TDY assignment duration, and the additional SIT days required by the employee.

E. Submission Process

1. Extension requests should be submitted via the Service's/DoD COMPONENT's Civilian Advisory Panel (CAP) member.
2. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the DTMO [website](#) by clicking on the [PDTATAC Contact Information](#).
3. The following options are available to the employee's command to request SIT beyond 150/180 days (as applicable):
 - a. Email: From AGENCY/command through the CAP representative to sit-extensions@dtmo.pentagon.mil.

b. Mail:

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

c. FAX: From the Service/DoD COMPONENT/command through the CAP representative to (571) 372-1301.

C5330 HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT

A. Multiple Lots. HHG may be transported and stored in multiple lots.

B. HHG Weight Allowance. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

C. Employee Financial Responsibility. If the employee removes items from storage, and the carrier bills the GOV'T for that removal, the employee is financially responsible for any excess cost to the GOV'T.

C5332 SHORT DISTANCE MOVES

SIT is not authorized for local HHG moves when no PCS exists.

C5342 FUNDS ADVANCE ([FTR §302-7.105/106](#))

A. General. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.

B. Documentation. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD COMPONENT concerned; and
3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 6: LOCAL MOVES

C5352 HHG TRANSPORTATION BETWEEN LOCAL RESIDENCES

A. Authorized Transportation

1. Local transportation of an employee's HHG is authorized when, for the GOV'T's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings.
2. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. [B-138678, 22 April 1959](#) and [52 Comp. Gen. 293 \(1972\)](#).
3. SIT is not authorized.

B. Local Transportation Costs

1. Local transportation costs are charged to the command ordering the transportation.
2. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.
3. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5280-D.
4. The net weight limitations of 18,000 lbs (par. C5276) and 4,500 lbs (par. C5278) do not apply to this HHG transportation.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 7: PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

C5354 DEFINITION

See APP A for the definition of PBP&E.

C5362 GENERAL

A. Policy

1. PBP&E are HHG and are part of the PCS weight allowance.
2. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5362-B and C5366 ([FTR §302-7.4](#)).
3. *A POV may not be shipped as PBP&E per [FTR §302-9.302](#).*

B. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

1. Before shipment occurs, an itemized PBP&E inventory must be reviewed by an official designated by the order-issuing command.
2. Appropriate information (as determined by the order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.
3. An appropriate official designated by the order-issuing command at the new PDS must review and certify that:
 - a. The itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS, and
 - b. If these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. [CBCA 1517-RELO, 23 December 2009](#).

C5364 PBP&E WEIGHT LIMITATION

A. Maximum Weight. The maximum weight allowance for shipment of PBP&E is 2000 lbs. net weight. *This limitation is not subject to waiver and is effective 1 May 2014.*

B. Exception

1. An employee may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a RAT if a transportation agreement to OCONUS was made prior to 1 May 2014.
2. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at GOV'T expense to the OCONUS location.
3. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the GOV'T initially authorized to be shipped OCONUS.

4. The employee may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs.
5. Once the employee's HHG have been returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent transportation agreement.

C5366 PBP&E SHIPPED AS AN ADMINISTRATIVE EXPENSE

When PBP&E are authorized for shipment as an administrative expense:

1. The transportation cost is not chargeable to travel and transportation expenses appropriations.
2. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) ([FTR §302-7.13](#)).
3. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).
4. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5280-D.
5. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense ([FTR §302-7.18](#)). Par. C5274-C details HHG transportation from OCONUS to CONUS PDSs.

C5368 ADMINISTRATIVELY RESTRICTED HHG WEIGHT

A. Authorization. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5362-B and C5366.

B. PBP&E Weight. PBP&E weight:

1. Is in addition to a restricted weight allowance shipped to an OCONUS PDS. **Example:** The typical administratively limited weight allowance is 4,500 lbs. net weight. The employee is allowed up to 2,000 lbs. net weight of PBP&E. The PBP&E, if shipped as HHG, is shipped as part of the 4,500 lbs. net weight of HHG. Any excess PBP&E (over 2,000 lbs. net weight in this case) is not authorized at GOV'T expense.
2. Added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5362-B and C5366.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART E: HHG

SECTION 8: CONSUMABLE GOODS

C5370 CONSUMABLE GOODS ([FTR §300-3.1](#))

A. General

1. An employee, assigned to an OCONUS PDS designated in APP F1, is authorized transportation of consumable goods in addition to the 4,500 lbs. HHG net weight allowance.
2. The consumable goods must be for the employee's and/or dependents' personal use.
3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).
4. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
5. The employee's PCS order should show the consumable items authorized weight allowance in APP F1.

B. Additional Information on Consumable Goods. See APP F for:

1. OCONUS locations and their consumable goods weight allowances,
2. Procedures for adding a location to locations having a consumable goods allowance, and
3. More specific regulations on the shipment of consumable goods.

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART F: POV TRANSPORTATION AND STORAGE****SECTION 1: CONUS POV TRANSPORTATION****C5414 GENERAL**

POV(s) transportation at GOV'T expense may be authorized/approved as being to the GOV'T's advantage for a/an:

1. Employee transferred in the GOV'T's interest,
2. New appointee relocating to the first CONUS PDS, or
3. Student trainee relocating to the first CONUS PDS.

C5424 AUTHORITY

A. General. Commanding officers/designated representatives are authorized to determine eligibility to transport a POV(s) at GOV'T expense under the following conditions:

1. Both the old PDS (or actual residence of a new appointee/student trainee) and new PDS are within CONUS; *and*
2. It is more advantageous and cost effective to the GOV'T to transport the POV(s) to the new PDS at GOV'T expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or two POCs if applicable to the new PDS. Costs to be considered are:
 - a. Cost of POC travel, transporting the POV(s), travel if the POV(s) is/are transported; and
 - b. Productivity benefit from the traveler's accelerated arrival at the new PDS.

Performing the cost comparison is mandatory for each order.

3. Each DoD COMPONENT determines that the POV is in operating order, legally titled and tagged for driving prior to POV transportation within CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV (See [FTR §§302-9.301](#) and [302-9.302](#));
4. The number of POVs authorized transportation (up to two) at GOV'T expense is determined by the Agency/Service. (See [FTR §302-9.302](#)). The number of POVs (up to two) cannot exceed the number of people on the relocation travel order, who are licensed drivers.
5. The distance the POV is shipped is 600 or more miles (See [FTR §302-9.301](#)).
6. The POV is in operating order, legally titled and tagged for driving (See [FTR §302-9.301](#) and [§302-9.505-506](#)).
7. *A vehicle may not be shipped as PBP&E.* See [FTR §302-9.302](#).

Part F: POV Transportation and Storage/Section 1: CONUS POV Transportation

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the traveler is transferred, or
2. Actual residence for a new appointee/student trainee.

C. Towing Equipment Cost

1. When POV transportation at GOV'T expense is authorized/approved, an employee may be reimbursed the cost of:

- a. Towing equipment, or
- b. A car carrier

used for transporting the POV to the new PDS ([GSBCA 16412-RELO, 16 July 2004](#)).

2. *Mileage reimbursement is not allowed for the towed vehicle - [GSBCA 15308-RELO, 7 July 2000](#).*

C5426 SHIPMENT METHODS

A. GOV'T-arranged POV Transportation. The transportation officer determines the transportation mode. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

B. Traveler-arranged POV Transportation ([FTR §302-9.142§302-9.207](#)). If POV shipment is authorized at GOV'T expense and the traveler personally arranges the POV transportation, reimbursement is limited to the traveler's actual expenses, NTE the POV transportation cost from the authorized origin point to authorized destination (par. C5424).

C. Transporting a Specially Equipped Automobile([64 Comp. Gen. 30 \(1984\)](#))

1. The transportation cost for a specially equipped automobile used by a "traveler with a disability" (par. C7435) between CONUS PDSs may be:

- a. Arranged by the DoD COMPONENT on behalf of the traveler, or
- b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:

- a. Is cost beneficial ***NOTE: This is the primary consideration.***,
- b. Constitutes a reasonable accommodation to the traveler, and
- c. Does not impose undue hardship on the DoD COMPONENT's personnel relocation program.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART F: POV TRANSPORTATION AND STORAGE****SECTION 2: OCONUS POV TRANSPORTATION****C5428 GENERAL**

- A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. POV Transportation Allowances. *POV transportation allowances are discretionary.*
- C. Authorization. POV transportation is authorized unless restricted by the AO or Service/Agency regulations.
- D. POV Shipment Information. Other requirements related to POV transportation, are at the [SDDC website](#), and [Transportation Regulation-Part IV, "Shipping your POV"](#).
- E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. See [FTR §302-9.302](#)
- F. POV Shipment Requirements. The POV must be:
1. In operating order, and
 2. Legally titled and tagged for driving,

by a licensed traveler named on the relocation travel order (FTR §§302-9.301).

C5430 ELIGIBILITY

- A. Authorized Personnel. Personnel authorized POV transportation are a/an:
1. Employee transferred in the GOV'T's interest, or
 2. New appointee, or
 3. Student trainee assigned the first PDS.
- B. Eligibility Determination. Commanding officers/designated representatives:
1. Who assign employees OCONUS, determine employee eligibility for POV transportation at GOV'T expense.
 2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD employees.
 3. In CONUS, who assign employees OCONUS must:
 - a. Comply with the eligibility criteria established for the specific OCONUS area, and
 - b. Obtain clearance from the appropriate OCONUS command.

C. Criteria

1. When the employee agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the GOV'T's interest for the employee to retain the POV at the PDS.
2. A written record of any determination must be filed IAW personnel directives.

D. Conditions. A determination/re-determination that it is "in the GOV'T's interest" for the employee to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the employee's and immediate family's convenience.
2. Local conditions make it desirable for the employee to have a POV.
3. POV use by the employee contributes to the effectiveness of the employee's job.
4. The POV type is suitable for local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the employee has agreed to serve at that PDS.

E. Employees Assigned to Johnston Island

1. An employee may transport one POV at GOV'T expense from the port/VPC serving the old PDS to the port/VPC serving Hawaii, if Hawaii is the location the dependents reside during the tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawaii to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The employee is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawaii to the port/VPC from which the POV was originally transported to Hawaii.

C5432 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at GOV'T expense per Agency/Service determination. See [FTR §302-9.501](#).

C5434 POV SIZE LIMIT

Transportation at GOV'T expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). A traveler who ships a larger POV which otherwise qualifies for shipment at GOV'T expense, is financially responsible for all costs resulting from the excess POV size.

C5436 CARE AND STORAGE

A. GOV'T Responsibility. The GOV'T's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to:

1. The employee at the destination, or
2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the employee's expense.

C5438 SHIPMENT METHODS

A. GOV'T Arranged POV Transportation

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

B. Personally Procured Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at GOV'T expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Employees who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

C5440 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

A. General. POV transportation is not authorized when the employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries.

B. Exception. The Agency may authorize POV transportation when it is to the GOV'T's advantage IAW par. C5430.

C. Car Ferry. See par. C3700 for oceangoing car ferry use.

C5442 TRANSPORTATION AUTHORIZED

- A. General. POV transportation may be authorized when any of the conditions in this par. are met.
- B. CONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. C5430, and
 2. Signs a service agreement in par. C5604.
- C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. C5430, and
 2. Signs a service agreement in par. C5604.
- D. Tour of Duty Completed. POV transportation may be authorized when the employee:
1. Completes a tour(s) of duty at an OCONUS PDS where it was in the GOV'T's interest for the employee to have a POV, or
 2. Was assigned to Johnston Island and had a POV transported to Hawaii IAW par. C5430-E, and
 3. Is returning to CONUS through transfer, or upon separation from service after completion of a tour of duty.
- E. Tour of Duty Not Completed. POV transportation may be authorized when the employee:
1. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the GOV'T's interest for the employee to have a POV, or
 2. Does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii IAW par. C5430-E, and
 3. Is returning, through transfer, for the GOV'T's convenience and not at personal request;
- F. Transfer from OCONUS PDS Where It Was Initially in the GOV'T's Interest to Have a POV to an OCONUS PDS Where it is Not in the GOV'T's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was in the GOV'T's interest to have a POV, or
 2. Assigned on Johnston Island whose POV was transported to Hawaii IAW par. C5430-E, but
- is transferred to another OCONUS PDS where it is not in the GOV'T's interest to have a POV, and the employee requests POV transportation to CONUS;
- G. OCONUS PDS Where It Was Not Initially in the GOV'T's Interest to Have a POV Changed to a PDS that is in the GOV'T's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was not in the GOV'T's interest to have a POV, but due to changed circumstances, it is later determined that it is in the GOV'T's interest to have a POV there, and
 2. Signs a service agreement IAW par. C5604; or

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H. OCONUS PDS Where It Was Initially in the GOV'T's Interest to Have a POV Changed to a PDS that is *Not* in the GOV'T's Interest to Have a POV

1. POV transportation may be authorized when an employee is stationed at an OCONUS PDS where initially it was in the GOV'T's interest to have a POV, and due to changed circumstances the determination is rescinded.
2. The employee may elect either to keep the POV at the PDS or have it shipped back at GOV'T expense to the port/VPC serving the actual residence.

C5444 TRANSPORTATION NOT AUTHORIZED

POV transportation is not authorized when:

1. An employee is recruited at an OCONUS location for a first PDS duty in CONUS. ***NOTE: [Title 5 USC §5727](#) authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the GOV'T's interest for the employee to have had a POV at the OCONUS PDS ([68 Comp. Gen. 258 \(1989\)](#)).***
 - a. **Example 1:** An employee residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.
 - b. **Example 2:** An employee residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the GOV'T's interest for the employee to have a POV at the HI PDS.
 - c. **Example 3:** An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the GOV'T's interest for the employee to have a POV at the HI PDS.
 - d. **Example 4:** An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the GOV'T's interest for the employee to have the POV in HI.
2. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. C5430 or par. C5604, unless determined that it is in the GOV'T's interest ([CBCA 827-RELO, 4 October 2007](#)).

C5446 RESTRICTED POV TRANSPORTATION

A. **General.** Transportation of a POV to an OCONUS area may be restricted or prohibited when:

1. The local GOV'T:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
2. DoD COMPONENT regulations prohibit/advise against POV transportation to the PDS involved.

B. **Exception.** This does not apply for an employee, assigned on Johnston Island, who is authorized POV transportation to Hawaii under par. C5430-E.

C5448 PORTS/VPCS USED

- A. General. Transportation at GOV'T expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the employee's new PDS. For an employee assigned to Johnston Island, transportation at GOV'T expense is to the point authorized in par. C5430-E.
- B. Designation of Ports. The Service concerned designates ports/VPCs used for loading and unloading POVs transported under this Section.
- C. Alternate Ports/VPCs
1. A POV may be transported to an alternate designated port/VPC.
 2. The GOV'T's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS.
 3. For an employee assigned to Johnston Island, the GOV'T's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5430-E.
 4. When an employee is authorized to return a POV at GOV'T expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. C5430-E.
 5. The employee may drive/transport the POV to a different port/VPC serving the destination specified by the employee. The GOV'T's transportation cost liability is NTE the transportation costs from the port/VPC serving the employee's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).
 6. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (APP A) when the employee purchases a replacement vehicle from a manufacturer and the POV is shipped to an employee.

C5450 POV TRANSPORTATION TO/FROM PORTSA. General

1. POV transportation at GOV'T expense is:
 - a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. C5430-E.
2. *Shipment may not be authorized at GOV'T expense between CONUS port/VPCs for the employee's convenience.*
3. Transportation at GOV'T expense includes port handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

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B. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD COMPONENT must pay the entire cost of transporting the POV from the:

1. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
2. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation to the actual residence at time of appointment/assignment to an OCONUS PDS.

C5452 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. Traveler Pays for POV Transportation to/from Port/VPC. Reimbursement is:

1. Authorized if an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
2. Limited to the actual cost of having the POV transported between the:
 - a. Employee's old PDS or actual residence at the time of appointment, and the port/VPC,
 - b. Port/VPC and the employee's new OCONUS PDS, or
 - c. Port/VPC and the employee's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

B. Reimbursement when an Employee Chooses to Deliver/Pick up the POV to/from the Port/VPC (FTR §302-9.104)

1. Per Diem Not Allowed. *Per diem is not authorized when an employee/designated representative makes a separate trip to a port/VPC to deliver/pick up the POV.*
2. Status. Administrative Leave and duty status incident to a PCS is addressed in [DoDI 1400.25, Vol. 630](#)
3. Overall Reimbursement Limitation.
 - a. Delivery. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate.
 - b. Pick Up. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.
4. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:
 - a. Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
 - b. Port/VPC to the employee's new OCONUS PDS, or
 - c. Port/VPC to the employee's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

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5. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. C2605 for one-way travel for the official distance traveled (as appropriate):

- a. To the port/VPC to deliver the POV, and
- b. From the port/VPC after reclaiming the POV.

6. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- a. From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- b. To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

7. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. C5452-B3cost limitations.

- a. The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC plus a \$3 tip to the driver. **A transportation related tip is reimbursable IAW APP G.** Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$38 for between port/VPC and airport transportation = \$84.
- b. The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 including a \$5 tip is \$185; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$300 for the one-way transportation cost of \$185 and one-way PCS MALT of \$115.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

C. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in APP A.

1. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. C2605 from the:

- a. Employee's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the employee travels there to drop off dependents);
- b. Passenger POE (where the employee drops off dependents) to the port/VPC;
- c. Port/VPC where the POV is reclaimed to the passenger POD (if the employee returns there to pick up dependents);
- d. Port/VPC or passenger POD (if the employee returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- a. The transportation cost for the employee or the employee and dependents, from the vehicle loading port/VPC to which the employee delivers the POV, to the passenger POE; or

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- b. PCS MALT from the POE, at which the employee drops off dependents, to the vehicle loading port/VPC to which the employee delivers the POV, and the employee's return transportation to the POE;
- c. The transportation cost for the employee or employee and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- d. The employee's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the employee returns there to pick up dependents.

C5454 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by an employee not permanently assigned in that non-foreign OCONUS area at the time of purchase, unless the POV is a replacement at the non-foreign OCONUS PDS.

B. Exception. This par. prohibits only the transportation at GOV'T expense incident to the employee's PCS following vehicle purchase.

C5456 RENTAL VEHICLE REIMBURSEMENT WHEN POV TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

There is no authority for rental car reimbursement while awaiting POV arrival. Employees should check to see if the POV shipping contract contains rental provisions.

C5458 REPLACEMENT POV SHIPMENTA. General

- 1. When a POV, transported at GOV'T expense to an OCONUS area (or to Hawaii for an employee assigned to Johnston Island) is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize replacement POV transportation.
- 2. Replacement POV transportation may be authorized IAW the par. C5458-B or C5458-C conditions.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

- 1. Beyond the employee's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
- 2. Acceptable to the DoD COMPONENT concerned.

C. Non-Emergency Replacement. Non-emergency POV replacement may be authorized when:

- 1. The employee is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)); and
- 2. It is in the GOV'T's interest that the employee continues to have a POV at the OCONUS PDS.

D. Limitations

- 1. One emergency replacement POV may be transported at GOV'T expense within any 4-year continuous service period.
- 2. One non-emergency replacement POV may be transported at GOV'T expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C5460 POV TRANSPORTATION UNDER UNUSUAL CIRCUMSTANCES**A. Transfer/Assignment between OCONUS PDSs**

1. If the employee does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at GOV'T expense provided the maximum amount the GOV'T pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawaii for an employee assigned on Johnston Island whose dependents reside in Hawaii.
2. If, due to changed circumstances at a PDS, it is no longer in the GOV'T's interest for the employee to have a POV at the PDS, the employee may transport it at GOV'T expense to another OCONUS PDS to which the employee is transferred if it is in the GOV'T's interest for the employee to have the POV there.
3. Upon completion of a tour of duty at the new PDS the employee may ship the POV at GOV'T expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the GOV'T may not pay more than the transportation cost from the place to which it was last transported at GOV'T expense.

B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for reasons unacceptable to the DoD COMPONENT concerned, fails to complete the tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the GOV'T's convenience, the GOV'T may not pay for POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the employee to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.

C. Agreement Not Completed and Employee Returns to CONUS for Separation

1. If the employee, for reasons unacceptable to the DoD COMPONENT concerned, fails to complete the tour of duty at the PDS from which the employee is separating, the GOV'T may not pay the cost of POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the GOV'T's interest for the employee to have a POV. In the latter case, the GOV'T may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the GOV'T may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the GOV'T

1. An employee, separating because the agreed minimum period of service is completed or for reasons acceptable to the GOV'T, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at GOV'T expense to the port/VPC serving the employee's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world, but the GOV'T's POV transportation cost may not exceed the cost from the port/VPC serving the employee's OCONUS PDS to the port/VPC serving the employee's actual residence.
3. Any excess costs are the employee's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

C5462 EXCESS COST COLLECTION

Excess transportation costs, incurred by the GOV'T must be collected (par. C1015-C2h). This does not apply to POV transportation aboard an oceangoing car ferry.

C5470 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the GOV'T's advantage, and the employee must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the arrival day at the port/VPC and the day(s) following the arrival day are non workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port/VPC on the day the employee arrives to reclaim it, and the employee awaits POV delivery to continue PCS travel, provided, the designated port authority certifies that the employee acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART F: POV TRANSPORTATION AND STORAGE

SECTION 3: POV STORAGE

C5472 CARE AND STORAGE

- A. GOV'T Responsibility. The GOV'T's responsibility begins when the POV is accepted for storage and continues (including during continued storage at the traveler's expense) until the POV is delivered to the traveler.
- B. Employee Responsibility. See the [SDDC](#) website, and "[Storing Your POV](#)" for the traveler's responsibilities and other requirements related to POV storage.
- C. Limitations. Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.
- D. Additional POVs. An employee is financially responsible for storage and/or transportation of additional POVs.

C5494 STORAGE ICW CONTINGENCY OPERATIONS TCS (CIVILIAN ONLY)

- A. General. The term "contingency operations" under 10 USC §1482a(c)(2) includes humanitarian operations, peacekeeping operations, and similar operations. This definition is in addition to the APP A definition of CONTINGENCY OPERATIONS.
- B. Eligibility. An employee/dependent is eligible to have one POV temporarily stored at a storage facility if the employee is:
1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and
 2. Eligible for expenses authorized in JTR, Ch 5, Part O (FTR Part 302-3), and
 3. The head of the agency determines it would be to the GOV'T's advantage to authorize storage of a POV.
- C. Limitations
1. Not more than one POV at any given time during the TCS period.
 2. Only one POV may be stored at GOV'T expense for the duration of the TCS.
- D. Location. POV storage may be at a place determined to be reasonable by the Agency concerned whether the POV is already located at, or is being transported to, the post of duty ([FTR, §302-9.401](#)).

E. Expenses

1. Allowable expenses for the temporary storage of the POV owned/leased by the employee/dependent that is used for personal use of the employee/dependent include:
 - a. Necessary expenses for actual storage,
 - b. Readying the POV for storage and for return to the traveler after the emergency has ended,
 - c. Local transportation expenses to and from storage, and
 - d. Other necessary expenses relating to storage and transportation.
2. POV insurance costs, while in storage, are the employee's financial responsibility.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART G: MOBILE HOME TRANSPORTATION

C5498 SCOPE

A. General. This Part prescribes mobile home transportation allowances for an employee ordered to make a PCS move.

B. Mobile Home Definition. See APP A.

C. Additional Allowances. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, MALT, and transportation expenses for the employee and dependent(s) ([FTR, §302-10.6](#)).

D. Constructed GOV'T Cost

1. General. The constructed GOV'T cost to transport:

- a. The mobile home,
- b. Any HHG removed from the mobile home, and
- c. Unaccompanied baggage/HHG

to the new PDS for the employee's use, cannot exceed the GOV'Ts 'Best Value' cost to transport the employee's maximum PCS HHG weight allowance (18,000 lbs.) between the old/new PDSs.

2. 'Best Value' Transportation. Constructed mobile home transportation is always the 'Best Value' transportation cost of the employee's maximum PCS HHG weight allowance between the authorized points.

3. 'Best Value' Determination. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).

C5500 ELIGIBILITY

A. General. An employee, authorized HHG transportation at GOV'T expense, may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.

B. Acquisition. The mobile home is acquired on/before the employee's PCS/TCS order effective date;

C. Mobile Home Used as Residence. The employee certifies that the employee/dependent(s) intend to use the mobile home as a primary residence at the location to which it is being moved ([FTR, §302-10.2](#)).

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the employee's (or dependent's/heir's) expense and to the GOV'T'S satisfaction to withstand the transportation rigors.

E. Authorized Movement. The employee is ordered on a PCS between authorized locations (par. C5504).

C5502 FUNDS ADVANCE ([FTR, §302-10.300](#))

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) is personally procured using a commercial carrier.
2. The advance is NTE the estimated amount allowable.
3. An advance is not authorized when the GOV'T pays the carrier directly ([FTR, §302-10.301](#)).

C5504 GEOGRAPHIC LIMITATIONS ([FTR, §302-10.4](#))

A. Origin/Destination Points

1. Authorized Origin/Destination Points. An employee may only be authorized mobile home transportation allowances:

- a. Within CONUS,
- b. Within Alaska, and
- c. Between CONUS and Alaska/,
- d. Through Canada en route between Alaska and CONUS,
- e. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),
- f. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
- g. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

2. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

- a. Within CONUS,
- b. Within Alaska,
- c. Through Canada en route between Alaska and CONUS, or
- d. Through Canada between one CONUS point and another.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation ([FTR, §302-10.3](#))

1. Mobile home transportation is limited to the GOV'T's cost to transport 18,000 lbs. of HHG between the old and new PDS, plus 90 days of HHG SIT.
2. Unused mobile home transportation costs may not be used to ship HHG.

C5506 TRANSPORTATION

A. General

1. Scope. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.
2. Example. An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.
3. Maximum Allowances. The employee's maximum allowances are determined by using the 'Best Value' methodology for the channel times the maximum weight (18,000 lbs). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under DP3 business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

C. Employee with Employee Spouse/Domestic Partner

1. Combined Weight Allowances. When both spouses/domestic partners are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum GOV'T cost liability to move their mobile home when each employee is authorized:
 - a. A mobile home allowance, and
 - b. Movement of a mobile home on a PCS order.
2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC calculation.

D. Employee with Uniformed Member Spouse/Domestic Partner

1. Combined Weight Allowances. When one spouse/domestic partner is an employee and the other a uniformed member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the GOV'T's cost liability to transport their mobile home (JFTR, par. U5505-B NOTE).
2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC.

E. Limitations

1. Reimbursement. Reimbursement is NTE what the GOV'T would incur for HHG transportation and 90-days of HHG SIT ([FTR, §302-10.1](#)).
2. Employee Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means.

C5508 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. Authorized Transportation. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. C5500-A may transport a mobile home at personal expense and be reimbursed for transportation costs IAW pars. C5508-E , C5510, and C5280-G).

B. Reimbursement. Reimbursement is NTE the amount in par. C5506-A .

C. Transportation Arrangements. The employee is responsible for making personally procured transportation arrangements for the mobile home.

D. Paying the Carrier. When paying the carrier the employee or dependent/heir ensures that:

1. The transporter's bill/invoice includes specific cost itemization of charges;
2. The carrier's preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir); and
3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation.
4. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges that would be the financial responsibility of the employee or dependent/heir.

E. Transportation Costs ([FTR, §302-10.200](#)).

1. Preparation Fees. See par. C5510-E3a for preparation fees allowed as transportation costs.

2. Costs Allowed. Reimbursement is authorized (*NTE the amount in par. C5265-A*) for the carrier's charges for:

- a. Actual mobile home transportation (NTE the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;
- b. Ferry fares; bridge, road, and tunnel tolls;
- c. Taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in/through its jurisdiction; and carrier service charges for obtaining such permits; and

d. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed ([FTR, §302-10.207](#)). Reimbursement is ***not authorized*** for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (par. C5508-D);
- b. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";
- c. Special handling costs requested by the employee;
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
- e. Storage.

C5510 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. C5275-C, C5275-D, and C5280-B. Compute distance IAW par. C2650.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. C2650.

C. Origin/Destination Is an Island within CONUS or within Alaska. The statute distance to/from the usual place of arrival/departure on the mainland is allowed.

D. Origin/Destination Not in CONUS/Alaska. The allowable distance is limited to the distance the mobile home is transported within/between any points in CONUS, within/between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance IAW par. C2650.

E. Preparation (FTR, §302-10.204).

1. Reimbursable Costs. In addition to the allowances in pars. C5510, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. C5506-E for transportation cost limitations.
2. Costs Not Reimbursable. Costs are *not reimbursable* for preparation of mobile homes located outside Alaska/CONUS for transportation/resettling outside Alaska/CONUS.
3. Preparation Costs Allowed (FTR, §302-10.204). Preparation costs include:
 - a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
 - b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
 - c. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;
 - d. HHG packing/unpacking associated with the mobile home;
 - e. Disconnecting/connecting utilities;
 - f. Skirting removal/installation labor costs;
 - g. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;
 - h. Trailer towing lights installation/removal;
 - i. Extension costs of existing water/sewer lines;
 - j. Dismantling/assembling costs for a portable room appended to a mobile home;
 - k. Expando charges;
 - l. Anti-sway device charges (*transportation expense*);
 - m. Over-dimension charges and/or permits (*transportation expense*);
 - n. Wrecker service when required (*transportation expense*);
 - o. Travel lift fees; and
 - p. Similar expenses.

F. Mobile Home Towed by POC

1. Allowances

- a. When a mobile home is towed by a POC, an allowance of \$.11/mile is paid to cover the transportation costs listed in par. C5508-E (FTR, §302-10.201).
- b. The Service/Defense Agency concerned pays the transportation preparation/resettling costs (par. C5510-E) at the destination ([FTR, §302-10.202\(b\)](#)).
- c. A POC PCS mileage allowance is paid IAW par. C2605 ([FTR, §302-10.201](#)).
- d. Distance computation ([FTR, §302-10 Subpart B](#)) is determined by the DTOD (par. C2650).

2. Preparation Costs Allowed ([FTR, §302-10.204](#)). See par. C5510-E.

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) ([FTR, §302-10.5](#))

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin in CONUS/Alaska to a destination in CONUS/Alaska.

2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for ([FTR, §302-10.200\(b\)](#)):

- a. Fuel/oil used for propulsion of the boat;
- b. Pilots/navigators in the open water;
- c. A crew;
- d. Harbor pilot charges;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges related to entry in and navigation through ports;
- g. Towing, (in tow or towing by pushing from behind); and
- h. Similar expenses.

H. Self-propelled Mobile Home Driven Overland. Reimbursement:

1. Is at the automobile mileage rate (par. C2600) for the official distance between the points authorized, or
2. Is for actual transportation costs subject to the limitation in pars. C5508-E, C5508-E3, and C5510-E; and
3. Must not exceed the amount in par. C5506-A.

I. Self-propelled Mobile Home Driven over Water (i.e., house boat). Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. C5508-E, C5508-E3, **and** C5510-E. or
2. Is the automobile mileage rate (par. C2600) per overland mile for the official distance between the authorized points; and
3. Must not exceed the amount in par. C5506-A.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. C5508-E, C5508-E3, and C5510-E. and
2. Must not exceed the amount in par. C5506-A.

C5512 GOV'T PROCURED TRANSPORTATION

A. Arrangements. The GOV'T arranges the employee's mobile home transportation by commercial/GOV'T means to/from the points authorized in this Part.

B. GOV'T's Cost Obligation. The GOV'T pays all transportation costs up to what it would have cost the GOV'T to transport the employee's PCS HHG weight allowance from the old to new PDS. These costs include pickup, transportation; and delivery of the mobile home to the destination ready for occupancy.

C. Written Agreement of Financial Responsibility. The employee or dependent/heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges and costs not allowed as listed in this par.

D. Allowance Limitations. The employee may not:

1. Receive any other allowances for the transportation involved, and
2. Transport any HHG separately at GOV'T expense.

E. Routing. Expenses for transporting a mobile home at GOV'T expense are limited to the usual highway routing in CONUS/Alaska, and through Canada between origin and destination in CONUS/Alaska.

F. Costs Allowed. Costs allowed include charges for:

1. Actual transportation;
2. Ferry fares;
3. Bridge, road, and tunnel tolls;
4. Taxes; and
5. Municipal, state, and/or local permits.

G. Costs Not Allowed ([FTR. §302-10-207](#)). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:

1. Storage accruing at any point unless caused by conditions beyond the employee's control;
2. Special handling requested by the employee;
3. Insurance/excess valuation over the carrier's maximum liability;
4. Body/chassis mobile home preparation;
5. Repairs/maintenance performed en route including:
 - a. Structural repairs,

- b. Brake repairs, and
- c. Parts/tire replacement.

6. Connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and

7. Damage/repair due to an overload condition. The employee must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges.

H. Denied Payment. When the costs in par. C5512-G are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

C5514 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS ([FTR, §302-10.203](#))

The allowances in pars. C5508 and C5510 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

C5528 EMPLOYEE DEATH ([FTR, §303-70.302](#))

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at GOV'T expense.
2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the GOV'T will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the GOV'T will move the mobile home, left behind in CONUS, for the dependents/heirs to:

- a. The actual residence (APP A), or
- b. An alternate destination,

but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.

2. Travel and transportation must begin within one year from the date of the employee's death.
3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART H: PET QUARANTINE

C5530 GENERAL

This Part clarifies pet quarantine reimbursement and/or transportation for PCS moves.

C5532 PET QUARANTINE REIMBURSEMENT

A pet quarantine charge ([B-206538, 14 September 1982](#)), that is part of a routine pet care expense, is an MEA reimbursable cost IAW pars. C5602-E7 and C5602-E8.

C5534 GENERAL PET INFORMATION

- A. GOV'T-funded Pet Transportation Not Authorized. *Pet transportation is not a separately reimbursable expense, but can be claimed under MEA IAW par. C5310-D8.*
- B. Pet Quarantine Information. The following websites contain useful information on pet quarantine:
http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports.shtml or
<http://www.cdc.gov/ncidod/dq/animal/index.htm>
- C. U.S. Fish and Wildlife (FWS) Service Requirements. A traveler transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.
- D. Contact Information
1. Returning to the U.S. with an Exotic Pet. A traveler who has questions regarding returning to the U.S. with an exotic pet should contact the FWS prior to transporting the pet(s) at, 1-800-358-2104 or (703) 358-2104.
 2. Obtaining Permits through the FWS. See <http://www.fws.gov/permits/> for obtaining permits through the FWS,3. Traveling Abroad with A Bird. A fact sheet for traveling abroad with your bird is found at .
<http://www.fws.gov/international/travel-and-trade/traveling-with-your-pet-bird.html>.
 4. Convention on International Trade in Endangered Species (CITES). Applications for travel with pet birds and other CITES listed species is found at <http://forms.fws.gov/3-200-46.pdf>.
- E. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any cost related to these exclusions is the traveler'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. TQSA or TQSE – lodging expense incurred for the employee's pet (e.g., a second hotel room). Adopted from [GSBCA 15843-RELO, 24 July 2002](#).
 3. Kennel/boarding fees (e.g., traveler pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the traveler's residence). Adopted from [GSBCA 16104-RELO, 19 June 2003](#).
 4. Non-transportation and handling pet related expenses (e.g., boarding fees, inoculations, country entry fees, and examination costs which are necessary to bring a pet to the new PDS). Adopted from [GSBCA 16827-RELO, 14 April 2006](#).

C5536 TRAVELER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When traveler and/or dependent transportation includes a pet shipment, see the **NOTE** in APP P1-A6a.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART I: TEMPORARY LODGING

SECTION 1: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) GENERAL INFORMATION

C5542 PURPOSE

Except as prescribed in par. C5546-E, TQSE is a *discretionary, not mandatory*, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy *temporary lodging incident to a PCS move*.

C5544 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and
2. TQSE(LS). Lump sum payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. C1260 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, *not the employee*, determines if TQSE is necessary.
2. TQSE Authority. TQSE must be authorized *before* temporary lodging is occupied and *may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. C5364-B*. See [CBCA 2311-RELO, 19 April 2011](#).
3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).
4. Denied Reimbursement
 - a. The AO may deny reimbursement of any claimed TQSE lodging/meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid.
 - b. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply.
 - c. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee.
 - d. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.
 - e. See DoDFMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. C2705.
 - f. See GSCBA decisions: [15583-RELO, 14 August 2001](#), [15818-RELO, 20 May 2002](#), and [16076-RELO](#).

[27 August 2003](#).

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method *before any part of the travel order (including the HHT) has been executed* is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed *if the travel order (including the HHT) has been executed*. See par. C5544-D5c below for an exception based on clerical error.

c. Travel Order Error

(1) IAW GSBICA [16793-RELO, 23 Jan 2006](#), changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order.

(2) GSBICA 16793-RELO states, "As DoD points out in its submission to us, as a general rule, a DoD COMPONENT may not retroactively change a travel order.

(3) An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBICA [16437-RELO, 22 Sep 2004](#).

C5545 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBICA [14888-RELO, 10 May 1999](#)).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction.

(1) An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order.

(2) TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate if the employee chooses to have a house built if there is an existing inventory of affordable housing.

(3) See par. C5570- B2a(2) ICW delayed occupancy of new permanent private sector housing because of unanticipated problems.

2. The AO may determine that temporary lodging initially occupied that eventually becomes an employee's permanent private sector housing was temporary lodging for a specific time period after considering:

a. Lease duration,

- b. HHG movement into the lodging,
- c. Lodging type,
- d. Expressions of intent,
- e. Attempts to secure permanent private sector housing, and
- f. Time length the employee occupied the lodging.

NOTE: See GSBICA [15986-RELO, 24 February 2003](#) for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

C5546 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;
2. A PCS is authorized and the *new* PDS is located in CONUS or in a non-foreign OCONUS area. *The old PDS may be anywhere in the world.;*
3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;
4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;
5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and
6. TQSE starts no later than 1 year after the employee's effective date of transfer, unless that time is extended as in par. C5018.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized *only* if the AO is convinced that the circumstances:
 - a. Are unique to the individual employee and/or dependents,
 - b. Are reasonably related to the transfer,
 - c. Have been adequately reviewed, and
 - d. Justify TQSE payment (FTR §302-6.9) ([CBCA 3319-RELO, 1 November 2013](#)).
2. Vacations. *A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).*

C. Exclusions. *TQSE is not authorized for a/an: (Also, see par. C4905-C3.)*

1. New appointee assigned to a first PDS;

2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. C4900; or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA [15569-RELO, 12 July 2001](#)).

D. Restrictions. *As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:*

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

1. General

- a. TQSE will be paid by the gaining activity when an employee returning from an assignment in a foreign area is placed through the PPP.
- b. For such moves, TQSE is a non-discretionary allowance and must be authorized and paid by the gaining activity when the employee meets the eligibility requirements in par. C5096.
- c. TQSE for PPP is authorized, in part, IAW procedures outlined in Ch 5, Part H; with the exception of TQSE(AE).
- d. *AOs may authorize/approve TQSE(AE) for a total NTE 60 days including the initial TQSE(AE).*

2. Initial TQSE(AE) Period

- a. TQSE(AE) must be authorized for 30 consecutive days, but only for the time that temporary lodging occupancy is necessary.
- b. Extensions may be authorized only if the AO determines there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy.
- c. *TQSE(AE) is limited to no more than 60 days for a PPP move.*

3. TQSE(LS)

- a. The AO, *not the employee*, determines if TQSE(LS) is offered.
- b. If the AO offers, and the employee accepts TQSE(LS), it must be authorized for 30 days.
- c. *TQSE(LS) is limited to 30 days, with no extensions under any circumstances.*

C5548 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE *may be paid* in addition to:

a. COLA payable under the DSSR (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances ([52 Comp. Gen. 962 \(1973\)](#)).

c. TLA (see JFTR, Ch 9, Part C) and TLE (see JFTR, Ch 5, Part H) as long as payments cover different expenses. *Duplication of allowances 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 \(1975\)](#)).

2. Unauthorized. *TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).*

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. *Not be paid* for that location, *but*

2. *Be paid* for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA [798-RELO, 7 November 2007](#).

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2) unless a DoD COMPONENT determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date (DSSR 122.2. See CBCA [1214-RELO, 6 November 2008](#)).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part O.

C5550 DOCUMENTATION

The [DD Form 2912, Claim for Temporary QTRS Subsistence Expense \(TQSE\)](#) is available to document TQSE expenses for reimbursement.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART I: TEMPORARY LODGING

SECTION 2: LUMP SUM TQSE (TQSE(LS))

C5552 TQSE(LS) OPTION

TQSE(LS) is a fixed amount payment that is always based on the PDS location maximum per diem that is in effect on the date that the fixed offer was accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) ([CBCA 2189-RELO, 12 September 2011](#)).

C5554 AUTHORITY

- A. General. The AO, *not the employee*, determines if TQSE(LS) is offered.
- B. Considerations. The following factors must be considered before authorizing TQSE(LS):
 1. General
 - a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(LS) amount, instead of TQSE(AE).
 - b. TQSE(LS) may be authorized for the number of days the AO determines necessary, NTE 30 days.
 2. Administration Ease
 - a. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(LS) because receipts and supporting statements are not required.
 - b. The employee is paid prior to the occupancy of temporary lodging and the after the fact voucher process is eliminated under this method.
 3. Cost Considerations. TQSE(LS) is:
 - a. Limited to no more than 30 days, with no extensions under any circumstances.
Effective date of transfer of 1 August 2011 or later.
 - b. Based on either the old or new PDS location maximum per diem rate that is in effect on the date that the fixed offer is accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) ([CBCA 2189-RELO, 12 September 2011](#)), or a combination, depending on where temporary quarters will be occupied.
 4. Employee Choice
 - a. TQSE(LS) is based on a specific percentage of the locality per diem rate.
 - b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel authorization.
 - c. The TQSE(LS) option is only an offer and the employee is not obligated to accept it. An employee may decline the TQSE(LS) offer and choose to be reimbursed by TQSE(AE).

d. *If the AO inadvertently fails to offer an employee TQSE(LS) and the employee's PCS travel order reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee's PCS travel order to permit the TQSE(LS) option if requested by the employee. ([GSBCA 15902-RELO, 21 March 2003](#))*

C5556 LIMITATIONS

Effective date of transfer of 1 August 2011 or later.

A. Payment Limitation

1. Temporary lodging must be occupied for TQSE(LS) to be paid ([GSBCA 16803-RELO, March 20, 2006](#)/[GSBCA 15573-RELO, February 12, 2002](#)).
2. The employee must sign a statement, which must be included as part of the service agreement, asserting the employee will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expense incurred, the employee must return the TQSE(LS) payment.
3. *Under no circumstances may TQSE(LS) be paid for more than a total of 30 days.*
4. TQSE(LS) is paid for **up to** 30 days. The number of days offered is prospective and must be established in advance.
5. Once TQSE(LS) is selected, the employee may not be paid any additional TQSE if the TQSE(LS) is not adequate to cover TQSE expenses.
6. TQSE(LS) is a fixed amount payment based on the old or new PDS locality per diem rate, or a combination (see par. C5554-B3b) in effect when the TQSE(LS) offer is accepted by the employee. The fixed amount payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer. The [per diem rates](#) used in the following example(s) are for illustrative purposes only.
 - a. Example 1. An employee accepts the TQSE(LS) payment method on 1 February, during the winter season, with a travel date of 18 June, during the summer season. The new PDS rate at the time of the offer acceptance was \$173. The summer rate that was in effect on 1 February for 1 May to 30 September, during the offer acceptance was \$282. The employee TQSE(LS) rate should be paid based on the summer per diem rate of \$282 that was in effect on the date that the fixed offer was accepted ([CBCA 2189-RELO, 12 September 2011](#)).
 - b. Example 2. An employee accepts the TQSE(LS) payment method on 1 August, with a travel date of 9 October. The new PDS per diem rate at the time of offer acceptance was \$173. A new rate was published on 1 October, changing the rate from \$173 to \$200. The employee per diem rate should be paid based on the rate of \$173 that was in effect on the date that the lump sum offer was accepted. TQSE(LS) is a lump-sum payment based on the PDS locality per diem rate in effect when the TQSE(LS) offer is accepted by the employee. The lump-sum payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer.
7. The employee should retain lodging receipts or other proof that temporary lodging was occupied in case the agency requests proof temporary lodging was occupied for at least one night. Without sufficient proof, the agency may require TQSE(LS) repayment.

B. Time Limitation. The agency cannot impose limitations on the TQSE(LS) start date ([GSBCA 16267-RELO, 10 December 2003](#)).

C. Erroneous Advice Information

1. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(LS) method and was authorized TQSE(LS) for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(LS)) problem (the employee inferred TQSE(LS) would continue beyond 30 days. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days.

2. *The employee may not be paid for the additional twelve days.*

3. *Erroneous advice provided by GOV'T officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists. ([GSBCA 16437-RELO, 22 September 2004](#))*

C5558 ELIGIBILITY PERIOD

The AO determines what TQSE(LS) time period is necessary and authorized *NTE 30 days*.

C5560 RECEIPTS AND SUPPORTING DOCUMENTATION

Receipts and supporting documentation are not required for TQSE(LS) payment.

C5562 PAYMENT

If the TQSE(LS) amount is more than adequate to cover the employee's TQSE expenses, *any balance belongs to the employee* ([GSBCA 16208-RELO, 24 October 2003](#)/[GSBCA 16408-RELO, 14 July 2004](#)/[GSBCA 16420-RELO, 15 July 2004](#)), provided that temporary lodging was occupied ([GSBCA 16803-RELO, 20 March 2006](#)/[GSBCA 15573-RELO, 12 February 2002](#)). **Example:** If employee is authorized 15 days TQSE(LS), but only stays in temporary lodging for 10 days, the employee keeps the remaining 5 days TQSE.

C5564 COMPUTATION

A. HHT. *The number of days paid or reimbursed for a HHT are not deducted from TQSE(LS)*. See Ch 5, Part M for HHT.

B. Payment Basis. TQSE(LS) payment is based on the total number (employee and dependents) *actually moving* to the new PDS, *not* the number of individuals actually occupying temporary lodging.

1. Example 1: An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(LS) payment is based on the employee plus 3 dependents.

2. Example 2: An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does *not* move to the new PDS. The TQSE(LS) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(LS) attributable to the dependent who did not move.

C. TQSE(LS) Per Diem Rates/Percentages. *The per diem rates used in the following example(s) are for illustrative purposes only.*

1. Per Diem Rate Used. The per diem rate used for TQSE(LS) payment is either the maximum old or new PDS (see par. C5554-B3b) locality per diem rate (CONUS or OCONUS).

2. Percentage Paid. The maximum allowable daily amount is:

a. Employee. For an employee, the daily rate is 75% of the maximum per diem rate. *Example: If the new PDS is in a locality at which the per diem rate is \$100, the maximum daily rate = \$75 (based on the daily*

per diem rate of \$100).

b. Each Dependent. For a dependent, the daily rate is 25% of the daily maximum per diem rate. *Example: If temporary lodging is used at a new PDS locality at which the per diem rate is \$100, the maximum daily rate = \$25 (based on the daily per diem rate of \$100).*

D. TQSE(LS) Computation Chart

Authorized Traveler	Locality Per Diem Rate (for new PDS)	Percentage Rate Authorized	Days Authorized	Number of Travelers	Formula	Total Payment
Employee	\$136	.75	30	1	$((\$136/\text{day} \times .75) \times 30 \text{ days}) \times 1 =$	\$3,060
Dependent	\$136	.25	30	4	$((\$136/\text{day} \times .25) \times 30 \text{ days}) \times 4 =$	\$4,080
Total TQSE(LS) Pmt						\$7,140

E. TQSE(LS) Computation Example. The following is an example of how TQSE(LS) payment is calculated.

1. Data Used

- a. Number of days authorized for TQSE(LS) = 30 days.
- b. Locality per diem rate = \$90 (lodging) + \$46 (M&IE) = \$136 total per diem.
- c. Employee percentage = 75%.
- d. Dependent percentage = 25%.
- e. Number of dependents = 4.

2. Employee Calculation

- a. Multiply the maximum per diem rate (\$136) by .75. **\$136/day x .75 = \$102/day.**
- b. Multiply the answer in par. C5564-E2a (\$102) by the number of days authorized (30). **\$102/day x 30 days= \$3,060.**
- c. In this example, the employee's TQSE(LS) payment is **\$3,060.**

3. Dependents Calculation

- a. Multiply the maximum per diem rate (\$136) by .25. **\$136/day x .25 = \$34/day.**
- b. Multiply the answer in par. C5564-E3a (\$34) by the number of days authorized (30). **\$34/day x 30 days = \$1,020.**
- c. In this example, each dependent's TQSE(LS) payment is **\$1,020.**
- d. In this example, the four dependents' total TQSE(LS) payment is **\$4,080 (4 dependents x \$1,020/dependent).**

4. Total Payment. In this example the employee's TQSE(LS) payment is \$3,060 for the employee and \$4,080 for four dependents, for a total TQSE(LS) payment of **\$7,140 (\$3,060 + \$4,080).**

CHAPTER 5: PERMANENT DUTY TRAVEL

PART I: TEMPORARY LODGING

SECTION 3: TQSE ACTUAL EXPENSE (TQSE(AE))

C5566 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. \$123 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2010), or
2. PDS locality (not the lodging location) [per diem rate](#) for temporary lodging occupied in OCONUS localities.

B. AEA. *AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).*

C5568 AUTHORITY

A. General. The AO, *not the employee*, determines if TQSE(AE) is necessary.

B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and
2. Authorization is determined on a case-by-case basis.

C5570 LIMITATIONS

A. Payment Limitation. *Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.*

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (*i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved*). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

(2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); ([GSBCA 15455 –RELO, 26 June 2001](#), [GSBCA 16646 - RELO, 8 August 2005](#), and JTR, par. C5545-B1c).

- (3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;
 - (4) Sudden illness, injury, or death of the employee or of an immediate family member; and
 - (5) Similar factors.
- b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.
 - c. TQSE(AE) period extensions are not automatic and must be held to a minimum.
 - d. *TQSE(AE) must never be paid for more than a total of 120 days.*

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee's justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel written material.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. C5545-B applies, from the date the HHG are delivered.

C5572 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.
2. Must begin within 1 year after the employee's effective date of transfer, unless that time is extended as indicated in par. C5018.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.
2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:
 - a. Travel between the old and new PDS (actual travel time);
 - b. Necessary official duties such as an intervening TDY assignment/military duty; or
 - c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. C5572-B2 above:

- a. The absence period is excluded from the authorized time for temporary lodging occupancy;
- b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
- c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

- a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.
- b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.
- c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging ([69 Comp. Gen. 72 \(1989\)](#)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first ([FTR §302-6.108](#)) ([CBCA 1941-RELO, 5 October 2010](#)).

C5574 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. C5574-A2 and C5574-A3.
2. Receipts. DoDFMR 7000.14-R, Volume 9 requires a receipt for:
 - a. Lodging costs paid, showing location, dates, and by whom occupied;
 - b. Any single expense of \$75 or more (including a single meal expense of \$75 or more).
3. Supporting Statement. The supporting statement must include:
 - a. The cost of each meal, for each day, by date, and where and by whom consumed;
 - b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and
 - c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.

B. Submitting TQSE(AE) Claims. The DD Form 2912, Claim for Temporary Quarters Subsistence Expense (TQSE), <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>, is used to document TQSE expenses for reimbursement.

C5576 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
 - a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. C5572);
 - b. A reasonable amount; and
 - c. Substantiated.
3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. C5544-D4).
 - a. **Example 1**. An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of \$75 or more to determine the appropriate reimbursement, IAW par. C2710-A2.
 - b. **Example 2**. An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of \$75 or more to determine the appropriate reimbursement IAW par. C2710-A2.

B. Actual Expenses Allowed. TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign OCONUS area, the value added tax (VAT) relief certificate cost if the certificate is used to avoid paying the lodging taxes);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging ([B-217435, 29 August 1985](#)), **NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.**; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing ([B-217435, 29 August 1985](#)).

C. Excess Expenses. Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee's financial responsibility.

D. Lodging with a Friend or Relative. When an official traveler lodges with a friend or relative - with or without charges - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount ([GSBCA 16836-RELO, 5 June 2006](#)). A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, as appropriate, if otherwise eligible.

NOTE: If the friend or relative is in the business of renting on a regular basis the lodging involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply (GSBCA 14398-TRAV, 24 Feb 1998).

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf>).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, *unless* TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day ([FTR §302-6.110](#)). Par. C5548 explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. C4160-A ([50 Comp. Gen. 647 \(1971\)](#), [52 id. 730 \(1973\)](#), [CBCA 1573-RELO, 17 November 2009](#), [B-191831, 8 May 1979](#), [B-215055, 7 February 1985](#), and [GSBCA 15289-RELO, 1 February 2001](#)). ***An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.***

1. Computation Rules. **Step 1:** Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. **Step 2:** Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. **Example 1**. The employee claimed \$960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - \$800 and utilities - \$160. The actual TQSE daily lodging cost is \$48 (\$960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid \$960 (\$48/day x 20 days) for lodging during the authorized TQSE period.

b. **Example 2.** The employee claimed \$500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - \$350 -, utilities - \$90, and mandatory GOV'T fees - \$60. The actual TQSE daily lodging is \$12.50 (\$500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid \$375 (\$12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. C4165-B when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the employee's primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

C5578 COMPUTATION

A. TQSE(AE) Calculation

1. HHT Deduction

a. General

(1) If an employee is paid/reimbursed for HHT days and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging-Plus' or lump sum basis) are deducted from the first authorized 30-day TQSE(AE) period (Ch 5, Part M - HHT).

(2) For example, if an employee is:

(a). Paid for 5 days of a HHT, then deduct 5 days from the first authorized 30 day TQSE(AE) period;

(b) Paid for 6 days of a HHT, then deduct 6 days from the first authorized 30 day TQSE(AE) period; or

(c) Reimbursed for a 10-day HHT, then deduct 10 days (or the actual number of days used/reimbursed, whichever is less) from the first authorized 30 day TQSE(AE) period.

b. Example 1 -- Authorized 10 days for HHT ('Lodging-Plus' Method) and 60 days TQSE(AE)

9 days were used and reimbursed for the HHT. Pay 9 days for the HHT and reimburse actual expenses for 51 days (60 - 9 day HHT) TQSE(AE) (Since TQSE(AE) was authorized and claimed for more than 30 days, the 9 days paid for the HHT must be deducted from the first 30-day authorized TQSE(AE)) period.

First 21 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed for the first 30 days in par. C5578-A2c.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

Employee was authorized an additional 60 days TQSE(AE) under par. C5570-B2. Employee occupied temporary lodging for the additional 60 days. Reimburse actual expenses (par. C5576-B) for each of these 60 days in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the 2nd 30 days.

NOTE: The deduction for the 9-day HHT is made from the first 30 days authorized for TQSE(AE). The employee was paid for a 9-day HHT and reimbursed for 111 (51 + 60) days TQSE(AE).

c. Example 2 -- Authorized 10 days for HHT ('Lodging-Plus' Method) and 30 days for TQSE(AE)

5 days were used and reimbursed for the HHT and temporary lodging was occupied for 27 days.

Pay 5 days for the HHT and reimburse actual expenses for 27 days TQSE(AE) that temporary lodging was occupied (TQSE(AE) authorization was up to 30 days – no deduction is made for the 5 days reimbursed for the HHT since authorized TQSE(AE) was not for more than 30 days).

27 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

d. Example 3 -- Authorized a HHT (Lump Sum) for the spouse (paid at the 5 multiplier rate (par. C5624-B2b)) and 60 days for TQSE(AE)

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 58 days. Pay HHT allowances as authorized under par. C5668-B3b and TQSE(AE) for 55 days (since TQSE(AE) was authorized for more than 30 days, the 5 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 5 days when HHT(Lump Sum) is paid under par. C5668-B3b).

First 25 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

NOTE: The number of days authorized for TQSE(AE) is reduced for the entire family when either the employee or spouse or both make a HHT.

e. Example 4 -- Authorized a HHT (Lump Sum) for the employee and spouse (paid at the 6.25 multiplier rate (par. C5624-B2a)) and 60 days for TQSE(AE)

10 days were used and reimbursed for the HHT and temporary lodging was occupied for 65 days. Pay HHT allowances as authorized under par. C5668-B3a and reimburse actual expenses for TQSE(AE) for 54 days (since TQSE(AE) was authorized for more than 30 days, the 6 days paid for the HHT (Lump Sum) must be deducted from the first authorized 30-day TQSE(AE) period - the deduction is 6 days in this instance when HHT (Lump Sum) is paid under par. C5668-B3a).

First 24 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

f. Example 5 -- Authorized a HHT (Lump Sum) for employee and spouse (par. C5624-B2a) and 25 days TQSE(LS) for the employee and dependents

8 days were used and reimbursed for the HHT and temporary lodging was occupied for 20 days. Since there are no HHT deductions from TQSE(LS) and the actual number of days spent in temporary lodging is not relevant, pay HHT (Lump Sum) as indicated in par. C5668-B3a and TQSE(LS) for 25 days as indicated in par. C5564.

NOTE: (a) There is no deduction from the number of days authorized for TQSE(LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT ('Lodging-Plus' Method) for a HHT, and (b) TQSE(LS) is paid for the number of days authorized not the number of days temporary lodging was occupied.

g. Example 6 -- Initially Authorized a 10-day HHT ('Lodging-Plus' Method) and 30 days for TQSE(AE) and then authorized an additional 30 days TQSE(AE) under par. C5570-B2

10 days used and reimbursed for a HHT and temporary lodging was occupied for 58 days. Pay HHT allowances for 10 days and reimburse actual expenses for TQSE(AE) for 50 days (since TQSE(AE) was authorized for more than 30 days, the 10 days paid for the HHT must be deducted from the first authorized 30-day TQSE(AE) period).

First 20 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2c for the first 30 days.

Next 30 days TQSE(AE): Reimburse actual expenses (par. C5576-B) for each day in an amount NTE the applicable daily rates prescribed in par. C5578-A2d for the second 30 days.

2. Per Diem Rates. The per diem rates used for computation are:

a. CONUS. \$129, Standard CONUS per diem rate (*effective 1 October 2013*).

b. OCONUS (Non-foreign OCONUS and Foreign Areas). The PDS locality (not the lodging location) [per diem rate](#) in effect on the days temporary lodging is occupied.

c. First 30 Days

(1) Employee/Unaccompanied Spouse. The daily rate cannot exceed the maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from the employee's).

(2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 75% of the daily maximum per diem rate for a spouse/domestic partner who accompanies an employee.

(3) Dependent Age 12 or Older. The daily rate cannot exceed 75% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is age 12 or older.

(4) Dependent under Age 12. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent who is under age 12.

NOTE: The maximum daily rates for the first 30 days (based on the daily per diem rate of \$123) in pars. C5372-A2a through C5372-A2d are \$123, \$92.25, \$92.25, and \$61.50, respectively, if the temporary lodging is occupied in CONUS.

d. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

- (1) Employee/Unaccompanied Spouse/Domestic Partner. The daily rate cannot exceed 75% of the daily maximum per diem rate for an employee/unaccompanied spouse/domestic partner (the spouse/domestic partner must occupy temporary lodging in a location separate from employee's).
- (2) Spouse/Domestic Partner Accompanying the Employee. The daily rate cannot exceed 50% of the daily maximum per diem rate for a spouse/domestic partner who accompanies the employee.
- (3) Dependent Age 12 or Older. The daily rate cannot exceed 50% of the daily maximum per diem rate for each dependent, other than a spouse/domestic partner, who is 12 or older.
- (4) Dependent under Age 12. The daily rate cannot exceed 40% of the daily maximum per diem rate for each dependent under age 12.

NOTE: *If the temporary lodging is in CONUS, the maximum daily rates for additional days (based on the daily per diem rate of \$116) in pars. C5372-A2a through C5372-A2d are \$92.25, \$61.50, \$61.50, and \$49.20 respectively.*

e. 60-120 Days. When the AO authorizes a time extension (in TQSE(AE)) for temporary lodging occupancy beyond the first 60 days (**never to exceed an additional 60 days**), the additional days must be computed at the same rates allowed for the second 30-day period in par. C5578-A2d above. **The total time period for which TQSE(AE) may be paid may never exceed 120 days.**

B. Computation Examples

1. TQSE(AE) Calculation Chart. The Standard CONUS per diem rate (currently \$123) used in the following chart applies when temporary lodging (TQSE(AE)) is in CONUS. Use the applicable locality per diem rate when temporary lodging is located OCONUS. **AEA (Ch 4, Part C) may not be authorized/approved for TQSE(AE).**

Standard CONUS Per Diem Rate	First 30 Days		After 30 Days	
	Formula	Maximum Reimbursement	Formula	Maximum Reimbursement
\$123 (Eff 1 October 2010)				
Employee or Unaccompanied Spouse/Domestic Partner	\$123	\$123	\$123 x 75%	\$92.25
Accompanying Spouse/Domestic Partner	\$123 x 75%	\$ 92.25	\$123 x 50%	\$61.50
Dependent 12 and older	\$123 x 75%	\$ 92.25	\$123 x 50%	\$61.50
Dependent under 12	\$123 x 50%	\$ 61.50	\$123 x 40%	\$49.20

2. TQSE(AE) Example 1. An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of \$44.50, \$43.20, \$44.20, \$46.20 and \$45.20. The total is \$223.30. The applicable maximum TQSE(AE) equals \$123/day x 5 days (\$615). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is \$223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., \$600), TQSE(AE) is limited to \$580. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

3. TQSE(AE) Example 2. The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

4. **TQSE(AE) Example 3.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock 'stops' for the en route travel). **NOTE: This is true for PCS or TCS travel.**

5. **TQSE(AE) Example 4.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

6. **TQSE(AE) Example 5.** An employee travels to a new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period ([B-247061, 6 May 1992](#)).

7. **TQSE(AE) Example 6.** An employee travels to the new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is \$123 (\$77/ \$46) and the TQSE(AE) monthly lodging cost at the new PDS is \$900/month. The employee's actual TDY lodging cost \$60 x 4 nights (\$240) making \$240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of \$30/day (\$900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodging would have resulted in a TQSE(AE) lodging charge of \$45/day (since the monthly rate would not have been offered) for the actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days ([GSBCA 16430-RELO, 13 October 2004](#)).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART I: TEMPORARY LODGING

SECTION 4: FOREIGN OCONUS TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

C5580 TQSA

TQSA is intended to assist in covering the cost of accommodations in a hotel, pension, or other transient-type quarters at a new foreign OCONUS PDS, plus reasonable meal and laundry expenses.

See pars C5092-B4b, C5548, and the DSSR 124.2 for more information on TQSA.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART J: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

C5598 GENERAL

Effective date of transfer of 1 August 2011 or later.

A. Purpose. MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Ch 5, Part G for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see [DSSR](#), [FTA](#) and [HSTA](#) sections 240 and 250.

C5600 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,
2. An appropriate service agreement is signed,
3. The employee moves out of the old residence, and,
4. The employee establishes a new temporary or permanent residence (GSBCA [16018-RELO, 15 August 2003](#)).

B. Employees Not Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. New Appointee
 - a. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);
 - b. See par. C5094 New Appointee and Student Trainee Appointments and Assignments to the First PDS.
 - c. A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). See DSSR, Section 240.
2. Employee. An employee:
 - a. Performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;
 - b. Assigned to an OCONUS PDS returning to the actual residence for separation; and
 - c. Authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4900.

C5602 REIMBURSEMENT

A. MEA Amounts Based on PCS Order Effective Date of Transfer

1. PCS Orders with Effective Date of Transfer *before* 18 July 2011. Use the old MEA rates of \$500 and \$1,000.
2. PCS Orders with Effective Date of Transfer *on/after* 18 July 2011. Use the new MEA rates of \$650 and \$1,300.

B. General

1. MEA Amounts. The 'flat payment' MEA amounts are \$650 and \$1,300.
2. Two Employees in One Household
 - a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee ([FTR §302-3.201](#)).
 - b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the *with dependent rate* (see [FTR §302-3.202](#)).
 - c. Even if each employee, without dependents, has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees ([73 Comp. Gen. 164 \(1994\)](#)).
 - d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBICA [16608-RELO, 3 August 2005](#). An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.
 - e. **EXCEPTION:** A first appointee assigned to an OCONUS PDS is paid IAW the [DSSR, Sec. 241.2](#) if paid under the FTA Rule. See par. C1260.

C. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without Dependents. Pay the lesser of \$650 or the equivalent of 1 week's basic compensation;
2. Employees with Dependents. Pay the lesser of \$1,300 or the equivalent of 2 week's basic compensation; or
3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of \$650 or the equivalent of 1 week's basic compensation.

a. When an employee:

- (1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
- (2) Relocates the dependents or HHG within the 1-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5602-C2.

b. An employee is authorized MEA at the with dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ([B-184558, 12 August 1976](#)).

c. An employee is authorized MEA at the "without dependents rate" if the employee's dependents return early IAW par. C5112-H and do not relocate the household when the employee returns and is authorized PCS allowances ([B-194061, 12 September 1979](#)). For an employee to be authorized MEA at the "with dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

D. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. C5602-C if the:
 - a. Claim is supported by evidence of expenses incurred, and
 - b. Total amount does not exceed the employee's basic salary rate of:
 - (1) 1 week if the employee is without dependents, or
 - (2) 2 weeks if the employee has dependents who were relocated.
2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.
3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in [5 USC §5332](#).
4. A claim for more than the amount authorized in par. C5602-C must be justified.

E. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. Non refundable utility fees/deposits;
4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment ([CBCA 2701-RELO 26 July 2012](#)), and private institutional care (such as that provided for handicapped or invalid dependents only);
5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS/non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS/non foreign OCONUS area for non participants in the DoD POV Import Control Program ([62 Comp. Gen. 282 \(1983\)](#));
6. Rental agent fees customarily charged for securing housing in foreign countries;
7. Pet quarantine charges ([B-206538, 14 September 1982](#)) *excluding* medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. C5530.;
8. Pet transportation (cats, dogs, and other house pets) ([FTR §302-16.1](#)); Other animals (horses, fish, birds,

various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;

GSBCA Ruling Involving Costs Related to “UK Pet Scheme”

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK’s requirements for bringing pets into the country. The expenses, totaling \$906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee’s travel voucher included the above listed expenses as itemized miscellaneous expenses. The employee’s agency reimbursed a total of \$1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA [16827-RELO, 14 April 2006](#)).

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights ([56 Comp. Gen. 53 \(1976\)](#)));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA [16104-RELO, 19 June 2003](#));

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA [16104-RELO, 19 June 2003](#));

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the GOV’T’s interest (GSBCA [16351-RELO, 1 April 2004](#));

Effective date of transfer of 1 August 2011 or later.

13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

F. **Non Reimbursable Costs.** MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;
2. Costs that are not allowed in JTR;
3. Costs reimbursed under other provisions of law or JTR;
4. Costs incurred for reasons of personal taste or preference and not required because of the move;
5. Losses covered by insurance;
6. Fines or other penalties imposed on the employee or dependents;
7. Judgments, court costs, and similar expenses because of civil actions;
8. Expenses due to circumstances, factors, or actions that were not due to the move;
9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;
11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;
13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;
14. Fines imposed for traffic infractions while en route to the new PDS;
15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;
16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;
17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;
18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;
19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary QTRS;
20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station ([CBCA 2660-RELO, 26 January 2012](#));
21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and
22. Costs of newly purchased items, such as rugs or drapes.

G. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in [DoDFMR Vol. 9](#) for costs associated with relocation,
2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and
3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART K: SERVICE AGREEMENTS

SECTION 1: GENERAL

C5604 SERVICE AGREEMENT

A. General (FTR, §302-2.12)

1. Service Agreement. A service agreement is a written agreement, prepared IAW personnel regulations, between the employee and the employee's agency, signed by the employee and an authorized agency representative, stating that the employee agrees to remain in GOV'T service for a period of time specified in par. C5624-B, after the employee has relocated.

2. Loss of Allowances. All or part of these travel and transportation allowances may be lost under certain conditions. See par. C5576.

Effective date of transfer of 1 August 2011 or later.

3. Disclosure Statement. A service agreement must include/have appended, a disclosure statement IAW par. C5604-H.

4. Agreement Forms. See par. C5562.

B. Failure to Sign a Service Agreement (FTR, §302-2.17). If an employee fails to sign a service agreement, the GOV'T is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee's:

1. Travel and transportation allowances,
2. Dependents, and
3. HHG.

D. Renewal Agreement. A renewal agreement:

1. Establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment.
2. Does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.
2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.
3. This agreement may be an initial agreement or a renewal agreement.

F. More than One Service Agreement (FTR, §302-2.19). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.18). Service agreements that are already in effect cannot be voided by subsequent service agreements.

Effective date of transfer of 1 August 2011 or later.

H. Reimbursement Disclosure Statement

1. The employee must sign a statement certifying:
 - a. The employee and/or dependents have not/will not accept duplicate reimbursement for the employee's relocation expenses
 - b. That to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses.
2. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

C5606 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT

A. General. Agreements must be negotiated by personnel designated by the DoD COMPONENT concerned.

B. Designated Personnel. For all DoD COMPONENTS, the following have authority to negotiate agreements:

1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
2. Any civilian personnel office employee designated to act for a commanding officer in effecting appointments, and
3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

C5608 ACTUAL RESIDENCE (FTR, §302-2.15)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

C5610 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

1. Authorized transportation to the first PDS must be from the appointee's actual residence at the time of selection/assignment.
2. The actual residence is the location at which the appointee lived before selection for the appointment/assignment.
3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.
4. Whether the college location at which a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.

B. OCONUS Employment

1. General

a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

b. The GOV'T's obligation for travel and transportation allowances for travel to:

- (1) An OCONUS PDS upon assignment,
- (2) Round trip travel and transportation allowances under a renewal agreement, or
- (3) Return travel and transportation allowances for separation

is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.

d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.

e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.

f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

a. Ordinarily, the actual residence is the:

- (1) Fixed residence where dependents and HHG are maintained at the time of an individual's appointment/transfer to an OCONUS position, and/or
- (2) Place from which transferred or appointed.

b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:

- (1) Establish residence at a certain location, or
- (2) Visit a certain location,

must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.

c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:

- (1) Home ownership;
- (2) Previous residence;
- (3) Temporary employment in city from which recruited;

- (4) Employment requiring residence apart from the family;
 - (5) The employee's voting residence; and
 - (6) The jurisdiction(s) to which the employee pays taxes.
- d. Additional factors, in the case of a local hire, are:
- (1) The length of absence from the claimed place of residence;
 - (2) The reasons for such absence; and
 - (3) Whether a residence has been maintained to which the individual expects to return.
- e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:
- (1) Established residence locally OCONUS,
 - (2) Participated in local elections, or
 - (3) Obtained waiver of U.S. tax liability based on foreign residence ([35 Comp. Gen. 244 \(1955\)](#); [37 id. 846 \(1958\)](#)).

The conditions in par. C5620 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

- a. When actual residence is determined IAW par. C5610-B2, a change:
 - (1) Is not authorized during a continuous period of OCONUS service, and
 - (2) May not be approved except in case of an error. ([35 Comp. Gen. 101 \(1955\)](#); [39 id. 337 \(1959\)](#)).
- b. Errors must be corrected in the agreement to show the employee's correct actual residence.

C5612 SERVICE AGREEMENT REQUIREMENTS ([FTR §302-2.100\(e\)](#); [2.100\(f\)](#))

Agreement requirements are premised on the employee's status as outlined in the following table:

<u>Situation</u>	<u>Agreement</u>
1. Individual locally employed initially by DoD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. C5620).	1. No service agreement requirement
2. Individuals locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5620).	2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
3. Individual locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. C5620) and OCONUS prior service credit requirements (par. C5624-C7).	3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
4. DoD employee at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD COMPONENT within the same or a different OCONUS geographical locality (par. C5624-C3).	4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the tour of duty at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.
5. Employee initially hired locally by DoD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD COMPONENT).	5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.
6. Employee initially hired locally by DOD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD COMPONENT) (par. C5624-C7).	6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the tour of duty at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.

<p>7. DoD employee at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD COMPONENT). See par. C5624-C8.</p>	<p>7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for PCS allowances to be authorized to the new PDS. A release from the tour of duty requirement for the GOV'T's convenience without penalty provisions (par. C5628) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment/transfer. Unless released from the tour of duty requirement, failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p> <p><u>Example 1.</u> If the employee completes the initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Employee was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Employee completes 40 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x).</p> <p><u>Example 2.</u> If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS cost of this second PCS move. Employee completes 20 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as well as return to CONUS if appropriate for failure to complete both service agreements.</p>
<p>8. DoD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (par. C5022), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD COMPONENT.</p>	<p>8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.</p>

<p>9. A DoD employee at an OCONUS PDS, who completes a prescribed tour of duty, does not perform RAT (par. C5022), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD COMPONENT.</p>	<p>9. Service agreement required to serve the tour of duty in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p><u>Example 1:</u> An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the tour of duty at the old PDS (18 months) is 18 months.</p> <p><u>Example 2:</u> An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the tour of duty served at the old PDS (18 months) is only 6 months.</p> <p>If the tour of duty at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>10. A DoD employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (Ch 7, Part A3), and returns to the same or a different OCONUS PDS (within the same or to a different DoD COMPONENT).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. See par. C5624-C1.</p>
<p>11. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from GOV'T service.</p> <p><i>NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from GOV'T service) and returning to the employee's actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity to continue in GOV'T service at the location of the employee's actual residence or at a different location. See situation #12.</i></p>	<p>11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee's HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee's POV from the OCONUS PDS to the port/VPC serving the employee's actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that purpose. See par. C5108.</p>

<p>12. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DoD COMPONENT.</p>	<p>12a. No service agreement requirement if the gaining activity does not authorize PCS allowances. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence. See item 11 above for what is included in separation allowances.</p> <p>12b. Service agreement required to serve for 12 months in GOV'T service from the date of reporting for duty at the new PDS if the gaining activity authorizes PCS allowances. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include: (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) an HHT if authorized by the gaining activity for an eligible employee – see par. C5646) and (6) TQSE if authorized by the gaining activity - see par. C5020.</p>
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C5614 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. Transportation and Storage. A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. Record Maintenance. Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C5616 SERVICE AGREEMENT PREPARATION AND DISPOSITION

A. General

1. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.
2. The provisions of par. C5620 apply when determining the actual residence. Corrections of incorrect actual residence determinations are IAW Service/Agency procedures.
3. The 'duplicate reimbursement disclosure statement' in par. C5604-H must be included with, or as an addendum to, the service agreement.
4. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: <http://www.dtic.mil/whs/directives/>.

B. Preparation and Disposition. Preparation and disposition is IAW personnel directives.

C. Service Agreement for OCONUS Employees other than School Teachers. DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:

1. An employee transferred/assigned to an OCONUS PDS,
2. New appointees appointed to OCONUS positions (see par. C5094-C concerning appointments and assignments to the first PDS),

3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. Return transportation of eligible OCONUS local hires.

D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is

1. Used ICW travel of DODEA teachers, and
2. Available through the Washington Headquarters Service DOD Forms Program at:
<http://www.dtic.mil/whs/directives/>.

E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART K: SERVICE AGREEMENTS

SECTION 2: INITIAL AGREEMENTS

C5618 INITIAL AGREEMENT NEGOTIATION

Initial agreements must be negotiated with a/an:

1. New appointee to a first PDS;
2. Student trainee, when assigned on completion of college work, to a first PDS;
3. Employee transferred/reassigned from one OCONUS PDS to another OCONUS PDS;
4. New appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
5. Employee transferred to and within CONUS;
6. Employee transferred to an OCONUS PDS; and
7. Employee recruited OCONUS for assignment to an OCONUS PDS.

C5620 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS

A. General

1. An initial agreement is not an entitlement for a locally hired person.
2. An initial agreement is a recruitment incentive for locally hiring a civilian employee with an actual residence in a CONUS/non-foreign OCONUS area, outside the PDS geographical locality, to accept Federal employment in an OCONUS area.
3. An individual must not automatically be granted an initial agreement because the individual meets eligibility requirements.

B. Local Commander Negotiation Restrictions

1. Foreign Areas. A foreign area local commander may negotiate an initial agreement with a locally hired employee if the conditions in par. C5620-E are met.
2. Non-foreign OCONUS Areas. A non-foreign OCONUS local commander may negotiate an initial agreement with a locally hired person for recruitment purposes if the conditions in par. C5620-E are met, **but only if the position is one for which qualified local applicants are not readily available.**

C. Eligibility Determination

1. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS PDS and/or return transportation to the actual residence must be determined at the time:
 - a. Of appointment, or
 - b. The employee loses eligibility for return travel and transportation allowances.
2. The eligibility decision must be recorded in the initial agreement.
3. See par. C5624-C7 ICW credit for prior service.
4. See par. C5626-C11CW when a tour of duty begins.

D. Travel and Transportation Authorization

1. An OCONUS locally hired employee who is granted an initial agreement is authorized the same travel and transportation allowances as a traveler transferred/appointed from CONUS.
2. Pars. C5138-B3 and C5274-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the traveler's actual residence to the OCONUS PDS.
3. See par. C5444-1 ICW local hire POV transportation prohibitions and exceptions.

E. Initial Service Agreement Requirements. An initial service agreement may be negotiated with an eligible local hire only if the specific requirements noted below are met.

1. Requirements

- a. The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from outside the local area to fill the position involved unless an initial agreement is offered to a locally hired candidate; ***NOTE: A locally hired candidate is not eligible for an initial agreement if the position is one for which out-of-country recruitment normally is not undertaken.***
- b. At the time of appointment/assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in a CONUS/non-foreign OCONUS area. The residence must be outside the PDS geographical locality.

2. Eligible Locally Hired Employees

a. All Requirements. Requirements 1(a) **and** 1(b) or 2(a), 2(b) and 2(c) must be met for the following eligible locally hired employees:

(1) Former Military Member. A former military member must be:

- (a) Separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, **and**
- (b) Appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to a CONUS/non-foreign OCONUS area accruing from the prior military service.

(2) Employee Operating in U.S. Support. An employee of another Federal department, agency, or instrumentality, GOV'T contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

- (a) Recruited in a CONUS/non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,
- (b) Committed to a specific vacant position before separation from prior employment, *and*
- (c) Is appointed not later than 1 month after termination of such employment.

b. Requirement 2. Requirement 2 must be met for the following eligible locally hired employees:

(1) Former Employee. A former employee of the same/another Federal department/agency who:

- (a) Was separated by reduction in force during the previous 6 months,
- (b) Is on a reemployment priority list, and
- (c) Has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(2) Dependent of a Member/Employee. An individual, who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian GOV'T employee serving under an initial agreement providing for return travel, if one of the following circumstances occurs:

- (a) The spouse dies,
- (b) The sponsoring spouse becomes physically or mentally incapable of continued GOV'T employment,
- (c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or
- (d) The spouse permanently departs the post/area.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART K: SERVICE AGREEMENTS

SECTION 3: RENEWAL AGREEMENT

C5622 RENEWAL AGREEMENT NEGOTIATION

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and
2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see Ch 7, Part A3.

B. Married Employees

1. Except as in par. C5622-C, when a husband and wife couple are both GOV'T employees in the same OCONUS locality, a renewal agreement is negotiated either with:
 - a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or
 - b. One as head of the household and the other treated as a spouse.
2. The couple must elect either par. C5622-B1 or C5622-B1b in a writing signed by both husband and wife.
3. A copy is filed in each employee's personnel folder.
4. An employee who elects travel and transportation allowances as a spouse under par. C5622-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.
5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal GOV'T, the still-employed spouse may:
 - a. Revert to the agreement in force prior to the election, and
 - b. Negotiate RAT, if otherwise eligible.
6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. C7010-F or with locally-hired individuals in pars. C5622-C2 and C5622-C3.

2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:

- a. Uniformed Services Member,
- b. State Department Foreign Service Member ,
- c. Private individual,
- d. Employee of a private individual, or
- e. Non-Federal organization employee.

3. Locally Hired Employee Unmarried and under Age 21. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

- a. Uniformed Services Member,
- b. State Department Foreign Service Member,
- c. Federal GOV'T civilian employee,
- d. Private individual,
- e. Employee of a private individual, or
- f. Non-Federal organization employee.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART K: SERVICE AGREEMENTS

SECTION 4: TOUR OF DUTY REQUIREMENTS

C5624 TOUR OF DUTY REQUIREMENT

- A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.
- B. Minimum Periods of Service
1. CONUS Transfer. A tour of duty not less than 12 months following the transfer effective date.
 2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.
 3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.
 4. DODEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.
 5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.
- C. OCONUS
1. Tour of Duty
 - a. Tours of duty established by PDUSD (P&R) for DOD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.
 - b. A standard tour of duty is 36 months for an initial agreement, and 24 months under a renewal agreement.
 - c. Exceptions to the standard tours of duty are in APP Q, Parts III and IV.
 - d. APP Q, Part IV, par. B, provides instructions for requesting a change in a tour of duty length.
 - e. Initial service agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed in APP Q, Part III (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).
 2. Administratively Reduced Tours
 - a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.
 - b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.
 - c. Except as provided in par. C5624- C4, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.

Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

3. Administratively Extended Tours of Duty

- a. A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.
- b. Except as in par. C5624- C4, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.
- c. A DOD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.
- d. Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.
- e. The employee and the DOD component authority must sign the initial agreement extension. See [B-199643, 30 September 1981](#).

4. Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation

- a. When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and
- b. A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.
- c. The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:
 - (1) Tour of duty completed under an initial agreement;
 - (2) Tour of duty completed under the extension of the initial agreement, and
 - (3) Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

5. Employee Released from 5-Year OCONUS Limitation

- a. If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty *and* an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. C5624-C3.
- b. The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

6. Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation

- a. The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. C5624-C2 and C5624-C3, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post ([37 Comp. Gen. 62 \(1957\)](#)).
- b. DOD component policies on OCONUS extensions beyond 5 years must be applied ICW pars. C5570-C5 and C5624-C6.

7. Credit for Prior Service. The following personnel must serve the employing DOD component for 1 year (1 school year for DODEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. C5626-C1 for when tour of duty begins.

- a. An employee appointed by transfer from another GOV'T agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;
- b. A military member who separates locally and accept GOV'T employment, and with whom an agreement is negotiated;
- c. A GOV'T contractor employee who separates locally to accept GOV'T employment and with whom an agreement is negotiated;
- d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;
- e. An employee of an international organization in which the U. S. GOV'T participates, who is separated OCONUS to accept DOD employment and with whom an agreement is negotiated;
- f. A non-appropriated fund employee who separates OCONUS to accept other DOD employment and with whom an agreement is negotiated under the conditions in par. C5620-E2a(2); and
- g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. C5620-E2b(1).

8. Reassignment/Transfer in Same Geographical Localitya. PCS Costs Not Incurred

(1) When an employee:

- (a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, **and**
- (b) Does not complete the tour of duty, **and**
- (c) Incurs **no** PCS costs,

the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

(2) At the end of the tour of duty, the employee is eligible for:

- (a) Return travel and transportation allowances for separation, or

(b) Renewal agreement negotiation,

regardless of how long the employee has served the activity to which reassigned/transferred. See par. C5612, situation 7.

b. PCS Costs Incurred

(1) When an employee:

(a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*

(b) Does not complete the tour of duty, *and*

(c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, *and*

(d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

9. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

(1) At an OCONUS PDS without a service agreement,

(2) Who is reassigned within a DOD component/transferred to another DOD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

(a) Is serving under a service agreement at an OCONUS PDS, *and*

(b) Is reassigned within a DOD component/transferred to another DOD component, in a different OCONUS geographical locality, *and*

(c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

(2) A new agreement is required with:

(a) A new 12-month tour of duty, or

(b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. C5022.

- (3) The new agreement concerns PCS allowances:
 - (a) To the new PDS, and
 - (b) Any additional separation travel and transportation allowances from, the new PDS.
- (4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.
- (5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

10. Employee Not Needed for Full Tour of Duty

- a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation ([26 Comp. Gen. 488 \(1947\)](#)).
- b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.
- c. Employment may be terminated when the employee's services are no longer needed.

11. Effect of Increased/Decreased Tour of Duty

- a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:
 - (1) The tour of duty specified in a currently assigned employee's service agreement governs, and
 - (2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.
- b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.
- c. Modified Tour of Duty Type. If an employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be equal to the accompanied tour for that location, minus the tour of duty completed/served under the initial (unaccompanied) agreement, or 12 months, whichever is greater. These changes are ordinarily to permit dependents to travel to the OCONUS PDS and for HHG to be transported there.
- d. Unaccompanied to Accompanied Example. Location B tour lengths are 24-month accompanied, 12-months unaccompanied. If the employee requests to change the tour of duty type from unaccompanied to accompanied after serving 11-months; they must serve an additional 13-months of service to complete the tour of duty. (Modified tour of 24-months minus 11-months served, equals 13-months, exceeding the 12-month minimum.)

C5626 STARTING TOUR OF DUTY

- A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.
- B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.

C. OCONUS Agreements

1. Initial Agreements

- a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty begins on the date the individual reports at the OCONUS activity.
 - b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.
 - c. Locally Hired Married Individuals in the Circumstances Described in Par. C5620-E2b(2). The tour of duty begins on the date the individual executes an agreement.
2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/ approved to be performed within a tour of duty. See par. C7010-F.

C5628 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee's control that are acceptable to the DOD component. Except as provided in par. C5628-C, the commanding officer/designee at the employee's assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Tour of Duty Requirements

1. General. Examples of acceptable reasons for release from tour of duty requirements include:

- a. Illness not induced by misconduct;
- b. Enlistment/call to active duty in the Armed Forces;
- c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;
- d. Release for the GOV'T's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned); ***NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the GOV'T's convenience.***
- e. Separation as a result of reduction in force;
- f. See par. C5624-C10 when employee's services not required for entire tour of duty period.

2. OCONUS. In addition to the examples listed in par. C5628-B1, the following are acceptable reasons for an ***OCONUS employee***:

- a. The employee's immediate presence is required in the geographical locality in which the actual residence is located because of an unforeseen emergency;
- b. Completion of the agreed tour of duty would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness/death in the immediate family, imminent breakup of the family group. ***NOTE: Falsification of facts ICW employment is not a reason beyond the employee's control.;*** or

c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in QTRS allowance payment which may be reduced for other reasons.

C. Transfer to Other Departments/Agencies

1. Except as indicated in par. C5002-C, an employee, serving under a service agreement who transfers to another DOD component/GOV'T agency, must be released from the tour of duty requirement specified in the employee's current agreement.

2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

3. The employee must continue in GOV'T service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

D. Verification. The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART K: SERVICE AGREEMENTS

SECTION 5: AGREEMENT VIOLATION

C5630 AGREEMENT VIOLATION

- A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.
- B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part.
- C. Agreement Violation. A violation includes failure to:
1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
 2. Report for duty;
 3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
 4. Use travel and transportation allowances within a reasonable time after separation.

C5632 AGREEMENT VIOLATION PENALTIES ([FTR §302-2.14](#))

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the GOV'T all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. C5584 and C5586 for agreement violations.

C5634 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21); or
2. Duplication of travel and transportation allowances under separate statutes.

C5636 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,
2. Who:
 - a. Does not arrive at the new PDS, or
 - b. Upon arrival at the new PDS refuses to perform the mission, or
 - c. Resigns

is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

3. May be indebted to the GOV'T for travel and transportation expenses under other circumstances in this Part.

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;
2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

- a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.
- b. Determination must be made prior to processing the employee's separation.
- c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

- a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.
- b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.
- c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the GOV'T, the officer must immediately initiate collection IAW appropriate finance directives.

C5638 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the GOV'T's interest; or
2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the GOV'T for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. Example 1. An employee at PDS A is required to serve 12 months.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. After serving 4 months at PDS B, the employee resigns.
 - c. Under these conditions, the employee is indebted to the GOV'T for the travel and transportation allowances and cost paid by the GOV'T ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. Example 2. An employee at PDS A signs a 12-month service agreement.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. The employee serves 7 months at PDS B and then resigns.
 - c. The total service at PDSs A and B is 13 months.
 - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
 - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

C5640 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves GOV'T service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the GOV'T for travel and transportation allowances and costs associated with the move to that PDS (see par. C5632) of:
 - a. The employee;
 - b. The employee's dependents;
 - c. HHG including SIT and NTS of HHG;
 - d. A POV; and
 - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.
3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See [B-184948, 18 November 1975](#).
4. Pars. C5640-A and C5640-B apply to each OCONUS employee.

5. Additional penalty conditions in par. C5640-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons *unacceptable* to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.
2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.
3. Is *not* authorized to return POV transportation.
4. May *not* be provided GOV'T funded commercial transportation.
5. Who has insufficient funds, may be authorized repatriation transportation in par. C7275.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

- a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;
- b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
- c. HHG transportation (including SIT) from the former PDS to the last PDS;
- d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and
- e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

- a. The employee is authorized:
 - (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.
 - (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.
 - (3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from GOV'T service.
- b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.

- c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.
 - d. If the amount available to be applied to these costs equals/exceeds the costs, the GOV'T may procure and pay for such transportation in full.
 - e. If the amount available is less than the cost, the GOV'T may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.
 - f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.
 - g. Additional penalty conditions for DODEA teachers are in par. C5640-D.
3. Employee Completes One or More Years but Does Not Complete the Specified Service
- a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:
 - (1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;
 - (2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and
 - (3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.
 - b. If the PDS is different, the employee is:
 - (1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.
 - (2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from GOV'T service. These credits and any remaining liability are computed as in par. C5640-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. C5632), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or QTRS value repayment responsibility.

C5642 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.
2. The common user tariff rate must be used in computing the AMC transportation cost.
3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.
4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the GOV'T cost, without tax, for the accommodations furnished under par. C3045. The employee must be allowed appropriate credit for GOV'T-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the GOV'T

1. An employee's financial responsibility to the GOV'T must be based on travel to/from the first PDS following a period of RAT.
2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are *not* the employee's financial responsibility.

G. Return Travel Costs

1. GOV'T's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the GOV'T's obligation is fulfilled.
2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:
 - a. Is authorized GOV'T transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.
 - b. May be authorized repatriation transportation (see par. C7275) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. C7275 are met.
 - c. May provide the transportation and be reimbursed for the GOV'T's share upon submission of an appropriate voucher.
 - d. Must furnish receipts for claimed expenses. See par. C2710 and DoDFMR 7000.14-R, Volume 9.
 - e. Is responsible for reimbursement of the GOV'T's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. C2415.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

**SAMPLE STATEMENT OF
 LIABILITY OR CREDIT VIOLATION OF RENEWAL
 AGREEMENT**

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2600 prescribes current TDY mileage rates and par. C2605 prescribes current MALT rate.

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Station	Munich, Germany
Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.
TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	\$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	+\$ 16.00
TOTAL	\$265.00
CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	+\$ 8.00
TOTAL	\$132.50
Liability \$265 - Credit \$132.50 = \$132.50 due to the GOV'T. There is no further GOV'T liability. Statement approved:	
A. B. Person, Civilian Personnel Officer 17 January 2011	
Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the GOV'T for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at GOV'T expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.	

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 lbs.) are transported to London at GOV'T expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 lbs.) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at GOV'T expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 lbs.) were transported at GOV'T expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from GOV'T service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	\$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	<u>+\$ 1,000.00</u>
TOTAL	\$3,130.50

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	\$ 836.00
Packing, crating, drayage of HHG in London	90.00
Transportation, SIT and unpacking of HHG (8,750 lbs.) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	<u>+\$ 12.00</u>
TOTAL	\$2,178.00

(4) Liability \$3,130.50 - Credit \$2,178 = \$952.50 due to the GOV'T. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 lbs. of HHG are transported to Ankara at GOV'T expense. The son remains in Atlanta to attend school and at the end of nine months travels at GOV'T expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished GOV'T transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from GOV'T service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	\$ 500.00
Transportation HHG (8,700 lbs. gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	<u>+\$ 180.00</u>
TOTAL	\$1,520.00

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340. Since the employee was authorized a credit of \$1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the GOV'T paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART L: HHT

C5644 GENERAL ([FTR §302-5.1](#))

A HHT:

1. Is discretionary. *The AO, not the employee, determines if a HHT is necessary.*
2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse.
5. May be performed separately by an employee/spouse to the new PDS at GOV'T expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations.
6. Is **not** authorized for a domestic partner, as a domestic partner is not a spouse ([1 USC §7](#)).
7. May be authorized for an attendant/escort when Ch 7, Part E or APP E, Part 1, par. A21 apply ([59 Comp. Gen. 461 \(1980\)](#)).

If the HHT is allowed, it should lower the GOV'T's relocation costs by reducing the time in temporary lodging.

C5646 ELIGIBLE EMPLOYEE ([FTR §302-5.3](#))

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);
3. GOV'T/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. C2650).

C5648 INDIVIDUALS NOT ELIGIBLE FOR A HHT ([FTR §302-5.4](#))

A HHT may not be provided for a/an:

1. New appointee/ new appointee's spouse if par. C5094 applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4900 instead of per diem/AEA while at the training location; or
3. Employee's children, [GSBCA 16907-RELO, 14 August 2006](#).

C5650 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE ([FTR §302-5.9](#))

A. General. Separate HHT round trips by the employee and spouse are allowed; however, the GOV'T's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

B. Cost Comparison. The GOV'T's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (APP G).

C. Duration

1. The HHT trip duration including travel time is limited to 10 days.
2. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. C5662).

D. AEA. AEA is not authorized for HHT (par. C5668-B).

E. Lump Sum Payment. HHT (lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. C5668-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

F. Example. If the GOV'T's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is \$800; and the employee/spouse each performed a separate round trip HHT for a combined total of \$1,200 – the GOV'T overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is borne by the employee.

C5652 WHEN A HHT MAY BEGIN ([FTR §302-5.10](#))

A HHT may begin after the:

1. Employee signs a service agreement;
2. DoD COMPONENT establishes, and informs the employee of, the reporting date to the new PDS, and
3. After the travel authorization has been issued ([CBCA 3612-RELO, 13 March 2014](#)).

C5654 WHEN A HHT MUST BE COMPLETED ([FTR §302-5.12](#))

Round trip house hunting travel must be completed by the:

1. Employee one day before the employee reports to the new PDS, and
2. Spouse:
 - a. One day before the family begins relocation to the new PDS, or
 - b. The expiration of the maximum time for completing allowable travel and transportation (see par. C5018).

C5656 HHT AUTHORIZATION ([FTR §302-5.5](#))

- A. General. After considering par. C5658-A, an AO/AO designee may authorize a HHT.
- B. Determination. The AO/AO's designee must determine:
1. If a HHT is necessary;
 2. Whether subsistence reimbursement is per diem under the 'Lodging Plus' method (par. C5668-B1) or a lump sum (par. C5668-B2);
 3. The appropriate HHT duration (NTE the maximum IAW par. C5662);
 4. The authorized transportation mode(s) for:
 - a. The HHT to/from the new PDS location; and
 - b. Local travel while house-hunting at the new PDS location.

C5658 CONSIDERATIONS

- A. General.
1. The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.
 2. An AO/AO designee must consider pars. C5658-B through C5658-F before authorizing a HHT.
- B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the GOV'T, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.
- C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.
- D. Avoiding an Advance Trip. If TQSE is authorized, a HHT may possibly be avoided. It might be more advantageous to the GOV'T and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.
- E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.
- F. Housing Information Assistance. It might be possible for the DoD COMPONENT to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

C5660 PROHIBITIONS

A HHT is not authorized when the:

1. Employee will be assigned to a GOV'T/other prearranged permanent residence at the new PDS location.
2. Employee has not formally agreed to transfer to the new PDS.
3. Old and/or new PDS is/are located in a foreign OCONUS area. See APP A.
4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

C5662 TRIP DURATION ([FTR §302-5.11-12](#))

A. General. A HHT should be for a reasonable time period considering the:

1. Distance between the old and new PDSs,
2. Transportation mode, and
3. Housing situation at the new PDS.

B. Time Limitation. A funded HHT, including travel time, is NTE 10 calendar days.

C5664 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY ([FTR §302-5.14](#))

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.
2. When the new PDS is less than 250 miles, POC transportation is to the GOV'T's advantage. However, a traveler cannot be required to use a POC so the AO may authorize another transportation mode.
3. When the distance to the new PDS is 250 or more miles, common carrier is to the GOV'T's advantage. The AO may authorize/approve POC to the GOV'T's advantage when, *and only when*, a written cost comparison demonstrates POC is cost effective.
4. If POC transportation is to the GOV'T's advantage, the MALT rate in par. C2605 applies.
5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.
6. The employee is authorized transportation expenses (including transportation between carrier terminals).

C5666 LOCAL TRANSPORTATION

- A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.
- B. Local Transportation
1. Local transportation by common carrier, other public transit systems, DTMO negotiated car rental agreement (par. C3330 regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. C2605 may be authorized.
 2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).
- C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

C5668 SUBSISTENCE

- A. General
1. HHT subsistence expenses are ordinarily reimbursed under the ‘Lodging Plus’ method as in par. C5668-B1.
 2. A DoD COMPONENT may offer to pay a lump sum for subsistence expenses. See par. C5668-B2. The following are factors in determining whether or not to offer lump sum reimbursement:
 - a. Administration Ease. Per diem payment under par. C5668-B1 (‘Lodging Plus’ method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. C5668-B2 is easier to administer because an expense review is not required.
 - b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. ***A single generic decision for all PCS moves is not authorized.***
 - c. Employee Treatment. Consider employee morale and productivity as well as direct costs.
- B. Methods. Calculate an employee’s subsistence allowance IAW par. C5668-B1 or C5668-B2.

Effective date of transfer of 1 August 2011 or later.

1. ‘Lodging Plus’ Computation Method. The standard CONUS per diem rate applies, using the computation in pars. C4130 and C5140, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.
2. AEA. AEA in Ch 4, Part C, may not be authorized/approved for a HHT.
3. Lump Sum. The amount calculated using par. C5668-B2a or C5668-B2b, as applicable:
 - a. The employee and spouse both travel (together or separately), multiply the applicable locality [per diem rate](#) by 6.25, or
 - b. If only one person (the employee or the spouse) travels, multiply the applicable locality [per diem rate](#) by 5.

4. Lump Sum Payment

- a. The lump sum determined in par. C5668-B2a or C5668-B2b applies for the entire trip without regard to the number of days authorized for the HHT.
- b. Any balance from the determined lump sum not used by the employee for expenses:
 - (1) Belongs to the employee,
 - (2) Is not subject to collection, and
 - (3) May be taxable ([FTR §302-5.18](#)).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10 day HHT to Arlington, VA. For the examples below the following information is applicable:

- a. Per diem for Arlington, VA, at the time of travel is \$201 (\$150/\$51).
- b. The single occupancy lodging cost is \$130.
- c. The DoD COMPONENT offers a HHT and the option of either the ‘Lodging Plus’ (par. C5668-B1) or the lump sum option (par. C5668-B2).
- d. When the employee elects per diem under the ‘Lodging Plus’ computation method for a HHT, and the spouse accompanies the employee, the employee’s computation for the lodging rate is computed at the *single room rate*.

NOTE: The *per diem rates* used in the examples below are for illustrative purposes only and may not reflect current rates. See par. C2025 for the current Standard CONUS per diem rate.

2. **Example 1**. The traveler is authorized a 10 day HHT with per diem computed under the ‘Lodging Plus’ computation method. The standard CONUS per diem rate applies. See par. C5668-B1. The traveler and spouse travel together. *The traveler must provide lodging receipts.*

<u>Employee’s Per Diem</u>		
Travel day to Arlington:	$75\% \times \$46 = \$34.50 + \$70$ (single lodging cost) =	\$ 104.50
8 days in the Arlington Area:	$\$70$ (lodging) + $\$46$ (M&IE) = $\$116/\text{day} \times 8$ days =	\$1928.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
<i>Total Per Diem for Employee</i>		\$1,067.00
<u>Spouse’s Per Diem</u>		
Using par. C5140-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. C4130.		
Total Per Diem for Spouse	$75\% \times \$1,067.00$ (employee’s per diem) =	\$800.25
<u>Total Per Diem Payment</u>		
Employee’s per diem		\$1,067.00
Spouse’s per diem		+ \$800.25
<i>Total Per Diem for Employee and Spouse</i>		\$1,867.25

3. **Example 2.** The employee is authorized a lump sum HHT. See par. C5668-B2a. **No lodging receipt is required.**

Total Lump Sum Subsistence for the Employee and Spouse	\$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	\$1,256.25
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4. **Example 3.** The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the 'Lodging Plus' computation method (par. C5668-B1). Using par. C5140-A, the employee is authorized per diem for the spouse up to the standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.		
Travel day to Arlington:	\$77 (lodging) + \$34.50 (75% x \$46) =	\$ 111.50
8 days in the Arlington area:	\$77 + \$46 = \$123/day x 8 days =	\$984.00
Travel day back to the PDS:	75% x \$46=	+ \$ 34.50
Total Per Diem for Spouse		\$1,130.00

Situation B:		
The employee elects the lump sum HHT (par. C5668-B2b) for the spouse. <i>No lodging receipts are required.</i>		
Total Lump Sum Subsistence for the Spouse	\$201 x 5 (lump sum for one person)=	\$1,005.00

5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the ‘Lodging Plus’ computation method. See par. C5668-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

Employee’s Per Diem		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
5 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 5 days =	\$ 905.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$1,111.50
Spouse’s Per Diem		
Using par. C5140-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. C4130.		
Travel day to Arlington:	\$130 (single lodging cost) + 75% x \$51 = \$38.25 =	\$ 168.25
4 days in the Arlington Area:	\$130 (lodging) + \$51 (M&IE) = \$181/day x 4 days =	\$ 724.00
Travel day back to the PDS:	75% x \$51 =	+ \$ 38.25
Total Per Diem for Employee		\$ 930.50
		Total Per Diem Payment
Employee’s per diem		\$1,111.50
Spouse’s per diem		+ \$ 930.50
Total Per Diem for Employee and Spouse		\$2,042.00

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee’s spouse travels independently to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. C4130.
2. Employee and Spouse Travel Together. When the employee and spouse travel together to house-hunt, the per diem rate for the spouse is 75% of the employee's per diem rate computed using par. C4130.
3. Limitations. *A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.*

C5670 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. C2710 and DoDFMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. ‘Lodging Plus’ Method. An employee paid per diem under par. C5668-B1, using the ‘Lodging Plus’ method must itemize lodging expenses and have lodging receipts. See par. C2710 and DoDFMR 7000.14-R, Volume 9.
2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. C5668-B2, does not require itemization or receipts for payment.

C5672 STATUS WHILE ON HHT

An employee is in a travel status (APP A) while performing house hunting travel during the authorized absence period.

C5674 NO RETURN TO OLD PDS

1. A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS.
2. If a HHT is authorized under the 'Lodging Plus' method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, is payable in lieu of house hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT.
3. The one way transportation is PCS travel ([GSBCA 16339-RELO, 18 February 2004](#)).
4. Under the circumstances in par. C5674 an employee is *not* in a duty status while house-hunting.
5. See [DoDI 1400.25, Vol. 630, Para 6.d.\(3\)](#) about granting an excused absence for PCS purposes.

C5676 HHT ADVANCE ([FTR §302-5.16](#))

1. A HHT expenses advance may be paid if a HHT under the 'Lodging Plus' method is offered and elected.
2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the 'Lodging Plus' method in par. C5668-B1 for the HHT location and duration.
3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.
4. The lump sum per diem payment under par. C5668-B2 is a *payment*, not an advance.

C5678 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging Plus' or lump sum basis) are deducted from the first authorized 30 day TQSE(AE) period. See par. C5578.

B. HHT Deductions. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,
2. 6-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or
3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

C. TQSE(LS). The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. C5564.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART M: TEMPORARY CHANGE OF STATION (TCS)

C5680 GENERAL (FTR §302-3.404, [FTR §302-3.500](#), and [FTR §302-3.502](#))

- A. TCS Authorization. An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406).
- B. Official Duty Station. The TCS location is the employee's temporary official duty station (FTR §302-3.411).
- C. Service Agreement (FTR §302-3.410). A service agreement is not required for a TCS move.

C5682 ELIGIBILITY (FTR §302-3.402)

- A. Assignment. A TCS assignment may be considered only if:
1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
 2. The assignment is not less than 6 months or more than 30 months;
 3. TDY travel and per diem otherwise are payable; and
 4. The AO determines TCS is more advantageous than TDY IAW par. C5684.
- B. Employees Ineligible for a TCS (FTR §302-3.403). A TCS assignment may not be considered for a/an:
1. New appointee;
 2. Individual employed intermittently in the GOV'T service as a consultant/expert and paid on a daily when-actually-employed (WAE) basis;
 3. Individual serving without pay or at \$1 a year;
 4. Employee assigned under the GOV'T Employees Training Act (5 USC §4109) (par. C4900); or
 5. Employee assigned to/from a State or local GOV'T under the Inter-Governmental Personnel Act (5 USC §3372) (par. C7365).

C5684 CONDITIONS

- A. Component Cost Considerations ([FTR §302-3.401](#)). Consider a TCS when a cost comparison indicates TCS is to the GOV'T's advantage when comparing:
1. Long-term TDY (per diem/AEA for the entire period of the assignment), and,
 2. TCS (substantial relocation allowance payments at the beginning and end of the assignment, and less substantial payments for extended storage and property management services, when authorized).
- B. Employee Tax Consideration ([FTR §302-3.502](#))
1. An employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities concerning potential income tax.

2. An employee who performs a TCS is subject to income tax on some, but not all, of the TCS reimbursements, and receives a RIT allowance.
3. TCS should be considered if an extended TDY results in a non-reimbursable income tax liability on an employee.

C. Employee Concerns. Consider the possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance, and other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. Consider the financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from GOV'T service*, TCS expenses are paid.
2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:
 - (a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;
 - (b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and
 - (c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

C5686 TCS ALLOWANCES (FTR §§302-3.412, 302-3.413)

A. Basic Allowances

1. Authorized Allowances. An employee is authorized:
 - a. MALT, if a POC is used;
 - b. Employee's travel and transportation expenses (par. C5040-C1b for per diem);
 - c. Transportation and dependent per diem (Ch 5, Part C);
 - d. HHG transportation and SIT (Ch 5, Part E);
 - e. MEA (Ch 5, Part J);
 - f. Mobile home transportation instead of HHG transportation (Ch 5, Part G);
 - g. POV(s) transportation (Ch 5, Part F);
 - h. RIT allowance (Ch 5, Part P); and
 - i. Storage of POV ICW support of Contingency Operations only (C5494).

2. Allowances Not Authorized. An employee is not authorized:

- a. TDY travel allowances (including per diem),
- b. TDY transportation allowances,
- c. AEA (Ch 4, Part C),
- d. Non-emergency storage of a POV.

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (Ch 5, Part L);
2. TQSE, while occupying temporary lodging (Ch 5, Part I);
3. NTS of HHG *when necessary during the assignment* (FTR §§302-3.414, 302-3.415, 302-3.416, and 302-3.417) (Ch 5, Part E4).
 - a. HHG may be in NTS for the TCS duration.
 - b. The transportation officer determines the NTS location.
 - c. The total weight of HHG stored plus the weight of HHG transported is NTE 18,000 lbs. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 lbs.; and

4. Property Management (PM). Service for the Employee's Residence at the Old PDS for the TCS Duration. Ch 5, Part O2. (FTR §§302-3.418, 302-3.19, 302-3.420). PM services may be authorized only for a residence at the employee's PDS in CONUS/non-foreign OCONUS area from which the employee was assigned to the TCS location ([GSBCA 16138-RELO, 30 September 2003](#)).

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5686-A and C5688-B, except property management services (par. C5688-B6) and a HHT (par. C5688-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

C5688 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS (FTR §§302-3.426, 302-3.427, 302-3.428, and 302-3.429)

A. Allowance Duration. TCS allowances (par. C5686) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (par. C4130-B), and dependent(s) (Ch 5, Part C) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (Ch 5, Part C) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. TQSE while occupying temporary lodging (Ch 5, Part I) *may be authorized but is not mandatory* in

extraordinary circumstances;

4. Real estate expenses (Ch 5, Part N);
5. Residence-related relocation service expenses *may be authorized but is not mandatory* (Ch 5, Part O);
6. Property management expenses *may be authorized but is not mandatory* (Ch 5, Part O);
7. Transportation of HHG not previously transported to the temporary official station (NTE 18,000 lbs.);
8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and
9. Short distance HHG move (NTE 18,000 lbs.) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station,
2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station, and
3. Per diem.

C5690 SEPARATION FROM GOV'T SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)

A. After TCS Completion

1. An employee who separates (retires/resigns) from GOV'T service after TCS completion is authorized the same PCS expenses that are payable had the employee not separated from GOV'T service.
2. If the employee returns to other than the PDS or remains at the TCS location, PCS allowances, on a constructed basis, are allowed NTE the amount that would have been paid incident to return to the PDS.

B. Before TCS Completion

1. An employee who separates from GOV'T service prior to TCS completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (par. C5684-E1) that are payable had the employee not separated.
2. Otherwise, payments are limited to what would have been payable had the TCS been performed as TDY.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART N: REAL ESTATE ALLOWANCES

SECTION 1: GENERAL

C5692 GENERAL

A. Conditions

1. Eligibility. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

- a. Sale of a residence,
- b. Settlement of an unexpired lease involving:
 - (1) The residence, or
 - (2) A lot on which a mobile home used as a residence was located at the old PDS; and/or
- c. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. C5692-B.

2. PM Services Selected and Subsequent Residence Sale

- a. An employee, who elects PM services after the DoD COMPONENT offers them, may later elect to sell the residence per par. C5718-D1 within the applicable time limitation and par. C5712-E provisions.
- b. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. C5696-B.
- c. This authority does not extend to an employee enrolled in the Home Sale Program.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is authorized:

1. PCS Authorized/Approved. A PCS is authorized/approved and, except as in par. C5692-D, the old and new PDSs are located in CONUS/non-foreign OCONUS areas;
2. Actual Residence. The dwelling at the old PDS is the employee's actual residence when informed that transfer to a new PDS was definite;
3. Time Limitation. The settlement dates for residential sale (or lease termination) and purchase are within the time limitation in par. C5692-C. See par. C5018 to authorize an extension on the time limitation for residence transactions.);
4. Residence Location. The residence:
 - a. Is the place from which the employee regularly commutes to and from work on a daily basis (weekend travel does not qualify).
 - b. May be a mobile home and/or the lot on which that mobile home is located or is to be located.
 - c. Must be located in a CONUS/non-foreign OCONUS area.

d. Includes the dwelling in which the employee's dependent(s) reside or will reside if the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance. The residence must reasonably relate to the PDS as determined by the AO.

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 1 year after the employee's transfer effective date (see APP A).
2. For an employee eligible under par. C5692-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.
3. The 1-year period begins on the employee's transfer effective date and ends on the first anniversary of that date. For example: If an employee's transfer effective date was 20 October 2011, settlement must occur no later than 20 October 2012.)
4. The 1-year period may be extended for up to an additional year by the funding activity's commanding officer/designee. See par. C5692-C10 for extension limits.
5. The employee should submit a written time extension request to the appropriate authority within the initial 1-year period.
6. Action on a request, submitted more than 30 calendar days after the initial 1-year expiration date, is at the option of the commanding officer of the activity bearing the cost.
7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. ([CBCA 2092-RELO, 13 October 2010](#))
8. Costs for transactions completed after the 2-year period may not be reimbursed. ([CBCA 2793-RELO, 23 August 2012](#); [B-191018, 26 December 1978](#)).
9. The 1-year extension is effective for an employee whose transfer effective date (APP A) is on or after 1 August 2011.
10. There is no authority to waive the 2-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2.8 and 302-2.11 which have the force and effect of law. See [CBCA 985-RELO, 21 May 2008](#); [B-245281, 20 February 1992](#); [GSBCA 16889-RELO](#), and [GSBCA 16790-RELO](#).

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS

1. Definitions. The following definitions apply for the purposes of par. C5692-D:
 - a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.
 - b. Foreign Area. APP A.
2. Applicability
 - a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
 - b. The distance between the former and new CONUS/non-foreign OCONUS PDSs must meet the criteria

in par. C5102 for change of station within the same city/area.

3. Ineligible Employee. An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at GOV'T expense under a civilian PCS travel order is not eligible for real estate allowances. The following are ineligible:

- a. A locally hired employee in par. C5620-E2a(1) (former member of U.S. armed forces).
- b. A locally hired employee in par. C5620-E2a(2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;
- c. A locally hired employee in par. C5620-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and
- d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.
- e. A former employee with a BREAK IN SERVICE (see APP A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area ([GSBCA 16811-Relo, 13 March 2006](#)).

4. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

- a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or
- b. Residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C5692-D4a to be eligible for expense reimbursement in par. C5692-D4b.

5. Limitations. Expenses incident to a sale/unexpired lease settlement/purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. Service Agreement Required. A signed service agreement in par. C5022 is required for reimbursement of residence transaction expenses authorized under par. C5692.

E. Residence Sale in Anticipation of Transfer

1. Following Base Closure Announcement

- a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee ([58 Comp. Gen. 208 \(1979\)](#)).
- b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee ([B-249451, 7 January 1993](#)).
- c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.
- d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a

PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. C5692-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. ([72 Comp. Gen. 130 \(1993\)](#), [CBCA 1994-RELO, 19 August 2010](#)).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. **Example 1.** An employee transferred from AK to a foreign PDS, Singapore, in the GOV'T's interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee's transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area ([72 Comp. Gen. 130 \(1993\)](#), <http://redbook.gao.gov/11/f10052879.php>).

2. **Example 2.** An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and

governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee's residence sale in HI since the criteria enunciated in [72 Comp. Gen. 130 \(1993\)](#) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station ([B-255822, 17 May 1994, <http://archive.gao.gov/lglpdf64/151692.pdf>](#)).

3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station ([B-242558, 19 Jun 1991, <http://redbook.gao.gov/12/fl0055381.php>](#)).

4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee's base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee's claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee's registration in the PPP ([GSBCA 13699-Relo, 21 March 1997, <http://www.gsbca.gsa.gov/relo/r136990.txt>](#)).

5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, [B-249451, 7 January 1993](#), which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming ([B-261836, 13 November 1995, <http://archive.gao.gov/legald425p10/a06920.pdf>](#)).

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee's agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee's agency denied the employee's claim for real estate expenses for residence sale in Pueblo because the residence was sold

in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from which the employee transferred to the foreign post of duty ([GSBCA 14889-Relo, 7 April 1999, http://www.gsbca.gsa.gov/relo/r1488907.txt](http://www.gsbca.gsa.gov/relo/r1488907.txt)). *The Comp. Gen. noted in this decision that the PDS includes the residence or other QTRS from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.*

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

- a. In the employee's name alone,
- b. Jointly in the names of the employee and one or more dependent(s), or
- c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. C5692-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

- a. Legal Title Interest. Except as in par. C5692-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).
- b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

(1) Title Held in Trust. The property is held in trust and the:

- (a) Property is the employee's residence as described in par. C5692-B2;
- (b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);
- (c) Employee and/or dependent(s) retain the right to distribute the property for life;
- (d) Employee and/or dependent(s) retain the right to manage the property;
- (e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and
- (f) Employee provides the DoD COMPONENT concerned with a trust document copy.

(2) Title Held by Financial Institution. The title is held in the name of a financial institution and the:

- (a) Property is the employee's residence as described in par. C5692-B2;
- (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
- (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a

financing agreement condition; and

(d) Employee provides the DoD COMPONENT concerned with a financing document copy.

The DoD COMPONENT concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies) [GSBCA 16938-RELO](http://www.gsbca.gsa.gov/relo/r1693825.txt) at <http://www.gsbca.gsa.gov/relo/r1693825.txt>, and [GSBCA 16943-RELO](http://www.gsbca.gsa.gov/relo/r1694311.txt) at <http://www.gsbca.gsa.gov/relo/r1694311.txt>

(a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.

(b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents and an individual (accommodation party) who is not a dependent and the:

-1- Property is the employee's residence (par. C5692-B2);

-2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;

-3- Lender requires the accommodation party's signature on the finance document;

-4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);

-5- Accommodation party's name is on the title;

-6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

-7- Employee provides the DoD COMPONENT concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. C5692-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD COMPONENT concerned.

(4) Title Held by Property Seller. The title is held in the property seller's name and the:

(a) Property is the employee's residence as described in par. C5692-B2;

(b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;

(c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and

(d) Employee provides the DoD COMPONENT concerned with a financing agreement copy.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

- (a) The property is the employee's residence as described in par. C5692-B2;
- (b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;
- (c) Only the employee and/or dependent(s) has made payments on the property;
- (d) The employee and/or dependent(s) receives all proceeds from the property sale; and
- (e) The employee provides documentation acceptable to the DoD COMPONENT that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the property sale, and any other documentation required by the DoD COMPONENT concerned.

H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. C5692-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee's actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

- a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis ([GSBCA 15720-RELO, 28 March 2002](#)).
- b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold ([CBCA 787-RELO, 6 February 2008](#)).

I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. C1260.

C5694 EXCLUSIONS

The following individuals are not eligible for reimbursement under the provisions of Ch 5, a/an:

1. New appointee assigned to a first PDS;
2. Employee transferred from or to a foreign PDS except for an employee eligible for reimbursement of residence transaction expenses under par. C5692-D;
3. Employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4900;
4. Employee, assigned to an OCONUS post of duty, returning for separation;
5. Employee performing RAT and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is authority when return is to a different PDS that is at least 50 miles from the old PDS (par. C5102) and the old and new PDSs are located in a non-foreign OCONUS area; and

6. Employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C5696 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality. No such fee/commission is reimbursable ICW the new PDS home purchase.
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
 - a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
 - b. Preparing conveyances, other instruments, and contracts;
 - c. Related notary fees and recording fees;
 - d. Making surveys, preparing drawings or plats when required for legal financing purposes;
 - e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference ([CBCA 1825-RELO](#), 17 March 2010):
 - (1) Fee for Courier delivery or similar service;
 - (2) Cost of preparing power of attorney; and
 - f. Similar expenses.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges ([56 Comp. Gen. 561\(1977\)](#)). *Litigation costs are not reimbursable.*

4. Miscellaneous Expenses

- a. Reimbursable Items. The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality with appropriate supporting documentation provided by the employee:
 - (1) FHA or VA fee for a loan application;

- (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
 - (3) Cost of preparing credit reports;
 - (4) Mortgage and transfer taxes;
 - (5) State revenue stamps;
 - (6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. C5696-A4b below;
 - (7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);
 - (8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;
 - (9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;
 - (10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;
 - (11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and
 - (12) Environmental protection fee if required as a mortgage condition ([GSBCA 16053-Relo, 10 June 03](#)).
- b. Non-reimbursable Items. Except as otherwise provided in par. C5696-A4a, the following expenses are not reimbursable:
- (1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee's protection;
 - (2) Interest on loans, points, and mortgage discounts;
 - (3) Property taxes;
 - (4) Operating or maintenance costs;
 - (5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, PL 90-321, and Regulation Z issued IAW PL 90-321 by the Board of Governors

of the Federal Reserve System, unless specifically authorized in par. C5696-A4a above;

(6) Expenses that result from residence construction; and

(7) VA funding fee ([64 Comp. Gen. 674 \(1985\)](#)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its original cost;

b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. C5698.

Effective for an employee whose effective date of transfer is on or after 22 March 1997

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10 percent of the actual sale price of the residence at the old PDS, and

2. 5 percent of the purchase price of a residence at the new PDS.

C5698 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS ([FTR §302-11.301 and 302](#))

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705, Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in pars. C5698-A2 and C5698-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:

a. Sales agreement;

b. Property settlement document;

c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);

d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5692-G;

e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item; and

f. Property settlement document and approved claim application if there has been a prior claim settlement ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:
 - a. Purchase agreement;
 - b. Property settlement document;
 - c. Loan closing statement;
 - d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. C5692-G;
 - e. Paid invoices or receipts (of \$75 or more) for each additional claimed expense item;
 - f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and
 - g. Finance charge disclosure statement when provided by a lending institution in compliance with PL 90-321 "The Truth in Lending Act."

B. Claim Submission. DoDFMR Vol. 9, Chapter 6 (<http://comptroller.defense.gov/fmr/09.aspx>).

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:
 - a. Reasonable in amount, and
 - b. Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (PL 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program (<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo736.html>).

C5700 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DoDFMR, Volume 9 (<http://comptroller.defense.gov/fmr/09.aspx/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1260.

C5702 RETURN FROM MILITARY DUTY

See par. C5098 for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART N: REAL ESTATE ALLOWANCES****SECTION 2: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE****C5704 RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**

A. Adaptation. This information is adapted from GSA provided material.

B. Reference/Decision Search. To search for a reference/decision, go to the following websites and use the internal search tool:

1. FTR. <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl> (i.e., FTR 302-11.200(f)(2))
2. GSBCA. <http://www.gsbca.gsa.gov/> (i.e., GSBCA 15706-Relo (07/17/02))
3. CBCA. <http://www.cbca.gsa.gov/> (i.e., CBCA 1743-Relo (04/28/10))

C. Fee and Description Chart

Fee	Allowable under FTR/JTR	Description
Items Payable ICW Loan (Section 800 on HUD-I)		
Loan Origination Charge Line 801	The FTR allows for up to 1% of the loan amount to be reimbursed if lender charges are assessed in lieu of an origination fee and reflects charges for services similar to those covered by a loan origination fee. FTR 302-11.200(f)(2)	The Origination Charge lists the lender's and mortgage broker's charge for providing the loan and includes origination fees, processing fees, application fees, administration fees, underwriting fees, document preparation fees, wire fees, lender inspection fees, mortgage broker fees, loan handling and other loan originator miscellaneous fees. Some items may be included in this charge that are not reimbursable.
Loan Origination Fee	YES NTE 1% of the loan amount without itemization of the lenders administrative charges, if designated on the HUD-I Settlement Statement as part of the Loan Origination Charge. See FTR 302-11.201 for exception FTR 302-11.200(f)(2) GSBCA 15384-RELO, 22 January 2001	A fee paid for by the buyer during the purchase of a residence, which is reimbursable if customarily paid by the buyer.
Loan Discount Fee	NO	Also known as "points" or "discount points" for the specific interest rate chosen. The Loan Discount is a one-time charge imposed by the lender or broker to lower

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Fee	Allowable under FTR/JTR	Description
		(or permanently buy down) the interest rate.
VA Funding Fee	<p style="text-align: center;">NO</p> <p>GSBCA 14535-RELO, 19 June 1998</p>	<p>Required by law, the VA Funding Fee is intended to enable the veteran who obtains a VA home loan to contribute toward the cost of this benefit, and thereby reduce the cost to taxpayers.</p> <p>This is not an "application fee."</p>
Application Fee	<p style="text-align: center;">NO</p> <p>Unless for FHA and VA or unless charged in lieu of an origination fee, NTE 1%.</p> <p>See "ORIGINATION CHARGE".</p> <p>FTR 302-11.200(f)(1)</p> <p>CBCA 703-RELO, 6 August 2007</p>	<p>A fee that some lenders charge to accept an application.</p> <p>It may or may not cover other costs such as a property appraisal or credit report, and it may or may not be refundable if the lender declines the loan.</p>
Appraisal Fee	<p style="text-align: center;">YES</p> <p style="text-align: center;">FTR 302-11.200(b)</p>	<p>The Appraisal Fee pays for an opinion of property value made by an independent appraiser for the lender or broker.</p> <p>The lender needs to know if the value of the property is sufficient to secure the loan if the borrower fails to repay the loan on time.</p> <p>The appraiser inspects the house and the neighborhood, and considers sales prices of comparable houses and other factors in determining the value.</p> <p>The appraisal report provides the factual data upon which the appraiser based the appraised value and may include photos.</p> <p>However, the appraisal does not necessarily detect or discuss defects in the property.</p>
Credit Report	<p style="text-align: center;">YES</p> <p style="text-align: center;">FTR 302-11.200(f)(3)</p>	<p>The Credit Report Fee covers the cost of the credit report, which provides a historical snapshot of the applicant's previous credit history.</p> <p>The lender uses the credit report, along with information contained in the loan application, to determine whether the borrower is an acceptable credit risk and to determine the allowable credit amount.</p>

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Fee	Allowable under FTR/JTR	Description
Lender's Final Inspection Fee	<p>Generally, YES</p> <p>Under certain types of loans such as FHA or VA, Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11) and (10)</p> <p>GSBCA 14229, 3 March 1998 and 14604, 17 August 1998</p>	<p>A fee paid to inspect the property prior to loan closing to address questions raised based on the appraisal or as a condition to closing as required by the Lender.</p>
Processing/Commitment Fee	<p>Typically NO</p> <p>SEE "ORIGINATION CHARGE".</p> <p>Not generally authorized unless employee can show they were required as incidentals.</p>	<p>A processing fee reimburses the lender and/or mortgage broker for "out-of-pocket" costs incurred for services utilized in processing, underwriting, and closing a loan.</p> <p>These services include such overhead items as phone usage, overnight delivery, postage, copies, and office supplies.</p> <p>A loan commitment is a written notice from the bank or other lending institution saying it will advance mortgage funds in a specified amount to enable a buyer to purchase or refinance a property.</p> <p>Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.</p>
Document Preparation (lender and/or mortgage broker)	<p>Generally NO</p> <p>SEE "ORIGINATION CHARGE"</p>	<p>A fee to reimburse the lender or mortgage broker for preparation of mortgage documents.</p> <p>Under RESPA Reform, this fee is included in the "Origination Charge" and will not be itemized on the HUD.</p>
Underwriting Fee	<p>Generally NO</p> <p>SEE "ORIGINATION CHARGE"</p> <p>GSBCA 14256, 12 December 1997</p>	<p>A fee covering the cost of underwriting the loan transaction.</p> <p>Under RESPA Reform, this fee is included in the "Origination Charge"</p>

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Fee	Allowable under FTR/JTR	Description
		and will not be itemized on the HUD.
Flood Certification Fee (may appear in 1300 Section)	<p style="text-align: center;">YES</p> <p>Generally required by lender</p> <p>FTR 302-11.200(12)</p> <p>GSBCA-14844-RELO, 29 January 1999</p>	<p>Fee for a Flood Certification and the subsequent monitoring of the property's flood zone status (by the guaranteed flood zone vendor) for the life of the loan.</p> <p>A Flood Certification is the process of accurately identifying the location of a structure on a Flood Insurance Rate Map (FIRM) to determine and report the correct flood zone designation.</p>
Tax Service Fee (may appear in 1300 Section)	<p style="text-align: center;">NO</p> <p>Generally required by lender, but deemed to be a prerequisite to the extension of credit.</p> <p>GSBCA 16391-RELO, 2 August 2004</p>	<p>A tax service fee is a charge paid to a real estate tax reporting service. The service reports property tax amounts for escrowed loans and delinquencies on non-escrow loans.</p> <p>The tax service agency obtains all relevant tax bills and provides a lender with taxing authority information and tax amounts in an electronic format to ensure the integrity of tax payments during the life of the loan.</p> <p>May be made to a third party.</p>
Items Required By Lender To Be Paid In Advance (Section 900 on HUD-I)		
Prepaid Interest	NO	<p>The Prepaid Interest Fee is also known as "per diem interest" or "odd days' interest."</p> <p>At settlement, the borrower pays an amount to cover the interest that accrues on the principal balance from the settlement date to the beginning of the period covered by the first monthly payment.</p>
Mortgage Insurance Premium	NO	If applicable. Usually required on loans with an LTV higher than 80%.
Hazard Insurance Premium	NO	Premium for insurance to protect homeowner for loss related to certain hazards (i.e., fire, weather damage, vandalism).
Flood Insurance Premium	NO	Required if property in flood zone.
FHA Up Front Mortgage Insurance Premium	NO	Required for FHA loan.
Title and Closing Charges		

Fee	Allowable under FTR/JTR	Description
(Section 1100 on HUD-I)		
Title Services and Lender's Title Insurance	YES FTR 302-11.200(e)(8) GSBICA 14065-RELO, 5 June 1997 GSBICA 13797, 3 October 1996	<p>Under RESPA Reform, this is now a bundled fee and required to protect the lender.</p> <p>Title services fees includes any service involved with providing title insurance, including but not limited to: title examination and evaluation; preparation and issuance of title commitment; clearance of underwriting objections; preparation and issuance of policies; all processing and administrative services required to perform these functions, e.g., document delivery, preparation and copying, wiring, endorsements, and notary; and conducting the settlement, plus Lender's Title Insurance, which is coverage required as a condition of closing by the lender.</p>
Settlement or Closing Fee/Escrow Fee	YES See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	<p>The Closing or Settlement Fee is paid to the title agent or closing attorney for their services rendered in the closing of the loan transaction.</p> <p>Under RESPA Reform, this charge is included in the "Title Services and Lender's Title Insurance" fee, but may appear in the margin on the HUD-I if performed by a company different from the one providing title insurance.</p>
Abstract or Title Search	YES See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"	<p>The Title Search Fee covers the cost of a title search and examination of records of previous ownership, transfers, and claims of rights to the property, to determine whether the seller can convey clear title to the property, and to disclose any matters of record that could adversely affect the buyer or the lender.</p> <p>Examples of title problems are: unpaid mortgages, judgment or tax liens, conveyances of mineral rights, leases, and power line easements or road right-of-ways that could limit use and enjoyment of the real estate.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</p>

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Fee	Allowable under FTR/JTR	Description
<p>Title Examination</p>	<p>YES</p> <p>See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Fee for an examination of (and render an opinion on) the title search, typically by a licensed attorney.</p> <p>In many states, when an individual renders an opinion to another of the legal significance of the presence or absence of matters of record and/or the condition of the title or give any other advice concerning the application of legal principles, this is considered the practice of law.</p> <p>A title search of the public records, however, does not constitute the practice of law.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</p>
<p>Title Insurance Binder</p>	<p>YES</p> <p>See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Title companies sometimes charge a \$25-\$50 fee to issue a title commitment, which is a temporary insurance binder, pending closing and the issuance of a final title policy.</p> <p>Varies by state.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</p>
<p>Title Endorsements</p>	<p>YES</p> <p>See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Title insurance endorsements are used to change the coverage of the final title insurance policy.</p> <p>ALTA policies and other forms of title insurance policies provide adequate coverage for a majority of the "simple" real property transactions.</p> <p>If the transfer of title is not simple, the policy coverage needs to be added by endorsement to tailor coverage to meet the homeowner's, the seller's, and/or the lender's needs.</p> <p>Endorsements can change any part or portion of the policy, although endorsements are usually used to extend or make policy coverage more comprehensive for a particular title issue.</p>

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Fee	Allowable under FTR/JTR	Description
		<p>The cost for title insurance endorsements varies by endorsement type, property state and by the title insurance company.</p> <p>Some title endorsements are provided free of charge, others cost \$25-\$50, while others might be a percent of the final title policy charge.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge, and may not be itemized.</p>
<p>Document Preparation (title company/closing agent/attorney)</p>	<p>YES</p> <p>See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p> <p>Also refer to GSBGA 15077-RELO, 14 October 1999, which distinguishes between lender doc prep fee and closing agent/title company doc prep fee.</p>	<p>Some closing agents charge Document Preparation Fees for preparing additional forms required for a specific loan closing, such as state recording forms, cover sheets or Affidavits, Power of Attorney, Subordinations, condominium transfer documentation, homestead documentation, Seller's Deeds, etc.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</p>
<p>Notary Fees</p>	<p>YES</p> <p>See "TITLE SERVICES AND LENDER'S TITLE INSURANCE"</p>	<p>Fee for the services of a Notary Public.</p> <p>Certain loan documents require the signature of a notary public. This fee is typically included in the Closing Fee, but if a separate notary public is present, an additional charge may be imposed.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</p>
<p>Attorney's Fees</p>	<p>YES: When included in "TITLE SERVICES AND LENDER'S TITLE INSURANCE" charge;</p> <p>NO: If listed separately on HUD to cover borrower's personal interests apart from closing/title services function.</p>	<p>In some areas, it is customary for attorneys to perform part of the preliminary title work or to close the loan.</p> <p>Alternatively, the Buyer or Seller's Attorney might perform personal services unrelated to the loan closing, such as Purchase Contract negotiation or review.</p> <p>Fees paid to an attorney for conducting the closing will be included in the "Title Services and Lender's Title Insurance" charge.</p> <p>If a borrower selects an attorney to represent the borrower's personal interests</p>

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Fee	Allowable under FTR/JTR	Description
		at settlement, and the service provided by that attorney is separate from the functions necessary to conduct the closing, provide title services or issue the lender's title insurance policy, this attorney's charge may be separately listed on a blank line in the 1100 series in the borrower's column along with the name of the attorney and the type of service provided. Accordingly, the amount of this attorney's fee should not be included in the charge listed on Line 1101.
Loan Tie-In Fee	<p style="text-align: center;">YES</p> <p>CBCA 1616-RELO, 25 September 2009</p> <p>GSBCA 16815, 31 August 2006</p>	<p>Fee charged by the escrow company to act as a liaison between borrower and lender to ensure loan is funded.</p> <p>Under RESPA Reform, this fee is included in the "Title Services and Lender's Title Insurance" charge and may not be itemized.</p>
Owner's Title Insurance	<p style="text-align: center;">Generally NO</p> <p>However, the FTR provides that the cost be reimbursed provided it is a prerequisite to financing or the transfer of the property or if the owners' title policy is inseparable from other insurance that is required.</p> <p>GSBCA 16043-RELO, 11 March 2003</p> <p>FTR 302-11.202</p>	<p>Coverage that protects the owner's interest. Often times, when Owner's Title Insurance is purchased, the title company provides a simultaneous issue rate, with a significant discount (usually to the Lender's Policy).</p> <p><u>NOTE:</u> Typically, when both an owner's and lender's policy is purchased, a discount is applied, usually for the lender's portion.</p> <p>The GSBCA has ruled that reimbursement of the expense is allowed up to, but not in excess of, the cost of the lender's title insurance if the coverage had been purchased separately -- regardless of how the cost of the policies might be apportioned on the settlement sheet.</p> <p>GSBCA 16764-RELO 7 (February 2006)</p>
Government Recording and Transfer Charges (Section 1200 on HUD-I)		
Recording Fees	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (6)</p>	<p>The cost for filing legal documents associated with the mortgage transaction with the clerk of court.</p> <p>Generally, the Security Instrument, Riders and Assignments are recordable documents. Additional forms, such as Power of Attorney or Subordinations, are also recorded.</p>

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Fee	Allowable under FTR/JTR	Description
		Recording fees are typically charged on a per-page basis. Costs vary by state and often by city or county.
City/County Tax/Stamps	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (5)</p>	<p>City/County Tax Stamps are regulatory fees (i.e., typically written into the local laws) for the purpose of paying clerk of court overhead costs and also to generate local revenue.</p> <p>Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement.</p> <p>Stamps can be affixed to either the Mortgage or the Deed, and payment by Buyer or Seller varies by state.</p>
State Tax/Stamps	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (4)</p>	<p>State Tax Stamps are regulatory fees (i.e., typically written into the state laws) for the purpose of generating state revenue.</p> <p>Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement.</p> <p>Stamps can be affixed to either the Mortgage or the Deed, and payment by Buyer or Seller varies by state. Some states collect a mortgage tax anytime a new mortgage is recorded.</p>
Real Estate Transfer Tax	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (4)</p>	<p>Transfer Taxes are regulatory fees (i.e., typically written into the local or state laws) for the purpose of paying clerk of court overhead costs and also to generate local revenue.</p> <p>Stamp Taxes and Transfer Taxes are often itemized interchangeably on the HUD-1 Settlement Statement.</p> <p>Transfer Taxes are typically applicable to the Deed, paid on purchase transactions only, and based on the sales price.</p> <p>Generally, Transfer Taxes are paid by the Seller, but in several states, the Buyer is responsible for payment. (Cannot change at settlement)</p>
Mortgage Tax	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (4)</p>	Tax imposed on the mortgage (can be charged by city, county, or state).

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Fee	Allowable under FTR/JTR	Description
Intangible Tax	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (6)</p>	Intangible Tax is a tax on the value of intangible personal property owned, managed, or controlled by persons residing or doing business in Florida - Reference Sections 199.052(1), 199.133, and 199.175 F.S.
Conservation Fee	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (6)</p>	Special fee paid required by some states, such as MN, for the preservation of wildlife and its habitat.
Mansion Tax	<p style="text-align: center;">YES</p> <p>FTR 302-11.200(f)(4), (6)</p> <p>GSBCA 16271-RELO, 26 November 2003</p>	State tax imposed on properties with consideration (sales price) equal to or greater than one million dollars, typically 1% of the total sales price in the states of New York and New Jersey.
NJ Notice of Settlement	<p style="text-align: center;">YES</p> <p>FTR 302-11.200 (6)</p>	Required in State of NJ. Fee for publication of a notice of a pending sale or closing to ensure accounting for all liens or judgments between the time of contract sale and conveyance of title and recording of deed.
GA Residential Fee	<p style="text-align: center;">YES</p> <p>FTR 301-11.200(b)</p> <p>GSBCA 16410-RELO, 11 August 2004</p>	<p>Georgia Residential Mortgage Act (GRMA) Fee: \$6.50 fee assessed by state to fund state's audit.</p> <p>According to the statute establishing the GRMA fee, the fee is paid by the Borrower to the Department of Banking and Finance to fund oversight of Georgia's mortgage industry and provide consumer protection.</p> <p>As such, HUD determined that the fee is a GOV'T fee to be charged to the buyer and should go in the GOV'T fee section of each form.</p>
Additional Settlement Charges (Section 1300 on HUD-1)		
Survey or Plat Drawing (may appear in 1100 Section)	<p style="text-align: center;">Typically YES</p> <p>Applicable regulations permit the reimbursement of the cost of making surveys and the cost of preparing drawings or plats when required for legal or financing purposes if it does not exceed what is customary for that local.</p> <p>FTR 302-11.200(d)</p> <p>GSBCA 15613-RELO, 7 September 2001</p> <p>CBCA 52-RELO, 16 July 2007</p>	<p>A survey is a map or chart, drawn by a surveyor, of a lot, subdivision or community; it shows boundary lines, buildings, improvements on the land and easements.</p> <p>Surveys are typically a title company requirement, rather than a lender requirement, and the information is used to determine what items (e.g., easements, encroachments) will be excluded from the title coverage (or which exceptions which require a title endorsement to ensure clear title).</p>

Fee	Allowable under FTR/JTR	Description
		<p>Variation of survey; A plat is a map representing a piece of land subdivided into lots with streets, boundaries, easements, and dimensions shown thereon.</p> <p>A plat drawing ensures appropriate coverage in the final title insurance policy.</p>
Pest Inspection	<p>Typically NO</p> <p>Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>FTR 302-11.200(f)(12)</p>	<p>Also known as "Termite Inspection."</p> <p>The Pest Inspection tests for pest infestations, wood rot, and water damage.</p> <p>The inspection usually runs around \$75.</p> <p>If repairs are required, the amount to cover those repairs can vary.</p> <p>Pest inspections are usually specified in the Purchase Contract in a geographic area and are generally not imposed as a lender requirement.</p>
Structural or Mechanical Inspection	<p>Typically NO</p> <p>Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>FTR 302-11.200(f)(11)</p> <p>GSCBA 16043-RELO, 11 March 2003</p>	<p>Inspections to determine whether the structure constructed on the property is structurally sound and that the mechanical systems (i.e., plumbing, heating, electrical, etc.) are safe and in good working order.</p> <p>On new construction this may also include fees for municipal inspections.</p> <p>Structural/Mechanical Inspections are generally not imposed as a lender requirement.</p>

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Fee	Allowable under FTR/JTR	Description
Standard Home Inspection	<p>Typically NO</p> <p>Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>FTR 302-11.200(f)(11)</p> <p>GSBCA 16043-RELO, 11 March 2003</p>	<p>An inspection made on the home that examines the high-level condition of the home.</p> <p>This differs from a mechanical or structural inspection, which is typically much more thorough.</p> <p>Standard home inspections are generally <u>not</u> imposed as a lender requirement.</p>
Water/Well Inspection	<p>Typically NO</p> <p>Only if purchasers customarily pay for well inspections, if the amount paid is within the amount customarily paid, and if the expense was for a "required" service in purchasing her home.</p> <p>FTR 302-6.2(f)</p> <p>GSBCA 14223-RELO, 30 October 1997</p>	<p>Inspection of property that does not have access to a municipal water supply to ensure adequacy of water supply to be used by the property.</p> <p>Water/Well Inspections are generally <i>not</i> imposed as a lender requirement.</p>
Radon Inspection	<p>Typically NO</p> <p>Expenses ICW environmental testing and property inspection are reimbursable only when they meet all three of the following tests; the fees must be:</p> <p>(a) customarily paid by the purchaser of a residence in the locality in question,</p> <p>(b) in an amount no greater than is customarily paid in that locality, and</p> <p>(c) required by federal, state, or local law, or by the lender as a precondition to the purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>GSBCA 16648-RELO, 21 July 2005</p>	<p>Fee to inspect dwelling to measure the presence of radon gas.</p> <p>Radon Inspections are generally <i>not</i> imposed as a lender requirement.</p>

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Fee	Allowable under FTR/JTR	Description
Roof Inspection	<p>Typically NO</p> <p>The FTR provides that property inspection fees are reimbursable only when required by Federal, State, or Local law, or by the lender as a precondition to the sale or purchase.</p> <p>FTR 302-11.200(f)(11)</p> <p>GSBCA 16043-RELO, 11 March 2003</p>	<p>Fee to inspect the roof of a dwelling, and is generally not imposed as a lender requirement.</p>
Pool and Spa Inspection	<p>Typically NO</p> <p>Same as "Roof inspection" above.</p> <p>FTR 302-11.200(f)(11)</p> <p>GSBCA 16043-RELO, 11 March 2003</p>	<p>Fee to inspect the current condition of all accessible pool components.</p> <p>Inspection consists of pool/spa placement, pool/spa deck surface condition, pool/spa equipment, and operation of that equipment, and generally not imposed as a lender requirement.</p>
Chimney Inspection	<p>Typically NO</p> <p>Same as "Roof Inspection" above.</p> <p>FTR 302-11.200(f)(11)</p> <p>FTR 302-11.200(f)(11)</p>	<p>Fee to inspect chimney for adherence to environmental and fire safety standards, and regular maintenance, and is generally not imposed as a lender requirement.</p>
HOA Transfer Fees	<p>NO</p> <p>CBCA 654-RELO, 27 July 2007</p> <p>HOA is a requirement of occupancy and participation in the management of the cooperative development.</p> <p>The cost of membership is considered a personal expense of the employee and not reimbursable.</p>	<p>A one-time fee to transfer ownership in a Home Owner's Association to the buyer.</p>
Power of Attorney	<p>YES</p> <p>Must have been necessary for the transfer of the residence (rather than having been secured merely for reasons of personal preference).</p> <p>Must be incurred for services procured by the employee rather than the lender, since fees paid to a lender are considered part of a non-reimbursable finance charge.</p> <p>GSBCA 16114-RELO, 7 August 2003</p>	<p>Fee charged to prepare documents delegating legal authority from one party to another.</p>

Part N: Real Estate Allowances/Section 2: Residence Transaction Expenses-Home Purchase

Fee	Allowable under FTR/JTR	Description
Builder's Fee for Closing Costs	<p style="text-align: center;">NO</p> <p>FTR 302-11.202(h)</p>	<p>Prevalent in Texas and Florida, borrower is charged a flat percentage in closing costs (typically up to 1.75%).</p> <p>This fee is charged in addition to usual expenses, and is usually not reimbursable because it includes expenses that are usually paid by the seller of a property.</p>
Buyer/Broker Administration Fee	<p style="text-align: center;">NO</p> <p>FTR 302-11.202(b)</p> <p>CBCA 1693-RELO, 3 December 2009</p>	<p>Charged by real estate agent/broker to attend closing.</p>
Home Equity Loan or Line of Credit Closing Costs (2nd Mortgage)	<p style="text-align: center;">YES</p> <p>If taken out to secure funds with which to purchase a residence at the new official station</p> <p>GSBCA 16410-RELO, 11 August 2004</p> <p>GSBCA 15235-RELO, 15 May 2000</p>	<p>Fees associated with the administration of a home loan or equity line of credit</p>

CHAPTER 5: PERMANENT DUTY TRAVEL**PART N: REAL ESTATE ALLOWANCES****SECTION 3: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART****C5706 GSBCA, CBCA AND CG DECISIONS**

A. Decisions Search. To search for a decision, go to the following websites and use the internal search tool:

1. Comp Gen/GAO. <http://www.gao.gov/search?q> (e.g., 52 Comp. Gen. 769 (1973) or B-183436, 22 July 1975))
2. GSBCA. <http://www.gsbcg.gsa.gov/> (e.g., GSBCA 15706-Relo (07/17/02))
3. CBCA. <http://www.cbca.gsa.gov/> (e.g., CBCA 1743-Relo (04/28/10))

B. Decisions

1. Reimbursable and Non-reimbursable Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15591-Relo (08/29/01)	GSBCA 15506-Relo (08/15/01)	B-251716 (02/10/93)
B-247860 (07/23/92)	71 Comp. Gen. 316 (1992)	B-241483 (02/28/91)	69 Comp. Gen. 573 (1990)
B-227567 (08/26/88)	B-222899 (03/16/87)	B-222121 (09/19/86)	61 Comp. Gen. 352 (1982)
B-203413 (04/13/82)	B-204939 (04/05/82)	B-202297 (07/24/81)	60 Comp. Gen. 451 (1981)
B-191235 (10/25/78)	B-190677 (07/06/78)	B-189295 (08/16/77)	

2. Broker's Fees and Real Estate Commissions

CBCA 1743-Relo (04/28/10)	GSBCA 15867-Relo (07/11/02)	GSBCA 15669-Relo (07/02/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15542-Relo (01/24/02)	B-247315 (05/18/92)	B-241986 (08/15/91)	B-232313 (01/09/89)
B-224628 (01/12/88)	B-222277 (08/18/86)	B-219925 (06/10/86)	B-221062 (04/15/86)
B-219501 (01/13/86)	B-217514 (11/25/85)	B-217784 (09/03/85)	64 Comp. Gen. 557 (1985)
B-214555 (08/28/84)	B-214362 (08/07/84)	63 Comp. Gen. 474 (1984)	B-205584 (08/02/82)
B-205849 (06/02/82)	B-200167 (07/07/81)	B-201666 (03/06/81)	B-197908 (04/21/80)
B-196517 (02/19/80)	58 Comp. Gen. 211 (1979)	B-190902 (02/14/78)	B-190107 (02/08/78)
B-184063 (06/15/76)	B-182431 (07/14/75)	B-181129 (08/19/74)	B-179634 (04/08/74)

3. Advertising, Selling, and Appraisal Expenses

<i>Professional assistance in an unsuccessful sale-by-owner</i>		GSBCA 16246-Relo (12/4/03)	
68 Comp. Gen. 373 (1989)	67 Comp. Gen. 453 (1988)	B-221062 (04/15/86)	61 Comp. Gen. 352 (1982)
B-187437 (02/07/77)	B-186009 (10/12/76)	B-183694 (11/24/75)	

4. Legal and Related Expenses

GSBCA 15718-Relo (02/28/02)	GSBCA 15377-Relo (01/11/02)	GSBCA 15456-Relo (10/03/01)	
B-249311.2 (02/04/93)	B-248906 (11/18/92)	B-248506 (10/26/92)	B-248457 (09/29/92)
B-247860 (07/23/92)	B-217666.2 (04/07/92)	B-229322 (12/08/88)	67 Comp. Gen. 503 (1988)
B-223907 (03/09/87)	66 Comp. Gen. 206 (1987)	B-218953 (06/26/86)	B-218955 (04/11/86)
65 Comp. Gen. 473 (1986)	B-219526 (01/15/86)	64 Comp. Gen. 296 (1985)	B-215552 (12/11/84)
64 Comp. Gen. 24 (1984)	62 Comp. Gen. 426 (1983)	B-206852 (03/09/83)	B-205579 (06/21/82)
B-205503 (06/02/82)	61 Comp. Gen. 352 (1982)	B-205510 (02/08/82)	61 Comp. Gen. 112 (1981)
B-200207 (09/29/81)	B-200691 (08/24/81)	B-199193 (04/22/81)	B-199900 (02/10/81)
B-197504 (05/05/80)	B-193945 (04/29/80)	B-195462 (04/22/80)	58 Comp. Gen. 786 (1979)
B-194668 (09/17/79)	B-194887 (08/17/79)	B-192472 (03/21/79)	B-192593 (01/16/79)
B-191920 (12/16/78)	B-191792 (09/25/78)	57 Comp. Gen. 669 (1978)	B-189569 (06/16/78)
B-189381 (12/15/77)	B-188213 (12/12/77)	B-190122 (11/23/77)	B-189140 (11/23/77)
B-188265 (11/08/77)	B-188970 (10/13/77)	B-188300 (08/29/77)	56 Comp. Gen. 862 (1977)
B-188716 (07/06/77)	56 Comp. Gen. 561 (1977)	B-186254 (03/16/77)	B-187125 (02/09/77)
B-187437 (02/07/77)	B-186290 (09/30/76)	B-183807 (08/30/76)	B-184720 (07/01/76)
B-184063 (06/15/76)	B-183102 (06/09/76)	B-185825 (04/22/76)	B-183161 (02/27/76)
B-183694 (11/24/75)	B-183160 (11/17/75)	B-183792 (08/04/75)	B-183443 (07/14/75)
B-183037 (03/21/75)	54 Comp. Gen. 597 (1975)		

5. Miscellaneous Expenses

Avalanche study expense			
GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)	B-235927 (09/06/89)	B-236362 (11/09/89)
B-231485 (01/19/89)	B-230741 (09/19/88)	B-229230 (03/14/88)	B-232729 (03/01/89)
B-223907 (03/09/87)	B-221059 (08/18/86)	B-218955 (04/11/86)	B-224775 (04/07/87)
64 Comp. Gen. 568 (1985)	B-215552 (12/11/84)	63 Comp. Gen. 603 (1984)	B-220741 (04/03/86)
B-210152 (06/23/83)	B-207304 (04/15/83)	B-206051 (09/29/82)	63 Comp. Gen. 474 (1984)
61 Comp. Gen. 352 (1982)	61 Comp. Gen. 136 (1981)	60 Comp. Gen. 650 (1981)	B-203345 (07/07/82)
B-201009 (04/16/81)	B-201666 (03/06/81)	B-197504 (05/05/80)	B-202297 (07/24/81)

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B-193578 (08/20/79)	B-192593 (01/16/79)	B-191402 (11/22/78)	B-194668 (09/17/79)
57 Comp. Gen. 770 (1978)	B-190715 (03/24/78)	B-189093 (10/13/77)	B-163425 (11/07/78)
B-188300 (08/29/77)	B-189295 (08/16/77)	B-188716 (07/06/77)	B-189662 (10/04/77)
B-186290 (09/30/76)	B-186734 (09/23/76)	B-185680 (08/04/76)	B-187890 (02/17/77)
B-182076 (02/05/75)	B-245650 (03/05/92)	GSBCA 16246-Relo, 12/4/03	B-183251 (05/29/75)

6. Reimbursable Items

B-248906 (11/18/92)	71 Comp. Gen. 316 (1992)		
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7. FHA or VA Loan Application Fee

GSBCA 15672-Relo (01/18/02)	71 Comp. Gen. 316 (1992)	B-221162 (06/10/86)	B-199888 (03/25/81)
B-189639 (03/24/78)			

8. Loan Origination Fees and Similar Charges

CBCA 1827-Relo (07/27/10)	GSBCA 16281-Relo (12/09/03)	GSBCA 15817-Relo (08/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15613-Relo (09/07/01)	GSBCA 15538-Relo (08/10/01)
B-249500 (12/24/92)	B-248457 (09/29/92)	B-248538 (09/24/92)	B-246809 (03/31/92)
69 Comp. Gen. 340 (1990)	B-238038 (02/23/90)	B-238023 (02/22/90)	B-234288 (02/08/90)
B-233806 (11/16/89)	B-235616 (08/29/89)	B-232679.2 (08/29/89)	B-229443 (12/09/88)
B-229322 (12/08/88)	B-232679 (11/14/88)	B-228691 (09/21/88)	B-229352 (08/22/88)
B-226876 (08/22/88)	67 Comp. Gen. 503 (1988)	66 Comp. Gen. 627 (1987)	B-222899 (03/16/87)
B-221103 (09/19/86)	B-223240 (09/08/86)	B-221529 (07/01/86)	B-221162 (06/10/86)
B-221010 (05/06/86)	B-218955 (04/11/86)	65 Comp. Gen. 447 (1986)	B-220133 (03/13/86)
B-219309 (01/29/86)	B-219545 (01/15/86)	B-219026 (11/29/85)	B-219076 (11/25/85)
B-218946 (11/12/85)	B-218754 (09/17/85)	B-218476 (09/05/85)	B-217584 (09/04/85)
B-216425 (08/21/85)	B-216973 (04/22/85)	B-217081 (03/08/85)	64 Comp. Gen. 306 (1985)
64 Comp. Gen. 296 (1985)	63 Comp. Gen. 603 (1984)	B-214757 (09/05/84)	63 Comp. Gen. 456 (1984)
63 Comp. Gen. 355 (1984)	B-213164 (02/22/84)	B-213740 (02/15/84)	B-211310 (10/04/83)
62 Comp. Gen. 534 (1983)	B-211107 (06/10/83)	B-205267 (06/15/82)	B-205873 (05/04/82)
B-203630 (03/09/82)	B-198060 (11/10/80)	B-189381 (12/15/77)	

9. Mortgage and Transfer Taxes

CBCA 1963-Relo (08/02/10)	GSBCA 16424-Relo (07/23/04)	B-248301 (09/25/92)	B-189488 (08/18/77)
B-185487 (08/03/76)	B-183162 (01/27/76)	B-182082 (01/22/75)	B-181795 (11/11/74)
B-171878 (08/08/74)			

10. State Revenue Stamps

63 Comp. Gen. 474 (1984)	B-210351 (05/10/83)	B-196527 (12/29/80)	B-197567 (04/15/80)
B-195593 (01/22/80)	B-190484 (02/14/78)		

11. Other Similar Charges

71 Comp. Gen. 316 (1992)	B-232092 (07/14/89)	68 Comp. Gen. 373 (1989)	67 Comp. Gen. 503 (1988)
B-229230 (03/14/88)	B-226013 (10/28/87)	B-223102 (09/25/87)	66 Comp. Gen. 627 (1987)
64 Comp. Gen. 674 (1985)	B-217719 (07/01/85)	64 Comp. Gen. 296 (1985)	B-172742 (11/24/80)

12. Charge for Prepayment of Mortgage

B-237972 (05/22/90)	B-216425 (08/21/85)	B-194892 (03/14/80)	B-194298 (08/10/79)
B-188716 (07/06/77)			

13. Mortgage Title Insurance Policy

B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	66 Comp. Gen. 206 (1987)	B-172742 (11/24/80)
B-197523 (04/25/80)	B-197098 (04/24/80)	B-192593 (01/16/79)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-185680 (08/04/76)	B-184720 (07/01/76)	B-183958 (04/14/76)

14. Owner's Title Insurance Policy

GSBCA 15801-Relo (07/05/02)	B-245457 (02/14/92)	B-241986 (08/15/91)	B-221059 (08/18/86)
64 Comp. Gen. 674 (1985)	B-215552 (12/11/84)		

15. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

GSBCA 15629-Relo (10/17/01)	B-247860 (07/23/92)	69 Comp. Gen. 573 (1990)	B-226271 (11/05/87)
B-232720 (09/13/89)	B-233362 (04/07/89)	B-231537 (11/14/88)	
B-206051 (09/29/82)	B-184928 (09/15/76)	B-235374 (01/11/90)	

16. Expenses that Result from Construction of a Residence

GSBCA 15629-Relo (10/17/01)	GSBCA 15415-Relo (06/06/01)	B-226271 (11/05/87)	B-187125 (02/09/77)
69 Comp. Gen. 573 (1990)	B-226532 (12/09/87)	B-192420 (08/27/79)	
B-214164 (07/09/84)	B-205510 (02/08/82)	B-171878 (08/08/74)	
B-184928 (09/15/76)	B-181795 (11/11/74)	65 Comp. Gen. 557 (1986)	

17. Non-reimbursable Items

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CBCA 1994-Relo (08/19/10)	CBCA 1883-Relo (05/13/10)	CBCA 1762-Relo (03/12/10)	CBCA 1791-Relo (01/14/10)
CBCA 877-Relo (7/3/08)	GSBCA 15730-Relo (01/24/02)	GSBCA 15645-Relo (10/11/01)	B-248906 (11/18/92)
B-247860 (07/23/92)	B-246296 (03/30/92)		

18. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property

CBCA 1829-Relo (04/18/10)	GSBCA 16277-Relo (04/28/04)	B-249621 (01/19/93)	B-241986 (08/15/91)
B-233806 (11/16/89)	68 Comp. Gen. 373 (1989)	B-226010 (11/30/87)	B-227503 (08/20/87)
B-220287 (03/11/86)	B-217822 (06/20/85)	64 Comp. Gen. 306 (1985)	64 Comp. Gen. 296 (1985)
B-172742 (11/24/80)	B-197098 (04/24/80)	B-193750 (08/28/79)	B-193578 (08/20/79)
B-190902 (02/14/78)	B-189488 (08/18/77)	B-188716 (07/06/77)	B-185706 (12/17/76)
B-184928 (09/15/76)	B-183958 (04/14/76)		

19. Interest on Loans, Points, and Mortgage Discounts

GSBCA 15672-Relo (01/18/02)	B-248538 (09/24/92)	66 Comp. Gen. 627 (1987)	
B-218955 (04/11/86)	64 Comp. Gen. 266 (1885)	B-221529 (07/01/86)	

20. Property Taxes

B-226322 (08/17/87)	B-217474 (07/19/85)	61 Comp. Gen. 352 (1982)	
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21. Operating or Maintenance Costs

GSBCA 15669-Relo (07/02/02)	70 Comp. Gen. 362 (1991)	B-218955 (10/30/85)	B-217922 (09/06/85)
B-215410 (11/14/84)	B-204644 (06/08/82)	61 Comp. Gen. 136 (1982)	B-202297 (07/24/81)
B-200167 (07/07/81)	B-193578 (08/20/79)	B-190815 (03/27/78)	B-189295 (08/16/77)

22. Finance Charges

GSBCA 16403-Relo (08/15/04)	GSBCA 16277-Relo (04/28/04)	GSBCA 15799-Relo (05/02/02)	GSBCA 15718-Relo (02/28/02)
GSBCA 15730-Relo (01/24/02)	GSBCA 15672-Relo (01/18/02)	GSBCA 15645-Relo (10/11/01)	GSBCA 15506-Relo (08/15/01)
B-248457 (09/29/92)	71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	69 Comp. Gen. 573 (1990)
B-233806 (11/16/89)	B-229322 (12/08/88)	B-229230 (03/14/88)	B-226010 (11/30/87)
B-223797 (04/20/87)	B-221162 (06/10/86)	B-218754 (08/17/85)	B-217474 (07/19/85)
B-217719 (07/01/85)	B-205149 (06/04/85)	B-217189 (05/06/85)	B-215699 (10/02/84)
B-212326 (11/29/83)	B-209691 (05/09/83)	B-208479 (03/16/83)	B-208837 (12/06/82)
B-203345 (07/07/82)	B-205267 (06/15/82)	B-205873 (05/04/82)	B-203630 (03/09/82)
B-204015 (09/18/81)	B-202103 (07/16/81)	60 Comp. Gen. 531 (1981)	B-200615 (06/15/81)
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)

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B-198475 (10/17/80)	B-198901 (10/03/80)	58 Comp. Gen. 786 (1979)	B-192851 (05/11/79)
B-194203 (05/07/79)	B-191040 (11/29/78)	B-189639 (03/24/78)	B-190108 (02/13/78)
B-189381 (12/15/77)	B-189295 (08/16/77)	B-187223 (02/18/77)	B-187890 (02/17/77)
B-187125 (02/09/77)	B-187437 (02/07/77)	B-187363 (12/21/76)	B-186290 (09/30/76)
B-186734 (09/23/76)	B-184928 (09/15/76)	B-185680 (08/04/76)	B-184703 (04/30/76)
B-183611 (09/02/75)	B-183317 (05/14/75)	B-180981 (10/01/74)	B-191203 (05/11/78)

23. Losses Due to Prices or Market Conditions at the Old and New PDS

B-246296 (03/30/92)	B-245650 (03/05/92)	B-238372 (08/01/90)	B-229026 (08/08/88)
B-219845 (06/09/87)	B-200744 (09/18/81)	B-198940 (07/29/80)	
B-187848 (08/23/77)	B-186009 (10/12/76)	B-184869 (09/21/76)	

24. Other Sale and Purchase of Residence Expenses

GSBCA 15882-Relo (08/15/02)	GSBCA 15735-Relo (07/17/02)	GSBCA 15866-Relo (06/28/02)	GSBCA 15720-Relo (03/28/02)
GSBCA 15377-Relo (01/11/02)	GSBCA 15686-Relo (11/07/01)	GSBCA 15645-Relo (10/11/01)	GSBCA 15639-Relo (10/03/01)
B-248906 (11/18/92)	B-247315 (05/18/92)	B-247042 (05/12/92)	B-246296 (03/30/92)
71 Comp. Gen. 316 (1992)	B-245650 (03/05/92)	B-241986 (08/15/91)	B-242946 (06/12/91)
70 Comp. Gen. 362 (1991)	B-238372 (08/01/90)	68 Comp. Gen. 373 (1989)	B-231485 (01/19/89)
67 Comp. Gen. 449 (1988)	B-230402 (03/23/88)	B-229230 (03/14/88)	B-224765 (08/17/87)
B-215410 (11/14/84)	B-202906 (09/15/82)	61 Comp. Gen. 352 (1982)	B-172742 (11/24/80)
B-194851 (04/08/80)	B-193578 (08/20/79)	B-194887 (08/17/79)	B-192851 (05/11/79)
B-190815 (03/27/78)	B-189093 (10/13/77)	B-189662 (10/04/77)	B-187493 (04/01/77)
B-186734 (09/23/76)	B-185783 (04/29/76)	B-184594 (02/12/76)	

25. Overall Limitations

CBCA 1660-Relo (04/29/10)	B-216542 (06/11/85)	B-211310 (10/04/83)	B-191485 (11/21/78)
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26. Settlement of an Unexpired lease

B-232394 (10/06/89)	68 Comp. Gen. 133 (1988)	67 Comp. Gen. 285 (1988)	B-227380 (11/13/87)
65 Comp. Gen. 396 (1986)	64 Comp. Gen. 24 (1984)	B-210918 (03/20/84)	B-201153 (01/18/82)
B-200841 (11/19/81)	B-200037 (03/02/81)	B-193452 (07/10/79)	B-192129 (03/08/79)
B-192135 (01/24/79)	B-189808 (04/28/78)	B-188604 (02/14/78)	B-186435 (10/13/77)
B-186507 (12/22/76)	B-186035 (11/02/76)	56 Comp. Gen. 20 (1976)	B-184901 (07/23/76)
B-184164 (12/08/75)	B-182276 (04/10/75)	B-181435 (02/12/75)	

27. Exclusions

GSBCA 15615-Relo (08/14/01)	B-192486 (12/12/78)	54 Comp. Gen. 991 (1975)	
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28. Employee Must Incur Costs

GSBCA 15867-Relo (07/11/02)	GSBCA 15695-Relo (06/10/02)	GSBCA 15761-Relo (05/09/02)	GSBCA 15377-Relo (01/11/02)
GSBCA 15613-Relo (09/07/01)	GSBCA 15560-Relo (06/22/01)	GSBCA 15485-Relo (05/04/01)	

29. Employee Must Actually Sell/Purchase Real Estate

GSBCA 15580-Relo (01/31/02)	GSBCA 15629-Relo (10/17/01)	GSBCA 15524-Relo (08/09/01)	
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30. Miscellaneous Expenses

GSBCA 15706-Relo (07/17/02)	GSBCA 15728-Relo (06/24/02)	GSBCA 15730-Relo (01/24/02)	
GSBCA 15662-Relo (12/20/01)	GSBCA 15529-Relo (11/30/01)	GSBCA 15613-Relo (09/07/01)	
GSBCA 15541-Relo (08/22/01)	GSBCA 15718-Relo (02/28/02)	GSBCA 15591-Relo (08/29/01)	

31. Regularly Commutes

CBCA 1244-Relo (12-18-08)	CBCA 690-Relo (8-29-07)	GSBCA 15445-Relo (08/02/01)	GSBCA 15514-Relo (11/30/01)
GSBCA 15480-Relo (06/12/01)	GSBCA 15521-Relo (05/17/01)	GSBCA 15403-Relo (05/17/01)	

32. Relocation Services

GSBCA 15720-Relo (03/28/02)	GSBCA 15760-Relo (03/27/02)	GSBCA 15580-Relo (01/31/02)	
GSBCA 15615-Relo (08/14/01)	GSBCA 15621-Relo (02/14/02)		

33. Title Issues

GSBCA 15499-Relo (06/13/01)	GSBCA 15503-Relo (05/03/01)	GSBCA 15379-Relo (04/19/01)	
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34. Home Inspection Fee

GSBCA 15718-Relo (02/28/02)			
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35. Home Marketing Incentive Program

CBCA 1710-Relo (03/29/10)	CBCA 1796-Relo (01/14/10)	GSBCA 15621-Relo (02/14/02)	GSBCA 15580-Relo (01/31/02)
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36. Extensions for Sale of Residence

GSBCA 15866-Relo (06/28/02)	GSBCA 15639-Relo (10/03/01)		
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37. Real Estate -- New Employee

GSBCA 15577-Relo (01/15/02)	GSBCA 15686-Relo (11/07/01)		
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38. Waiver of Debt

Whether agency waives employee's debt is solely within discretion of the agency			
CBCA 1828-Relo (05-07-10)	CBCA 1793-Relo (02-23-10)	GSBCA 14758-Relo, (03/04/99)	

39. Retirement

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization/order to the last PDS and the terms of service agreement were fulfilled.	GSBCA 16494-Relo, (11/04/04)
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40. Relocation Income Tax (RIT) Allowance

The RIT allowance reimburses an eligible transferred employee for substantially all of the additional Federal, State, and local <i>income taxes</i> incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes.		
CBCA 1980-Relo (06/17/10)	CBCA 1709-Relo, (11/12/09)	GSBCA 16828-Relo, (06/08/06)
GSBCA 16820-Relo, (04/19/06)	GSBCA 16781-Relo, (03/16/06)	

CHAPTER 5: PERMANENT DUTY TRAVEL

PART O: RELOCATION SERVICES

SECTION 1: GENERAL

C5708 GENERAL

A. DoD Contract Services. A DoD COMPONENT may offer relocation services to an eligible employee. The DoD National Relocation Program (DNRP) offers authorized transferring DoD employees departure and destination area relocation services including:

1. Home Marketing Assistance;
2. Guaranteed Home Sale;
3. Property management (PM) services (Ch 5, Part O2);
4. Home Finding Assistance; and
5. Mortgage Assistance.

DNRP relocation services are provided by national Relocation Service Company (RSC) third-party contractors.

B. DoD COMPONENT Responsibilities. Each DoD COMPONENT must:

1. Determine to which employee relocation services use is offered, and
2. Determine to what extent relocation services are offered, and
3. Determine the conditions under which relocation services are offered, and
4. Provide relocation information counseling at the earliest possible date after selection of an employee and prior to an employee transferring within/between DoD COMPONENTS or to another agency, and
5. Determine how counseling provided will be monitored and evaluated

C5710 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the GOV'T's interest (not primarily for the employee's convenience/benefit, or at the employee's request (other than answering a vacancy announcement)), and
2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); or
3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:
 - a. Residence transaction expenses reimbursement in par. C5692-D, and
 - b. PM services IAW Ch 5, Part O2.

C. Limitations. If the employee violates the service agreement terms, the GOV'T reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company IAW Ch 5, Part K.

D. TCS. A service agreement is not required for PM services, IAW par. C5720, for a TCS.

C5712 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract ([CBCA 647-RELO, 9 Aug 2007](#) and FTR, §302-12.5).

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. C5692-G.
2. A DoD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-GOV'T employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C5692-H. The same logic and provisions apply regarding relocation services.

D. Maximum Home Value

1. Under the DoD relocation contract the maximum home value for which home sale services are payable is \$750,000, unless waived by the funding activity.
2. If a home is sold under a home sale program at a price exceeding \$750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

E. Order

1. Relocation Services authorization must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) ICW APP I3, par. E1b(7).
2. **An exception may be made** if mandatory authorization (BRAC move) was omitted through error or inadvertence in preparing the order (GSBCA [16437-RELO, 22 Sep 2004](#)).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART O: RELOCATION SERVICES

SECTION 2: PROPERTY MANAGEMENT (PM) SERVICES

C5714 GENERAL

A. Purpose. The purpose of property management allowances is to reduce the GOV'T's relocation costs by using the property management allowance in place of allowances for the sale of the employee's residence; and to relieve an employee transferred to OCONUS duty stations from the cost of maintaining a home in CONUS during the tour of duty.

B. When PM Services May Be Authorized

1. A DoD COMPONENT may permit PM services use when the PCS is in the GOV'T's interest.
2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.
3. Payment for PM services may be authorized when an employee:
 - a. Transfers in the GOV'T's interest to a foreign PDS; or
 - b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with GOV'T expense reimbursement; or
 - c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with GOV'T expense reimbursement; or
 - d. Is authorized a TCS (Ch 5, Part M).

NOTE: In pars. C5815-B3b and C5815-B3c above, PM services are in lieu of the sale of the employee's residence at GOV'T expense.

C. Obtaining PM Services. PM services may be:

1. Obtained under the [*DoD National Relocation Program contract*](#), or
2. Employee-procured rental agency services with reimbursement of normal and customary property management fees NTE 10% of monthly rental amount or to authorize reimbursement up to 10% of established monthly rental value.

D. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;
2. Negotiating the lease;
3. Inspecting the property regularly;
4. Managing repairs and maintenance;

Part O: Relocation Services/Section 2: Property Management Services

5. Enforcing lease terms;
6. Collecting the rent;
7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;
8. Accounting for the transactions and providing periodic reports to the employee; and
9. Similar services.

E. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the GOV'T:
 - a. Pays a relocation service company, or
 - b. Reimburses an employee.
2. The DoD COMPONENT must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:
 - a. Relocation company for service to the employee, or
 - b. Employee for self-procured PM services.
3. The employee should be advised to consult with a tax advisor:
 - a. To determine the tax consequences of these payments, and
 - b. On maintaining the residence as a rental property.

F. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;
2. An employee assigned under the GOV'T Employees Training Act (5 USC §4109); and
3. An employee transferring between PDSs both of which are in foreign areas. ***NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee's last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. C5820.***

C5716 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS**A. General**

1. A DOD COMPONENT, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:
 - a. A transfer to a foreign PDS is in the GOV'T's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at GOV'T expense under pars. C5692or C5708if transferred to/within the U.S.; and

Part O: Relocation Services/Section 2: Property Management Services

- c. The employee signs a service agreement.
 2. PM services payment may be authorized only on a residence at an employee's last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.
- B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:
1. Transfers back to a CONUS/non-foreign OCONUS PDS;
 2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or
 3. Separates from GOV'T service.
- C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C5718 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

- A. Authorized PM Services. The AO may authorize PM services:
1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.
 2. When an employee is transferred:
 - a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or
 - b. Within CONUS/non-foreign OCONUS areas
 3. Only if:
 - a. The employee's transfer is in the GOV'T's interest;
 - b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at GOV'T expense under par. C5692 or C5708;
 - c. PM services are to the GOV'T's advantage and more cost effective for the GOV'T than the sale of the employee's residence; and
 - d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.
- B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the GOV'T reimbursing expenses.
- C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the GOV'T for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at GOV'T expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.

Part O: Relocation Services/Section 2: Property Management Services

D. Residence Sale after Electing PM Services (FTR §302-15.11 and 302-15.70)

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Ch 5, Part N with the GOV'T reimbursing expenses per DoD COMPONENT regulations IAW par. C5712-E. ***This authority does not extend to an employee enrolled in the Home Sale Program.***
2. Payment for residence sale with the GOV'T reimbursing expenses is NTE the maximum amount in par. C5696-B1, less the amount paid for PM services.
3. If the amount paid for PM services equals/exceeds the maximum amount in par. C5696-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment is NTE 1 year from the employee's transfer effective date.
2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. C5692-C, NTE one additional year, may be allowed.

C5720 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Ch 5, Part O, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee's immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;
2. Employee separates from GOV'T service;
3. Temporary official station becomes the PDS; or
4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. C5720 after the temporary official station becomes the employee's PDS.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART O: RELOCATION SERVICES****SECTION 3: HOME MARKETING INCENTIVE PAYMENTS****C5722 GENERAL (FTR §302-14)****A. Purpose**

1. The home marketing incentive payment:
 - a. Is intended to reduce the GOV'T's relocation costs by encouraging a transferred employee, who participates in the home sale program, to independently and aggressively market, and find a buyer for, the residence.
 - b. Significantly reduces the fees/ expenses a DoD COMPONENT must pay to a relocation services company and effectively lowers the relocation program cost.
2. An employee enrolled in the Home Sale Program is limited to the payment limitations in par. C5728.
3. Subsequent reimbursement is not authorized IAW par. C5712-B for real estate transaction and unexpired lease expense allowances (par. C5692-A2) or property management (PM) services (par. C5718-D1) after enrolling in the Home Sale Program.

B. Definitions

1. Amended Value Sale. Home sale transaction that occurs when the relocating employee receives a bona fide offer from a qualified potential buyer before the employee has accepted an appraised value offer from the relocation services company (RSC). The RSC amends its offer to match the net outside sale price.
2. Appraised Value Sale. Type of home sale transaction that occurs when the relocating employee accepts the offer from the RSC to buy the employee's home based upon the average of a specific number of appraisals conducted by designated certified appraisers.
3. Buyer Value Option (BVO). Home sale transaction with procedures the same as the amended value program except that the buy-out offer from the RSC is based on a bona fide offer received by the employee from a qualified buyer after marketing by the employee and prior to appraisals being ordered. Once the offer is determined to be bona fide, the RSC offers to buy the home from the employee at a price based on the outside sale price.
4. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee's residence and find a qualified potential buyer.
5. Home Sale Program. A program under which a relocation services company, under contract with DoD, purchases a transferred employee's residence at the higher of either a market based or appraised value offer, then independently markets, and sells the residence.

Part O: Relocation Services/Section 3: Home Marketing Incentive Payments

C. Tax Consequences. Subject to IRS, state and local requirements:

1. A home marketing incentive payment is income.
2. A DoD component must withhold, and the employee may be liable for, federal, state, and local income taxes.
3. *No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.*

C5724 ELIGIBILITY

A DOD component may offer a home marketing incentive to an employee who is authorized to transfer; and who otherwise meets the requirements for residence sale with the Gov't reimbursing expenses.

C5726 PAYMENT CONDITIONS

A. Eligible Employee. To qualify for a home marketing incentive payment, an employee must:

1. Enter the residence in the DoD component's home sale program,
2. Independently and aggressively market the residence,
3. Find a buyer for the residence as a result of independent marketing efforts,
4. Transfer the residence to the relocation company through which the buyer completes the sale, and
5. Meet any additional conditions established by the DoD component.

B. Relocation Services Fee. The DoD Component must pay a reduced fee/expenses to the relocation company as a result of the employee's independent marketing efforts.

C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

1. Army: A commander of an Army Command, commander of an Army Service Component Command, Commander/Superintendent of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staff and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. This authority may be re-delegated at the commander's/agency head's discretion, but no lower than the local commander or activity head.

2. Navy: Major Claimants.

3. Marine Corps: The heads of Marine Corps activities/commands.

4. Air Force: AFPC/DPIFSA
555 E. Street West, STE 1
Randolph AFB, TX 78150-5771

Only an employee traveling under Civilian Career funding may be authorized.

5. DoD Components: Each DoD agency must determine whether a Home Marketing Incentive payment is authorized and make certain each agency employee knows who to contact for information.

C5728 MAXIMUM AMOUNT PAYABLE**A. Payment Limitations**

1. The DoD component determines the home marketing incentive payment amount; however, the payment may not exceed the least of:
 - a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee; or
 - b. \$10,000; or
 - c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer with whom the sale is closed.
2. *If no savings are realized, a home marketing incentive may not be paid.*

B. Payment Examples. The percentages shown are for illustrative purposes only.**1. Example 1**

- a. The relocation company gives the employee a buyout offer of \$150,000 for the residence.
- b. The DoD component decides how much of an incentive they wish to pay (1% to 5%).
- c. If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is \$1,500 ($\$150,000 \times 1\% = \$1,500$).
- d. A 3% incentive is \$4,500 ($\$150,000 \times 3\% = \$4,500$).
- e. A 5% incentive is \$7,500 ($\$150,000 \times 5\% = \$7,500$).

2. Example 2

- a. The relocation company gives the employee an “amended value” or “amend-from-zero” offer or closes an “assigned sale” offer that matches the outside buyer’s \$150,000 offer.
- b. The service cost to the DoD component for the relocation company to provide the regular “guaranteed home sale” service is 20.84% of the appraised value of the home.
- c. An “amended value”, “amend-from-zero”, or “assigned sale” offer home sale service cost is 12.43% of the amount of the outside buy offer.
- d. The Service is willing to pay a 4% incentive under par. C5728-A1a.
- e. A regular “guaranteed” appraised value offer is $\$150,000 \times 20.84\% = \$31,260$ service fee to the relocation company for providing the home sale service.
- f. The “amended” or “amend-from-zero” or “assigned sale” offer is $\$150,000 \times 12.43\% = \$18,645$ service fee to the relocation company.

g. In this example:

- (1) The 4% incentive is \$6,000 ($\$150,000 \times 4\% = \$6,000$).
- (2) The flat limitation of \$10,000, and one half of the savings realized is \$6,307.50.
- (3) There is a service fee savings to the DOD component of \$12,615 ($\$31,260 - \$18,645 = \$12,615$).
- (4) One half of \$12,615 = \$6,307.50.
- (5) Based on the comparison of \$6,000 (item 1), \$10,000 (item 2), and \$6,307.50 (item 3), the employee would receive \$6,000.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART P: RIT ALLOWANCE

C5730 RIT ALLOWANCE

A. Purpose

1. The RIT allowance reimburses an eligible transferred employee for the additional Federal, State, and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes. [FTR, Part 302-17/5 USC §5724b](#).
2. A domestic partner is not a spouse and the employee cannot be reimbursed for additional Federal, State, and local income taxes incurred by the employee's domestic partner if a joint tax return is filed) ([1 USC §7](#)).

B. Payments/Reimbursements. RIT allowance:

1. Does not include reimbursement for *employment* type taxes (e.g., FICA and FUTA taxes). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee.
2. Payment is:
 - a. Authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions ([67 Comp. Gen. 135 \(1987\)](#)); and
 - b. IAW calculation procedures in [FTR, Part 302-17](#).

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CHAPTER 5

PART Z: CROSSWALK FOR CHAPTER 5 REWRITE

C5999 JTR CROSSWALK

JTR	
OLD PAR.	NEW PAR.
Adapted from JFTR	C5024
Adapted from JFTR	C5026-A
Adapted from JFTR	C5026-B
Adapted from JFTR	C5026-C
Adapted from JFTR	C5028-A
Adapted from JFTR	C5028-B
Adapted from JFTR	C5028-C
Adapted from JFTR	C5028-D
Adapted from JFTR	C5030-B
Adapted from JFTR	C5032-A
Adapted from JFTR	C5032-B
Adapted from JFTR	C5032-C
Adapted from JFTR	C5032-D
Adapted from JFTR	C5042-A
Adapted from JFTR	C5042-B
Adapted from JFTR	C5042-C
Adapted from JFTR	C5044
Adapted from JFTR	C5046
Adapted from JFTR	C5050
Adapted from JFTR	C5052-A
Adapted from JFTR	C5052-B
Adapted from JFTR	C5052-C
Adapted from JFTR	C5112-A
Adapted from JFTR	C5112-B
Adapted from JFTR	C5112-C
Adapted from JFTR	C5112-D
Adapted from JFTR	C5116-A
Adapted from JFTR	C5116-B
Adapted from JFTR	C5118-A
Adapted from JFTR	C5118-B
Adapted from JFTR	C5118-C
Adapted from JFTR	C5122
Adapted from JFTR	C5124-A
Adapted from JFTR	C5124-B
Adapted from JFTR	C5124-C

Adapted from JFTR	C5232
Adapted from JFTR	C5354
Adapted from JFTR	C5428-A
Adapted from JFTR	C5428-B
Adapted from JFTR	C5428-C
Adapted from JFTR	C5436-A
Adapted from JFTR	C5436-B
Adapted from JFTR	C5448-B
Adapted from JFTR	C5462
Adapted from JFTR	C5498-D
Adapted from JFTR	C5508-C
Adapted from JFTR	C5510-A
Adapted from JFTR	C5510-B
Adapted from JFTR	C5510-C
Adapted from JFTR	C5510-D
Adapted from JFTR	C5510-E2
Adapted from JFTR	C5510-H
Adapted from JFTR	C5510-I
Adapted from JFTR	C5510-J
Adapted from JFTR	C5512-E
C5000	C5000
C5000-A	C5000-A
C5000-A1	C5000-A1
C5000-A2	C5000-A2
C5000-A3	C5000-A3
C5000-A4	C5000-A4
C5000-A5	C5000-A5
C5000-A6	C5000-A6
C5000-A7	C5000-A7
C5000-A8	C5000-A8
C5000-A9	C5000-A9
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C5005-B3	C5002-B2c
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C5005-B3b	C5002-B2c(2)
C5005-B3c	C5002-B2c(3)
C5005-B3c(1)	C5002-B2c(3)(a)
C5005-B3c(2)	C5002-B2c(3)(b)
C5005-B3c(3)	C5002-B2c(3)(c)
C5005-C1	C5002-C1
C5005-C2	C5002-C2
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C5005-C2a(2)	C5002-C2a(2)
C5005-C2a(3)	C5002-C2a(3)
C5005-C2a, NOTE	C5002-C2a, NOTE
C5005-C2b	C5002-C2b
C5005-C2b(1)	C5002-C2b(1)
C5005-C2b(2)	C5002-C2b(2)
C5005-C2b(3)	C5002-C2b(3)
C5008	C5010
C5008-1	C5010-B1
C5008-2	C5010-B2
C5008-3	C5010-B3
C5008-4	C5010-B4
C5008-5	C5010-B5
C5008-6	C5010-B6
C5010	C5004
C5010-A	C5004-A
C5010-A, Table 1	C5004-C
C5010-A1	C5004-A1
C5010-A2	C5004-A2
C5010-A2a	C5004-A2a
C5010-A2b	C5004-A2b
C5010-A3	C5004-A3
C5010-B	C5004-B1
C5010-B	C5004-B2
C5010-B	C5004-B3
C5010-B	C5004-B4
C5010-B, Table 10	C5004-L
C5010-B, Table 11	C5004-M
C5010-B, Table 2	C5004-D

C5010-B, Table 3	C5004-E
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C5010-B, Table 5	C5004-G
C5010-B, Table 6	C5004-H
C5010-B, Table 7	C5004-I
C5010-B, Table 8	C5004-J
C5010-B, Table 9	C5004-K
C5015	C5012
C5015-1	C5012-C2a
C5015-2	C5012-C2b
C5015-3	C5012-C2c
C5020	C5006
C5020-1	C5006-1
C5020-1	C5006-2
C5020-2	C5006-3
C5020-3	C5006-4
C5020-3	C5006-5
C5025	C5014
C5025-1	C5014-A
C5025-1a	C5014-A1
C5025-1b	C5014-A2
C5025-2	C5014-B
C5030	C5016
C5030-A	C5016-A
C5030-A, NOTE 1	C5016-A3
C5030-A, NOTE 2	C5016-A4
C5030-B	C5016-B
C5030-B, NOTE	C5016-B1
C5030-B1	C5016-B2
C5030-B2	C5016-B3
C5030-B3	C5016-B4
C5030-C	C5016-C
C5030-C1	C5016-C1
C5030-C2	C5016-C2
C5030-C3	C5016-C3
C5030-C4	C5016-C4
C5030-C4a	C5016-C4d(1)
C5030-C4b	C5016-C4d(2)
C5030-C4c	C5016-C4d(3)
C5030-C4d	C5016-C4d(4)
C5030-C5	C5016-C5
C5030-C6	C5016-C6
C5030-C7	C5016-C7

C5030-D	C5016-D
C5030-D1	C5016-D1
C5030-D2	C5016-D2
C5030-D3	C5016-D3
C5030-D3a	C5016-D3
C5030-D3a(1)	C5016-D3a(1)
C5030-D3a(2)	C5016-D3a(2)
C5030-D3b	C5016-D3a
C5030-D4	C5016-D4
C5035	C5018
C5035-A	C5018-A
C5035-B	C5018-B
C5035-C	C5018-C
C5035-C1	C5018-C1
C5035-C2	C5018-C2
C5035-C3	C5018-C3
C5035-D	C5018-D
C5040	C5008
C5040-A	C5008-A
C5040-A1	C5008-A2a
C5040-A2	C5008-A2b
C5040-A3	C5008-A2c
C5040-B	C5008-B
C5040-C	C5008-C
C5040-D	C5008-D
C5040-E	C5008-E
C5050-A	C5212
C5050-B	C5030
C5050-B1	C5030-A2a
C5050-B2	C5030-A2b
C5050-B3	C5030-A2c
C5050-C	C5212-C
C5050-C, NOTE	C5212-C
C5055	C5210-B
C5060	C5040
C5060-A	C5040-A
C5060-B	C3025-C2
C5060-C	C5040-B
C5060-C1	C5040-B1
C5060-C2	C5040-B2
C5060-C3	C5040-B3
C5060-D	C3025-C3
C5060-E	C5040-C

C5060-E1	C5040-C1
C5060-E2	C5040-C1b
C5060-E2a	C5040-C1b(1)
C5060-E2b	C5040-C1b(2)
C5060-E2c	C5040-C1b(3)
C5060-E2d	C5040-C1b(4)
C5060-E2e	C5040-C1b(5)
C5060-E2f	C5040-C1b(6)
C5060-E3	DELETED
C5060-E4	C5040-C2
C5060-E4a	C5040-C2c(1)
C5060-E4b	C5040-C2c(2)
C5060-E4c	C5040-C2c(3)
C5060-E4d	C5040-C2c(4)
C5060-E4e	C5040-C2c(5)
C5060-E4f	C5040-C2c(6)
C5060-E5	C5048
C5060-E5a	C5048-C
C5060-E5b	C5048-D
C5060-E5c	C5048-E
C5060-Ed	C5048-F
C5060-F	C5054
C5060-F1	C5054-A
C5060-F1, NOTE	C5054-B
C5060-F2	C5054-C
C5060-G	C5056
C5060-G1	C5056-B
C5060-G1, NOTE	C5056-B, NOTE
C5060-G1a	C5056-B1
C5060-G1a(1)	C5056-B1a
C5060-G1a(2)	C5056-B1b
C5060-G1b	C5056-B2
C5060-G1b(1)	C5056-B2a
C5060-G1b(2)	C5056-B2b
C5060-G1c	C5056-B3
C5060-G1c(1)	C5056-B3a
C5060-G1c(2)	C5056-B3b
C5060-H	C5058
C5060-H, NOTE	C5058-A
C5060-H1	C5058-B
C5060-H2	C5058-C
C5060-H3	DELETED
C5060-H4	C5058-D

C5060-I	C5058-E
C5060-I1	C5058-E1
C5060-I2	C5058-E2
C5060-I3	C5058-E3
C5060-I4	C5058-E4
C5060-I5	C5058-E5
C5060-I6	C5058-E6
C5062	C5060
C5065	C5234
C5065-A	C5234-A
C5065-A1	C5234-A1
C5065-A2	C5234-A2
C5065-A3	C5234-A3
C5065-A3	C5234-A4
C5065-A4	C5234-A5
C5065-B	C5234-B
C5065-C	C5234-C
C5065-D	C5234-D
C5070	C5020
C5070-A	C5020-A
C5070-A1	C5020-A1
C5070-A2	C5020-A2
C5070-A3	C5020-A3
C5070-A4	C5020-A4
C5070-A5	C5020-A5
C5070-A6	C5020-A6
C5070-B	C5020-B
C5070-C	C5020-C
C5070-C1	C5020-C1
C5070-C2	C5020-C2
C5075	C5022
C5075-A	C5022-A
C5075-B	C5022-B
C5075-C	C5022-C
C5075-D	C5022-D
C5080-A	C5092
C5080-A1	C5092-A
C5080-A1a	C5092-A1
C5080-A1a(1)	C5092-A1a
C5080-A1a(2)	C5092-A1b
C5080-A1a(3)	C5092-A1c
C5080-A1b	C5092-A2
C5080-A1b(1)	C5092-A2a

C5080-A1b(2)	C5092-A2b
C5080-A1c	C5092-A3
C5080-A2	C5092-B
C5080-A2a	C5092-B1
C5080-A2b	C5092-B2
C5080-A2c	C5092-B3
C5080-A2c(1)	C5092-B3a
C5080-A2c(2)	C5092-B3b
C5080-A2d	C5092-B4
C5080-A2d(1)	C5092-B4a
C5080-A2d(1)(a)	C5092-B4a(1)
C5080-A2d(1)(b)	C5092-B4a(2)
C5080-A2d(1)(c)	C5092-B4a(3)
C5080-A2d(2)	C5092-B4b
C5080-B	C5094
C5080-B, NOTE	C5094-E1, NOTE
C5080-B1	C5094-A
C5080-B1a	C5094-A1
C5080-B1b	C5094-A2
C5080-B1c	C5094-A3
C5080-B1d	C5094-A4
C5080-B1e	C5094-A5
C5080-B2	C5094-B
C5080-B2a	C5094-B1
C5080-B2a(1)	C5094-B2a
C5080-B2a(2)	C5094-B2b
C5080-B2a(3)	C5094-B2c
C5080-B2a(4)	C5094-B2d
C5080-B2b	C5094-B2
C5080-B3	C5094-C
C5080-B4	C5094-D
C5080-B4a	C5094-D1
C5080-B4b	C5094-D2
C5080-B4b(1)	C5094-D2a
C5080-B4b(2)	C5094-D2b
C5080-B4b(3)	C5094-D2c
C5080-B4c	C5094-D3
C5080-B5	C5094-E
C5080-B5a	C5094-E1
C5080-B5b	C5094-E2
C5080-B5c	C5094-E3
C5080-B5d	C5094-E4
C5080-B5e	C5094-E5

C5080-B5f	C5094-E6
C5080-B5g	C5094-E7
C5080-B6	C5094-F
C5080-B6a	C5094-F1
C5080-B6b	C5094-F2
C5080-B6c	C5094-F3
C5080-B6d	C5094-F4
C5080-B6d, NOTE	C5094-F4, NOTE
C5080-B6e	C5094-F5
C5080-B6f	C5094-F6
C5080-B6g	C5094-F7
C5080-B7	C5094-G
C5080-B7a	C5094-G1
C5080-B7b	C5094-G2
C5080-B7c	C5094-G3
C5080-B8	C5094-H
C5080-C	C5096
C5080-C1	C5096-A
C5080-C2	C5096-B
C5080-C3	C5096-C
C5080-C3a	C5096-C1
C5080-C3b	C5096-C2
C5080-C3c	C5096-C3
C5080-C3d	C5096-C4
C5080-C4	C5096-D
C5080-C5	C5096-E
C5080-C5a	C5096-E1
C5080-C5b	C5096-E2
C5080-C5C	C5096-E3
C5080-C6	C5096-F
C5080-C7	C5096-G
C5080-C8	C5096-H
C5080-D	C5098
C5080-D1	C5098-A
C5080-D1a	C5098-A1
C5080-D1b	C5098-A2
C5080-D1c	C5098-A3
C5080-D2	C5098-B
C5080-D3	C5098-C
C5080-D3a	C5098-C1
C5080-D3a(1)	C5098-C1a
C5080-D3a(2)	C5098-C1b
C5080-D4	C5098-D

C5080-D4a	C5098-D1
C5080-D4b	C5098-D2
C5080-D4b(1)	C5098-D2a
C5080-D4b(2)	C5098-D2b
C5080-D4c	C5098-D3
C5080-D4c(1)	C5098-D3a
C5080-D4c(2)	C5098-D3b
C5080-D4c(3)	C5098-D3c
C5080-D4c(4)	C5098-D3d
C5080-D4d	C5098-D4
C5080-D4d(1)	C5098-D4a
C5080-D4d(2)	C5098-D4b
C5080-D4d(3)	C5098-D4c
C5080-D5	C5098-E
C5080-D6	C5098-F
C5080-D7	C5098-G
C5080-Db	C5098-C2
C5080-Db(1)	C5098-C2a
C5080-Db(2)	C5098-C2b
C5080-Db(3)	C5098-C2c
C5080-E	C5100
C5080-E1	C5100-A
C5080-E1a	C5100-A1
C5080-E1b	C5100-A2
C5080-E2	C5100-B
C5080-F	C5102
C5080-F, NOTE	C5102-A
C5080-F1	C5102-B
C5080-F1a	C5102-B1
C5080-F1b	C5102-B2
C5080-F1c	C5102-B3
C5080-F1c(1)	C5102-B3a
C5080-F1c(2)	C5102-B3b
C5080-F2	C5102-C
C5080-F3	C5102-D
C5080-F4	C5102-E
C5080-F4a	C5102-E1
C5080-F4b	C5102-E2
C5080-F4c	C5102-E3
C5080-F4d	C5102-E4
C5080-G	C5104
C5080-G1	C5104-A
C5080-G1a	C5104-A1

C5080-G1b	C5104-A2
C5080-G2	C5104-B
C5080-G3	C5104-C
C5080-G4	C5104-D
C5080-G4a	C5104-D1
C5080-G4b	C5104-D2
C5080-G4c	C5104-D3
C5083	C5106
C5085	C5108
C5085-A	C5108-A
C5085-A, NOTE	C5108-A, NOTE
C5085-A1	C5108-A1
C5085-A2	C5108-A2
C5085-A3	C5108-A3
C5085-B	C5108-B
C5085-B1	C5108-B1
C5085-B2	C5108-B2
C5085-B3	C5108-B3
C5085-B4	C5108-B4
C5085-B5	C5108-B5
C5085-C	C5108-C
C5085-C1	C5108-C1
C5085-C2	C5108-C2
C5085-C2a	C5108-C2a
C5085-C2b	C5108-C2b
C5085-C2c	C5108-C2c
C5085-C2d	C5108-C2d
C5085-D	C5108-D
C5085-D1	C5108-D1
C5085-D2	C5108-D2
C5085-E	C5108-E
C5085-E1	C5108-E1
C5085-E2	C5108-E2
C5085-F	C5108-F
C5085-F1	C5108-F1
C5085-F2	C5108-F2
C5085-F2a	C5108-F2a
C5085-F2b	C5108-F2b
C5085-F2b(1)	C5108-F2b(1)
C5085-F2b(2)	C5108-F2b(2)
C5085-F2b(3)	C5108-F2b(3)
C5085-F2b(4)	C5108-F2b(4)
C5085-F2b(4)(a)	C5108-F2b(4)(a)

C5085-F2b(4)(a)-1-	C5108-F2b(4)(a)-1-
C5085-F2b(4)(a)-2-	C5108-F2b(4)(a)-2-
C5085-F2b(4)(a)-3-	C5108-F2b(4)(a)-3-
C5085-F2b(4)(b)	C5108-F2b(4)(b)
C5085-F2b(4)(c)	C5108-F2b(4)(c)
C5085-F2b(4)(c)-1-	C5108-F2b(4)(c)-1-
C5085-F2b(4)(c)-2-	C5108-F2b(4)(c)-2-
C5085-F2b(4)(c)-3-	C5108-F2b(4)(c)-3-
C5085-F2b(4)(d)	C5108-F2b(4)(d)
C5085-F2c	C5108-F2c
C5090	C5110
C5090-A	C5110-A
C5090-A1	C5110-A1
C5090-A1a	C5110-A1a
C5090-A1b	C5110-A1b
C5090-A1b(1)	C5110-A1b(1)
C5090-A1b(2)	C5110-A1b(2)
C5090-A1b(3)	C5110-A1b(3)
C5090-A2	C5110-A2
C5090-A2a	C5110-A2a
C5090-A2b	C5110-A2b
C5090-A2c	C5110-A2c
C5090-A3	C5110-A3
C5090-A3a	C5110-A3a
C5090-A3b	C5110-A3b
C5090-A3c	C5110-A3c
C5090-B	C5110-B
C5090-B1	C5110-B2a
C5090-B1a	C5110-B2a(1)
C5090-B1b	C5110-B2a(2)
C5090-B1c	C5110-B2a(3)
C5090-B2	C5110-B2b
C5090-B2a	C5110-B2b(1)
C5090-B2b	C5110-B2b(2)
C5090-B2c	C5110-B2b(3)
C5090-B3	C5110-B2c
C5090-B4	C5110-B2d
C5090-C	C5110-C
C5090-C1	C5110-C1
C5090-C1a	C5110-C1a
C5090-C1b	C5110-C1b
C5090-C1c	C5110-C1c
C5090-C1d	C5110-C1d

C5090-C1e	C5110-C1e
C5090-C2	C5110-C2
C5090-D	C5110-D
C5090-D1	C5110-D2a
C5090-D2	C5110-D2b
C5090-D3	C5110-D2c
C5090-D4	C5110-D2d
C5090-E	C5110-E
C5090-E1	C5110-E1
C5090-E2	C5110-E2
C5090-E3	C5110-E3
C5090-E4	C5110-E4
C5090-E5	C5110-E5
C5090-E6	C5110-E6
C5090-E7	C5110-E7
C5090-E8	C5110-E8
C5090-F	C5110-F
C5090-F1	C5110-F1
C5090-F2	C5110-F2
C5090-F3	C5110-F3
C5090-G	C5110-G
C5090-H	C5110-H
C5090-H, NOTE	C5110-H4
C5100	C5114
C5100-A	C5114-A
C5100-A1	C5114-A1
C5100-A2	C5114-A2
C5100-A2	C5114-A3
C5100-A3	C5114-A4
C5100-A4	C5114-A5
C5100-B	C5114-B
C5105	C5138-A
C5105-A	C5138-A1
C5105-A1	C5138-A1a
C5105-A2	DELETED
C5105-A3	C5138-A1b
C5105-B	C5138-A2
C5105-B1	C5138-A2a
C5105-B2	C5138-A2b
C5105-B3	C5138-A2c
C5105-B4	C5138-A2d
C5105-C	C5112-E
C5105-D	C5112-G

C5105-E	C5112-F
C5105-F	C5120-A2
C5110-A	C5138-B1
C5110-A1	C5138-B1a
C5110-A2	C5138-B1b
C5110-A3	C5138-B1c
C5110-B	C5138-B2
C5110-B1	C5138-B2a
C5110-B1a	C5138-B2a(1)
C5110-B1a(1)	C5138-B2a(1)(a)
C5110-B1a(2)	C5138-B2a(1)(b)
C5110-B1a(3)	C5138-B2a(1)(c)
C5110-B1a(4)	C5138-B2a(1)(d)
C5110-B1a(5)	C5138-B2a(1)(e)
C5110-B1b	C5138-B2a(2)
C5110-B1b(1)	C5138-B2a(2)(a)
C5110-B1b(2)	C5138-B2a(2)(b)
C5110-B2	C5138-B2b
C5110-B2a	C5138-B2b(1)
C5110-B2b	C5138-B2b(2)
C5110-B3	C5138-B2c
C5110-B3a	C5138-B2c(1)
C5110-B3b	C5138-B2c(2)
C5110-B4	C5138-B2d
C5110-B4a	C5138-B2d(1)
C5110-B4b	C5138-B2d(2)
C5110-B4c	C5138-B2d(3)
C5110-C	C5138-B3
C5110-C1	C5138-B3a
C5110-C2	C5138-B3b
C5110-C3	C5138-B3c
C5110-C4	C5138-B3d
C5110-C5	C5138-B3e
C5110-D	C5112-E
C5110-E	C5112-G
C5110-F	C5112-F
C5110-G	C5120
C5110-G1	C5120-A
C5110-G1a	C5120-A1
C5110-G1b	C5120-A2
C5110-G1c	C5120-A3
C5110-G1d	C5120-A4
C5110-G1e	C5120-A5

C5110-G1f	C5120-A6
C5110-G2	C5118-D
C5110-G3	C5120-B
C5110-G4	C5120-C
C5115-A	C5138-C1
C5115-A1	C5138-C1a
C5115-A1a	C5138-C1a(1)
C5115-A1b	C5138-C1a(2)
C5115-A2	C5138-C1b
C5115-A3	C5138-C1c
C5115-A4	C5138-C1d
C5115-A5	C5138-C1e
C5115-A5a	C5138-C1e(1)
C5115-A5b	C5138-C1e(2)
C5115-A5c	C5138-C1e(3)
C5115-A6	C5112-H
C5115-A7	C5138-C1f
C5115-A8	C5138-C1g
C5115-B	C5138-C2
C5115-B1	C5138-C2a
C5115-B2	C5138-C2b
C5115-C	C5138-C3
C5115-C1	C5138-C3a
C5115-C1a	C5138-C3a(1)
C5115-C1a(1)	C5138-C3a(1)(a)
C5115-C1a(2)	C5138-C3a(1)(b)
C5115-C1a(3)	C5138-C3a(1)(c)
C5115-C2	C5138-C3a(2)
C5115-C3	C5138-C3a(3)
C5115-C4	C5138-C3b
C5115-C4a	C5138-C3b(1)
C5115-C4a(1)	C5138-C3b(1)(a)
C5115-C4a(2)	C5138-C3b(1)(b)
C5115-C4a(3)	C5138-C3b(1)(c)
C5115-C4a(4)	C5138-C3b(1)(d)
C5115-C4b	C5138-C3b(2)
C5115-C4c	C5138-C3b(3)
C5115-C4c(1)	C5138-C3b(3)(a)
C5115-C4c(2)	C5138-C3b(3)(b)
C5115-D	DELETED
C5115-E	C5112-E
C5115-F	C5112-I
C5115-G	C5112-F

C5115-H1	C5120-A2
C5115-H2	C5120-A2
C5115-H3	C5120-D
C5115-H3a	C5120-D1
C5115-H3b	C5120-D2
C5115-H3c	C5120-D3
C5125	C5140
C5125-A	C5140-A
C5125-A1	C5140-A1
C5125-A1, NOTE	C5140-A5
C5125-A1a	C5140-A4
C5125-A1a	C5140-A5
C5125-A1b	C5140-A8
C5125-A1c	C5140-A6
C5125-A1d	C5140-A7
C5125-A1e	DELETED
C5125-A2	C5140-B
C5125-A2a	C5140-B1a
C5125-A2b	C5140-B3
C5125-A3	C5140-D
C5125-A3a	C5140-D1
C5125-A3a(1)	C5140-D1
C5125-A3a(2)	C5140-D3
C5125-A3b	C5140-B2
C5125-A4	C5140-C
C5125-A4a	C5140-C1
C5125-A4a(1)	C5140-C1a
C5125-A4a(2)	C5140-C1b
C5125-A4b	C5140-C2
C5125-A5	C5140-G
C5125-B	C5140-I
C5125-C	C5140-H
C5125-C1	C5140-H1
C5125-C2	C5140-H2
C5125-C3	C5140-H3
C5125-C4	C5140-H4
C5125-D	C5668-D
C5125-D1	C5668-D1
C5125-D2	C5668-D2
C5125-D3	C5668-D3
C5125-E	DELETED
C5125-F	DELETED
C5125-G	C5140-F

C5130	C5142
C5130-A	C5142-A
C5130-B	C5142-B
C5130-B1	C5142-B1
C5130-B2	C5142-B2
C5150	C5236
C5152	C5238
C5152-1	C5238-1
C5152-2	C5238-2
C5152-3	C5238-3
C5152-4	C5238-4
C5152-5	C5238-5
C5154-A	C5240-A
C5154-A(a)	C5240-B1a
C5154-A(b)	C5240-B1b
C5154-A(c)	C5240-B1c
C5154-A(d)	C5240-B1d
C5154-A1	C5240-A1
C5154-A2	C5240-B
C5154-A3	C5240-A2
C5154-A4	C5240-B2
C5154-B	C5276
C5154-B, NOTE	C5276-D2
C5154-C	C5362
C5154-C1	C5362-A
C5154-C2	C5362-B
C5154-C2a	C5362-B1
C5154-C2b	C5362-B2
C5154-C2c	C5362-B3
C5154-C3	C5366
C5154-C3a	C5366-1
C5154-C3b	C5366-2
C5154-C3c	C5366-3
C5154-C3d	C5366-4
C5154-C3e	C5366-5
C5154-C3f	C5364-A
C5154-C3f	C5364-B
C5154-C4	C5368
C5154-C4a	C5368-A
C5154-C4b	C5368-B
C5154-C4c	C5368-B2
C5154-D	C5370
C5154-D1	C5370-A1

C5154-D2	C5370-A2
C5154-D3	C5370-B1
C5154-D4	C5370-A3
C5154-D5	C5370-B2
C5154-D6	C5370-A4
C5154-D7	C5370-A5
C5154-E	C5282-I
C5154-F	C5244
C5154-F1	C5244-A
C5154-F1, NOTE	C5244-A2
C5154-F1a	C5244-A1a
C5154-F1b	C5244-A1b
C5154-F1c	C5244-A1c
C5154-F1d	C5244-A1d
C5154-F2	C5244-B
C5154-F2a	C5244-B1
C5154-F2b	C5244-B2
C5154-F2c	C5244-B3
C5154-F2d	C5244-B4
C5154-F2e	C5244-B5
C5154-F2f	C5244-B6
C5154-F2g	C5244-B7
C5154-G	C5270
C5154-G1	C5270-A
C5154-G2	C5270-B
C5154-G2a	C5270-B1
C5154-G2b	C5270-B2
C5154-G2b(1)	C5270-B2a
C5154-G2b(1)(a)	C5270-B2a(1)
C5154-G2b(1)(b)	C5270-B2a(2)
C5154-G2b(1)(c)	C5270-B2a(3)
C5154-G2b(2)	C5270-B2b
C5154-G2b(2)(a)	C5270-B2b(1)
C5154-G2b(2)(b)	C5270-B2b(2)
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C5154-I	C5272
C5154-I, NOTE	C5272-B
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C5154-I2	C5272-A2
C5154-I3	C5272-A3
C5154-I4	C5272-A4
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C5154-K2a	C5352-B1
C5154-K2b	C5352-B2
C5154-K2c	C5352-B3
C5154-K2d	C5352-B4
C5158	C5242
C5158-1	C5242-1
C5158-2	C5242-2
C5160	C5286
C5160-A	C5286-A
C5160-B	C5286-B
C5160-B1	C5286-B1
C5160-B1a	C5286-B1a
C5160-B1b	C5286-B1b
C5160-B1c	C5286-B1c
C5160-B2	C5286-B2
C5160-B3	C5286-B3
C5160-B4	C5286-B4
C5160-B4a	C5286-B4a
C5160-B4a(1)	C5286-B4a(1)
C5160-B4a(2)	C5286-B4a(2)
C5160-B4a(3)	C5286-B4a(3)
C5160-B4b	C5286-B4b
C5160-B4b(1)	C5286-B4b(1)
C5160-B4b(2)	C5286-B4b(2)
C5160-B4b(3)	C5286-B4b(3)
C5160-C	C5286-C
C5160-C1	C5286-C1
C5160-C1a	C5286-C1a
C5160-C1b	C5286-C1b
C5160-C1c	C5286-C1c
C5160-C2	C5286-C2
C5160-C3	C5286-C3
C5160-D	C5286-D
C5160-D, NOTE 1	C5286-D3b
C5160-D, NOTE 2	C5286-D3c
C5160-D1	C5286-D1
C5160-D2	C5286-D2
C5160-D3	C5286-D3

C5160-D4	C5286-D4
C5160-D4, NOTE	C5286-D4b
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C5160-Db	C5286-D3a(2)
C5160-Dc	C5286-D3a(3)
C5160-Dd	C5286-D3a(4)
C5160-De	C5286-D3a(5)
C5160-Df	C5286-D3a(6)
C5160-E	C5286-E
C5160-E1	C5286-E1
C5160-E2	C5286-E2
C5160-F	C5286-F
C5160-G	C5286-G
C5160-G1	C5286-G1
C5160-G1a	C5286-G1a
C5160-G1b	C5286-G1b
C5160-G1c	C5286-G1c
C5160-G2	C5286-G2
C5160-G2a	C5286-G2a
C5160-G2b	C5286-G2b
C5160-G2c	C5286-G2c
C5160-G2d	C5286-G2d
C5160-G3	C5286-G3
C5160-H	C5286-H
C5160-H1	C5286-H1
C5160-H2	C5286-H2
C5160-H3	C5286-H3
C5160-H4	C5286-H4
C5160-H5	C5286-H5
C5160-H6	C5286-H6
C5160-I	C5286-I
C5165	C5284
C5165-A	C5284-A
C5165-B	C5284-B
C5165-C	C5284-C
C5165-D	C5284-D
C5165-E	C5284-E
C5165-F	C5284-F
C5165-F	C5284-F
C5165-F1	C5284-F1
C5165-F2	C5284-F2
C5165-F2a	C5284-F2a
C5165-F2b	C5284-F2b

C5165-F2b, NOTE	C5284-F2b, NOTE
C5165-F2c	C5284-F2c
C5165-F3	C5284-F3
C5165-F3a	C5284-F3a
C5165-F3a(1)	C5284-F3a(1)
C5165-F3a(2)	C5284-F3a(2)
C5165-F3a(3)	C5284-F3a(3)
C5165-F3b	C5284-F3b
C5165-F3c	C5284-F3c
C5165-F3c(1)	C5284-F3c(1)
C5165-F3c(2)	C5284-F3c(2)
C5165-F3c(3)	C5284-F3c(3)
C5165-F3c(4)	C5284-F3c(4)
C5165-G	C5284-G
C5167	C5274
C5167-A	C5274-A
C5167-A1	C5274-A1
C5167-A2	C5274-A2
C5167-A3	C5274-A3
C5167-A4	C5274-A4
C5167-B	C5274-B
C5167-B1	C5274-B1
C5167-B2	C5274-B2
C5167-B2, Example	C5274-B3
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C5167-C(1)	C5274-C(1)
C5167-C(1)	C5274-C(1)
C5167-C(2)	C5274-C(2)
C5167-C(2)	C5274-C(2)
C5167-C(2)	C5274-C(2)
C5167-C(3)	C5274-C(3)
C5167-C(3)	C5274-C(3)
C5167-C(3)	C5274-C(3)
C5167-C(4)	C5274-C(4)
C5167-C(4)	C5274-C(4)
C5167-C1	C5274-C1
C5167-C2	C5274-C2
C5167-Ca	C5274-Ca
C5167-Cb	C5274-Cb
C5167-Cc	C5274-Cc
C5167-Cd	C5274-Cd
C5168	C5278

C5168-A	C5278-A
C5168-A1	C5278-A3
C5168-A2	C5278-A4
C5168-A2, NOTE	C5278-A5
C5168-B	C5278-B
C5168-B1	C5278-B1
C5168-B2	C5278-B2
C5168-B3	C5278-B3
C5168-B4	C5278-B4
C5168-B4a	C5278-B4c(1)
C5168-B4b	C5278-B4c(2)
C5168-B4c	C5278-B4c(3)
C5168-B4d	C5278-B4c(4)
C5168-B5	C5278-B5
C5168-B5, NOTE	C5278-B6
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C5170	C5280
C5170-A	C5280-A
C5170-A1	C5280-A1
C5170-A2	C5280-A2
C5170-A3	C5280-A3
C5170-B	C5280-B
C5170-B1	C5280-B1
C5170-B2	C5280-B2
C5170-B3	C5280-B3
C5170-C	C5280-C
C5170-C1	C5280-C1
C5170-C2	C5280-C2
C5170-C3	C5280-C3
C5170-D	C5280-D
C5170-D, NOTE	C5280-D2
C5170-D1	C5280-D1a
C5170-D2	C5280-D1b
C5170-D3	C5280-D1c
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C5175-A, NOTE	C5282-D
C5175-A1	C5282-A1
C5175-A1a	C5282-G
C5175-A1b	C5282-E
C5175-A2	C5282-B2

C5175-A2a	C5282-B2
C5175-A2b	C5282-B2
C5175-A3	C5282-F
C5175-B	C5282-H
C5175-B1	C5282-H1
C5175-B2	C5282-H2
C5175-B3	C5282-H3
C5175-B4	C5282-H4
C5190	C5320
C5190-A	C5320-A
C5190-B1	C5324
C5190-B1	C5326-A
C5190-B1	C5326-B
C5190-B2	C5326-C
C5190-B2, NOTE	C5320-B3
C5190-B2a	C5326-C3
C5190-B2b	C5326-C4
C5190-B2c	C5326-C5
C5190-B2d	C5326-C1
C5190-B2e	C5326-C2
C5190-B2f	C5326-C7
C5190-B2g	C5326-C6
C5190-B2h	C5326-C7
C5190-C	C5320-B
C5190-D1	C5330-A
C5190-D2	C5330-B
C5190-D3	C5330-C
C5190-E	C5342
C5190-E1	C5342-B1
C5190-E2	C5342-B2
C5190-E3	C5342-B3
C5190-NOTE	C5322
C5191-A	C5328-A
C5191-B	C5328-D
C5191-C	C5328-C
C5191-D	C5328-E
C5191-D1	C5328-E3a
C5191-D2	C5328-E3b
C5191-D3	C5328-E3c
C5191-E	C5328-B2
C5195-A	C5312
C5195-A1	C5312-A
C5195-A2	C5312-B

C5195-A2a	C5312-B1
C5195-A2b	C5312-B2
C5195-A2c	C5312-B3
C5195-A3	C5312-C
C5195-A3a	C5312-C1
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C5195-A3b(2)	C5312-C2b
C5195-A3b(3)	C5312-C2c
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C5195-A4a	C5312-D1
C5195-A4b	C5312-D2
C5195-A4c	C5312-D3
C5195-A5	C5312-E
C5195-A5a	C5312-E1
C5195-A5b	C5312-E2
C5195-A5c	C5312-E2b
C5195-A5d	C5312-E2d
C5195-A6	C5312-F
C5195-A7	C5312-G
C5195-A8	C5312-H
C5195-A8a	C5312-H1
C5195-A8b	C5312-H2
C5195-A8c	C5312-H3
C5195-A9	C5312-I
C5195-B	C5314
C5195-B1	C5314-A
C5195-B1a	C5314-A1
C5195-B1b	C5314-A2
C5195-B2	C5314-B
C5195-B2a	C5314-B1
C5195-B2c	C5314-B2
C5195-B2d	C5314-B3
C5195-B3	C5314-B4
C5195-B3a	C5314-C1
C5195-B3b	C5314-C2
C5195-B3c	C5314-C3
C5195-B3d	C5314-C4
C5195-B3e	C5314-C5
C5195-B4	C5314-D
C5195-B4a	C5314-D1
C5195-B4a(1)	C5314-D1a
C5195-B4a(2)	C5314-D1b

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C5195-B4b(1)	C5314-D2a
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C5195-B4b(1)(b)	C5314-D2a(2)
C5195-B4b(1)(c)	C5314-D2a(3)
C5195-B4b(2)	C5314-D2b
C5195-B4b(3)	C5314-D2c
C5195-B4b(4)	C5314-D2d
C5195-B5	C5314-E
C5195-B6	C5314-F
C5195-B6a	C5314-F1
C5195-B6b	C5314-F2
C5195-B6b(1)	C5314-F2a
C5195-B6b(2)	C5314-F2b
C5195-B6c	C5314-F3
C5195-B6c(1)	C5314-F3a
C5195-B6c(2)	C5314-F3b
C5195-B6c(3)	C5314-F3c
C5195-B6d	C5314-F4
C5195-B6e	C5314-F5
C5195-C	C5316
C5195-C1	C5316-A
C5195-C1a	C5316-A1
C5195-C1b	C5316-A2
C5195-C1b(1)	C5316-A2a
C5195-C1b(2)	C5316-A2b
C5195-C1b(3)	C5316-A2c
C5195-C1b(4)	C5316-A2d
C5195-C1b(4)(a)	C5316-A2d(1)
C5195-C1b(4)(b)	C5316-A2d(2)
C5195-C1b(4)(c)	C5316-A2d(3)
C5195-C1c	C5316-A3
C5195-C1c(1)	C5316-A3a
C5195-C1c(2)	C5316-A3b
C5195-C2	C5316-B
C5195-C2a	C5316-B1
C5195-C2b	C5316-B2
C5195-C2c	C5316-B3
C5195-C2d	C5316-B4
C5195-C2e	C5316-B5
C5195-C2e(1)	C5316-B5a
C5195-C2e(2)	C5316-B5a

C5195-D	C5318
C5195-D1	C5318-A
C5195-D2	C5318-B
C5195-D3	C5318-C
C5200-A	C5430
C5200-A1	C5430-A1
C5200-A2	C5430-A2
C5200-A3	C5430-A3
C5200-B	C5456
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C5200-D1	C5424-A4
C5200-D1	C5424-A5
C5200-D1	C5424-A7
C5200-D2	C5428-E
C5200-D2	C5432
C5200-D3	C5424-A6
C5200-D3	C5428-F
C5204	C5434
C5208-A	C5430-B
C5208-A1	C5430-B1
C5208-A2	C5430-B2
C5208-A3	C5430-B3
C5208-B1	C5428-F
C5208-B2	C5430-C1
C5208-B3	C5430-C2
C5208-C	C5430-D
C5208-C1	C5430-D1
C5208-C2	C5430-D2
C5208-C3	C5430-D3
C5208-C4	C5430-D4
C5208-C5	C5430-D5
C5208-D	C5430-E
C5208-D1	C5430-D1
C5208-D2	C5430-D2
C5208-D2a	C5430-D2a
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C5208-D3	C5430-D3
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C5212-A, Example2	C5444-1b
C5212-A, Example3	C5444-1c
C5212-A, Example4	C5444-1d
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C5212-A2	C5446-A1

C5212-A2a	C5446-A1a
C5212-A2b	C5446-A1b
C5212-A3	C5446-A2
C5212-A3	C5446-B
C5212-A4	C5454
C5212-A5	C5444-1
C5212-A5, NOTE	C5444-1, NOTE
C5212-A6	C5444-2
C5212-A7	C5428-F
C5212-B	C5442
C5212-B1	C5442-B
C5212-B2	C5442-C
C5212-B3	C5442-D
C5212-B4	C5442-E
C5212-B5	C5442-F
C5212-B6	C5442-G
C5212-B7	C5442-H
C5216-A	C5450
C5216-A1	C5450-A1
C5216-A1a	C5450-A1a
C5216-A1b	C5450-A1b
C5216-A1c	C5450-A1c
C5216-A2	C5450-A2
C5216-A3	C5450-A3
C5216-A3a	C5450-A3a
C5216-A3b	C5450-A3b
C5216-A4	C5450-A4
C5216-B1	C5448-A
C5216-B2	C5448-C1
C5216-B2	C5448-C2
C5216-B2	C5448-C3
C5216-B3	C5448-C4
C5216-B4	C5448-C5
C5216-B5	C5448-C6
C5216-C1	C5450-B
C5216-C1a	C5450-B1
C5216-C1b	C5450-B2
C5216-C2	C5452-A
C5216-C2a	C5452-A1
C5216-C2b	C5452-A2
C5216-C2b(1)	C5452-A2a
C5216-C2b(2)	C5452-A2b
C5216-C2b(3)	C5452-A2c

C5216-C3	C5452-B
C5216-C3a	C5452-B1
C5216-C3b	C5452-B2
C5216-C3c	C5452-B3
C5216-C3d	C5452-B4
C5216-C3d(1)	C5452-B4a
C5216-C3d(2)	C5452-B4b
C5216-C3d(3)	C5452-B4c
C5216-C3e	C5452-B5
C5216-C3e(1)	C5452-B5a
C5216-C3e(2)	C5452-B5b
C5216-C3f	C5452-B6
C5216-C3f(1)	C5452-B6a
C5216-C3f(2)	C5452-B6b
C5216-C3g	C5452-B7
C5216-C3g(1)	C5452-B7a
C5216-C3g(2)	C5452-B7b
C5216-C3g, NOTE	C5452-B7, NOTE
C5216-C4	C5452-C
C5216-C4, NOTE	C5452-C, NOTE
C5216-C4a	C5452-C1
C5216-C4a(1)	C5452-C1a
C5216-C4a(2)	C5452-C1b
C5216-C4a(3)	C5452-C1c
C5216-C4a(4)	C5452-C1d
C5216-C4b	C5452-C2
C5216-C4b(1)	C5452-C2a
C5216-C4b(2)	C5452-C2b
C5216-C4b(3)	C5452-C2c
C5216-C4b(4)	C5452-C2d
C5220	C5460
C5220-A	C5460-A
C5220-A1	C5460-A1
C5220-A2	C5460-A2
C5220-A3	C5460-A3
C5220-B	C5460-B
C5220-C	C5460-C
C5220-C1	C5460-C1
C5220-C2	C5460-C2
C5220-D	C5460-D
C5220-D1	C5460-D1
C5220-D2	C5460-D2
C5220-D3	C5460-D3

C5224	C5438
C5224-A	C5438-A
C5224-A1	C5438-A1
C5224-A2	C5438-A2
C5224-B	C5438-B
C5224-B1	C5438-B1
C5224-B2	C5438-B2
C5224-B2a	C5438-B2a
C5224-B2b	C5438-B2b
C5224-B2c	C5438-B2c
C5224-B2d	C5438-B2d
C5224-B3	C5438-B3
C5228	C5470
C5228-1	C5470-1
C5228-2	C5470-2
C5232	C5458
C5232-A	C5458-A
C5232-B	C5458-B
C5232-B1	C5458-B1
C5232-B2	C5458-B2
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C5232-C1	C5458-C1
C5232-C2	C5458-C2
C5232-D	C5458-D
C5232-D1	C5458-D1
C5232-D2	C5458-D2
C5234	C5494
C5234-A	C5494-A
C5234-B	C5494-B
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C5234-B2	C5494-B2
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C5234-C	C5494-C
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C5234-E1	C5494-E1
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C5234-E1c	C5494-E1c
C5234-E1d	C5494-E1d
C5234-E2	C5494-E2

C5235	C5472
C5240	C5414
C5240-NOTE	DELETED
C5244	C5424
C5244-A	C5424-A
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C5244-A2	C5424-A2
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C5244-A2b	C5424-A2b
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C5244-A4	C5424-A4
C5244-A5	C5424-A5
C5244-B	C5424-B
C5244-B1	C5424-B1
C5244-B2	C5424-B2
C5244-C	C5424-C
C5244-C, NOTE	C5424-C2
C5248	C5426
C5248-A	C5426-A
C5248-B	C5426-B
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C5248-C1b	C5426-C1b
C5248-C2	C5426-C2
C5248-C2a	C5426-C2a
C5248-C2b	C5426-C2b
C5248-C2c	C5426-C2c
C5250	C5498
C5250-1	C5498-A
C5250-2	C5498-B
C5250-3	C5498-C
C5250-4	C5500-C
C5255	C5500-A
C5255-1	C5500-B
C5255-2	C5500-C
C5255-3	C5500-D
C5255-4	C5500-E
C5260	C5504
C5260-A	C5504-A1
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C5260-A, NOTE	C5504-C
C5260-A1	C5504-A1a

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C5260-A4	C5504-A1d
C5260-A5	C5504-A1e
C5260-A6	C5504-A1f
C5260-A7	C5504-A1g
C5260-B	C5504-A2
C5260-B1	C5504-A2a
C5260-B2	C5504-A2b
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C5260-C1	C5504-D1
C5260-C2	C5504-D2
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C5265-A1	C5506-A1
C5265-A2	C5506-A2
C5265-A3	C5506-A3
C5265-B	C5506-B
C5265-C	C5506-C
C5265-C, NOTE	C5506-C2
C5265-C1	C5506-C1a
C5265-C2	C5506-C1b
C5265-D	C5506-D
C5265-D, NOTE	C5506-D1, NOTE
C5270	C5506-E
C5270-A	C5506-E1
C5270-B	C5506-E2
C5275	C5508
C5275-A	C5508-A
C5275-A	C5508-B
C5275-B	C5508-D
C5275-B, NOTE	C5508-D4
C5275-B, NOTE	C5508-G7
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C5275-B2	C5508-D2
C5275-B3	C5508-D3
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C5275-C1	C5508-E1
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C5275-C1b	C5508-E2b
C5275-C1c	C5508-E2c

C5275-C1d	C5508-E2c
C5275-C1e	C5508-E2d
C5275-C2	C5280-G
C5275-C2	C5510-G
C5275-C2a	C5280-G1
C5275-C2a	C5510-G1
C5275-C2b	C5280-G2
C5275-C2b	C5510-G2
C5275-C2b(1)	C5280-G2a
C5275-C2b(1)	C5510-G2a
C5275-C2b(2)	C5280-G2b
C5275-C2b(2)	C5510-G2b
C5275-C2b(3)	C5280-G2c
C5275-C2b(3)	C5510-G2c
C5275-C2b(4)	C5280-G2d
C5275-C2b(4)	C5510-G2d
C5275-C2b(5)	C5280-G2e
C5275-C2b(5)	C5510-G2e
C5275-C2b(6)	C5280-G2f
C5275-C2b(6)	C5510-G2f
C5275-C2b(7)	C5280-G2g
C5275-C2b(7)	C5510-G2g
C5275-C2b(8)	C5280-G2h
C5275-C2b(8)	C5510-G2h
C5275-D	C5508-E3
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C5275-D2	C5508-E3b
C5275-D3	C5508-E3c
C5275-D4	C5508-E3d
C5275-D5	C5508-E3e
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C5280-A3	C5510-F1c
C5280-A4	C5510-F1d
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C5280-B9	C5510-E3i
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C5285-B3d	C5512-G4
C5285-B3e	C5512-G6
C5285-B4	C5512-H
C5290	C5514
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C5297-A2	C5528-A2
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C5297-B1a	C5528-B1a
C5297-B2	C5528-B2
C5297-B3	C5528-B3
C5300	C5598
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C5300-B	C5598-B
C5300-C	C5598-C

C5300-D	C5598-D
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C5305-A2	C5600-A2
C5305-A3	C5600-A3
C5305-A4	C5600-A4
C5305-B	C5600-B
C5305-B1	C5600-B1
C5305-B1, NOTE 1	C5600-B1b
C5305-B1, NOTE 2	C5600-B1c
C5305-B2	C5600-B2
C5305-B3	C5600-B2b
C5305-B4	C5600-B2c
C5310	C5602
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C5310-A2a	C5602-B2a
C5310-A2b	C5602-B2b
C5310-A2c	C5602-B2c
C5310-A2d	C5602-B2d
C5310-A2e	C5602-B2e
C5310-B	C5602-C
C5310-B1	C5602-C1
C5310-B2	C5602-C2
C5310-B3	C5602-C3
C5310-B3, NOTE 1	C5602-B3b
C5310-B3, NOTE 2	C5602-B3c
C5310-B3a	C5602-B3a(1)
C5310-B3b	C5602-B3a(b)
C5310-C	C5602-D
C5310-C1	C5602-D1
C5310-C1a	C5602-D1a
C5310-C1b	C5602-D1b
C5310-C1b(1)	C5602-D1b(1)
C5310-C1b(2)	C5602-D1b(2)
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C5310-C3	C5602-D3
C5310-C4	C5602-D4
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C5310-D10	C5602-E10

C5310-D11	C5602-E11
C5310-D12	C5602-E12
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C5310-D14	C5602-E14
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C5310-D6	C5602-E6
C5310-D7	C5602-E7
C5310-D8	C5602-E8
C5310-D8, NOTE	C5602-E8, NOTE
C5310-D9	C5602-E9
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C5310-F1	C5602-G1
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C5310-F3	C5602-G3
C5310-NOTE	C5602-A
C5350	C5542
C5352	C5544

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C5352-D5b	C5544-D5b
C5352-D5c	C5544-D5c
C5354	C5545
C5354-A	C5545-A
C5354-B	C5545-B
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C5354-B1a	C5545-B1a
C5354-B1b	C5545-B1b
C5354-B1c	C5545-B1c
C5354-B2	C5545-B2
C5354-B2, NOTE	C5545-B2, NOTE
C5354-B2a	C5545-B2a
C5354-B2b	C5545-B2b
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C5354-B2d	C5545-B2d
C5354-B2e	C5545-B2e
C5354-B2f	C5545-B2f
C5356	C5546
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C5356-A1	C5546-A1
C5356-A2	C5546-A2
C5356-A3	C5546-A3
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C5356-B1a	C5546-B1a
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C5356-B1c	C5546-B1c
C5356-B1d	C5546-B1d

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C5356-D1	C5546-D1
C5356-D2	C5546-D2
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C5356-E1	C5546-E2
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C5358-A1c	C5548-A1c
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C5358-B	C5548-B
C5358-B1	C5548-B1
C5358-B2	C5548-B2
C5358-C	C5548-C
C5358-C1	C5548-C1
C5358-C2	C5548-C2
C5358-C3	C5548-C3
C5358-D	C5548-D
C5360	C5566
C5360-A	C5566-A
C5360-A1	C5566-A1
C5360-A2	C5566-A2
C5360-B	C5566-B
C5362	C5568
C5362-A	C5568-A
C5362-B	C5568-B
C5362-B1	C5568-B1
C5362-B2	C5568-B2
C5364	C5570
C5364-B2a(1)	C5570-B2a(1)
C5364-B2a(2)	C5570-B2a(2)
C5364-B2a(3)	C5570-B2a(3)

C5364-B2a(4)	C5570-B2a(4)
C5364-B2a(5)	C5570-B2a(5)
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C5364-B	C5570-B
C5364-B1	C5570-B1
C5364-B2	C5570-B2
C5364-B2a	C5570-B2a
C5364-B2b	C5570-B2b
C5364-B2c	C5570-B2c
C5364-B2d	C5570-B2d
C5364-C	C5570-C
C5364-D	C5570-D
C5366	C5572
C5366-A	C5572-A
C5366-A1	C5572-A1
C5366-A2	C5572-A2
C5366-B	C5572-B
C5366-B1	C5572-B1
C5366-B2	C5572-B2
C5366-B2a	C5572-B2a
C5366-B2b	C5572-B2b
C5366-B2c	C5572-B2c
C5366-B3	C5572-B3
C5366-B3a	C5572-B3a
C5366-B3b	C5572-B3b
C5366-B3c	C5572-B3c
C5366-B4	C5572-B4
C5366-B4a	C5572-B4a
C5366-B4b	C5572-B4b
C5366-B4c	C5572-B4c
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C5368	C5574
C5368-A	C5574-A
C5368-A1	C5574-A1
C5368-A2	C5574-A2
C5368-A2a	C5574-A2a
C5368-A2b	C5574-A2b
C5368-A3	C5574-A3
C5368-A3a	C5574-A3a
C5368-A3b	C5574-A3b
C5368-A3c	C5574-A3c

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C5370	C5576
C5370-A	C5576-A
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C5370-A2	C5576-A2
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C5370-A2b	C5576-A2b
C5370-A2c	C5576-A2c
C5370-A3	C5576-A3
C5370-A3a	C5576-A3a
C5370-A3b	C5576-A3b
C5370-B	C5576-B
C5370-B1	C5576-B1
C5370-B2	C5576-B2
C5370-B3	C5576-B3
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C5370-B6	C5576-B6
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C5370-D	C5576-D
C5370-D, NOTE	C5576-D, NOTE
C5370-E	C5576-E
C5370-F	C5576-F
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C5370-F3	C5576-F3
C5370-F4	C5576-F4
C5370-F5	C5576-F5
C5370-G	C5576-G
C5370-G1	C5576-G1
C5370-G1a	C5576-G1a
C5370-G1b	C5576-G1b
C5370-G2	C5576-G2
C5372	C5578
C5372-A	C5578-A
C5372-A1	C5578-A1
C5372-A1a	C5578-A1a(2)(a)
C5372-A1b	C5578-A1a(2)(b)
C5372-A1c	C5578-A1a(2)(c)
C5372-A1c, EXAMPLE 1	C5578-A1b
C5372-A1c, EXAMPLE 2	C5578-A1c
C5372-A1c, EXAMPLE 3	C5578-A1d

C5372-A1c, EXAMPLE 4	C5578-A1e
C5372-A1c, EXAMPLE 5	C5578-A1f
C5372-A1c, EXAMPLE 6	C5578-A1g
C5372-A2	C5578-A2
C5372-A2a	C5578-A2a
C5372-A2b	C5578-A2b
C5372-A2c	C5578-A2c
C5372-A2c(1)	C5578-A2c(1)
C5372-A2c(2)	C5578-A2c(2)
C5372-A2c(3)	C5578-A2c(3)
C5372-A2c(4)	C5578-A2c(4)
C5372-A2c, NOTE	C5578-A2c, NOTE
C5372-A2d(1)	C5578-A2d(1)
C5372-A2d(2)	C5578-A2d(2)
C5372-A2d(3)	C5578-A2d(3)
C5372-A2d(4)	C5578-A2d(4)
C5372-A2d, NOTE	C5578-A2d, NOTE
C5372-A2e	C5578-A2e
C5372-B	C5578-B
C5372-B1	C5578-B1
C5372-B2	C5578-B2
C5372-B3	C5578-B3
C5372-B4	C5578-B4
C5372-B4, NOTE	C5578-B4, NOTE
C5372-B5	C5578-B5
C5372-B6	C5578-B6
C5372-B7	C5578-B7
C5380	C5552
C5382	C5554
C5382-A	C5554-A
C5382-B	C5554-B
C5382-B1	C5554-B1
C5382-B1a	C5554-B1a
C5382-B1b	C5554-B1b
C5382-B2	C5554-B2
C5382-B3	C5554-B3
C5382-B3a	C5554-B3a
C5382-B3b	C5554-B3b
C5382-B4	C5554-B4
C5382-B4a	C5554-B4a
C5382-B4b	C5554-B4b
C5382-B4c	C5554-B4c
C5382-B4d	C5554-B4d

C5384	C5556
C5384-A	C5556-A
C5384-A1	C5556-A1
C5384-A2	C5556-A2
C5384-A3	C5556-A3
C5384-A4	C5556-A4
C5384-A5	C5556-A5
C5384-A6	C5556-A6
C5384-A6, Example 1	C5556-A6, Example 1
C5384-A6, Example 2	C5556-A6, Example 2
C5384-A7	C5556-A7
C5384-B	C5556-B
C5384-C	C5556-C
C5386	C5558
C5388	C5560
C5390	C5562
C5392	C5564
C5392-A	C5564-A
C5392-B	C5564-B
C5392-B, Example 1	C5564-B, Example 1
C5392-B, Example 2	C5564-B, Example 2
C5392-C	C5564-C
C5392-C1	C5564-C1
C5392-C2	C5564-C2
C5392-C2a	C5564-C2a
C5392-C2b	C5564-C2b
C5392-D	C5564-D
C5392-E	C5564-E
C5392-E1	C5564-E1
C5392-E1a	C5564-E1a
C5392-E1b	C5564-E1b
C5392-E1c	C5564-E1c
C5392-E1d	C5564-E1d
C5392-E2	C5564-E2
C5392-E2a	C5564-E2a
C5392-E2b	C5564-E2b
C5392-E2c	C5564-E2c
C5392-E3	C5564-E3
C5392-E3a	C5564-E3a
C5392-E3b	C5564-E3b
C5392-E3c	C5564-E3c
C5392-E3d	C5564-E3d
C5392-E4	C5564-E4

C5400	C5530
C5405	C5532
C5410	C5534
C5410-A	C5534-A
C5410-B	C5534-B
C5410-C	C5534-C
C5410-C1	C5534-D
C5410-C2	C5534-D2
C5410-D	C5534-E
C5410-D1	C5534-E1
C5410-D2	C5534-E2
C5410-D3	C5534-E3
C5410-D4	C5534-E4
C5415	C5536
C5450-A	C5156
C5450-A1	C5156-A
C5450-A2	C5156-B
C5450-A3	C5156-C
C5450-A3a	C5156-C1
C5450-A3b	C5156-C2
C5450-B	C5158
C5450-B1	C5158-A1
C5450-B2	C5158-A2
C5450-B3	C5158-A3
C5450-B4	C5158-B
C5450-B5	C5158-C
C5450-B6	C5158-D
C5450-C	C5160
C5450-C1	C5160-A1
C5450-C2	C5160-A2
C5450-C3	C5160-B1
C5450-C3a	C5160-B1a
C5450-C3b	C5160-B1b
C5450-C3c	C5160-B1c
C5450-C4	C5160-B2
C5450-C5	C5160-C
C5450-D	C5162
C5450-D1	C5162-A1
C5450-D2	C5162-A2
C5450-D3	C5162-B
C5450-D4	C5162-B2
C5450-D5	C5162-B3
C5550	C5604

C5550-A	C5604-A
C5550-A1	C5604-A1
C5550-A2	C5604-A2
C5550-A3	C5604-A3
C5550-A4	C5604-A4
C5550-B	C5604-B
C5550-C	C5604-C
C5550-D	C5604-D
C5550-E	C5604-E
C5550-E1	C5604-E1
C5550-E2	C5604-E2
C5550-E3	C5604-E3
C5550-F	C5604-F
C5550-G	C5604-G
C5550-H	C5604-H
C5552	C5606
C5552-A	C5606-A
C5552-B	C5606-B
C5552-B1	C5606-B1
C5552-B2	C5606-B2
C5552-B3	C5606-B3
C5554	C5608
C5556	C5610
C5556-B2c(3)	C5610-B2c(3)
C5556-B2c(4)	C5610-B2c(4)
C5556-B2c(5)	C5610-B2c(5)
C5556-B2c(6)	C5610-B2c(6)
C5556-B2d	C5610-B2d
C5556-B2d(1)	C5610-B2d(1)
C5556-B2d(2)	C5610-B2d(2)
C5556-B2d(3)	C5610-B2d(3)
C5556-B2e	C5610-B2e
C5556-B2e(1)	C5610-B2e(1)
C5556-B2e(2)	C5610-B2e(2)
C5556-B2e(3)	C5610-B2e(3)
C5556-A	C5610-A
C5556-A1	C5610-A1
C5556-A2	C5610-A2
C5556-A3	C5610-A3
C5556-A4	C5610-A4
C5556-B	C5610-B
C5556-B1a	C5610-B1a
C5556-B1b	C5610-B1b

C5556-B1b(1)	C5610-B1b(1)
C5556-B1b(2)	C5610-B1b(2)
C5556-B1b(3)	C5610-B1b(3)
C5556-B1c	C5610-B1c
C5556-B1d	C5610-B1d
C5556-B1e	C5610-B1e
C5556-B1f	C5610-B1f
C5556-B2	C5610-B2
C5556-B2a	C5610-B2a
C5556-B2a(1)	C5610-B2a(1)
C5556-B2a(2)	C5610-B2a(2)
C5556-B2b	C5610-B2b
C5556-B2b(1)	C5610-B2b(1)
C5556-B2b(2)	C5610-B2b(2)
C5556-B2c	C5610-B2c
C5556-B2c(1)	C5610-B2c(1)
C5556-B2c(2)	C5610-B2c(2)
C5556-B3	C5610-B3
C5556-B4	C5610-B4
C5556-B4a	C5610-B4a
C5556-B4a(1)	C5610-B4a(1)
C5556-B4a(2)	C5610-B4a(2)
C5556-B4b	C5610-B4b
C5556-BI	C5610-BI
C5558	C5612
C5560	C5614
C5560-A	C5614-A
C5560-B	C5614-B
C5562	C5616
C5562-A	C5616-A
C5562-A1	C5616-A1
C5562-A2	C5616-A2
C5562-A3	C5616-A3
C5562-A4	C5616-A4
C5562-B	C5616-B
C5562-C	C5616-C
C5562-C1	C5616-C1
C5562-C2	C5616-C2
C5562-C3	C5616-C3
C5562-C4	C5616-C4
C5562-D	C5616-D
C5562-D1	C5616-D1
C5562-D2	C5616-D2

C5562-E	C5616-E
C5564	C5618
C5564-1	C5618-1
C5564-2	C5618-2
C5564-3	C5618-3
C5564-4	C5618-4
C5564-5	C5618-5
C5564-6	C5618-6
C5564-7	C5618-7
C5566	C5620
C5566-(E2b(2)c)	C5620-(E2b(2)c)
C5566-A	C5620-A
C5566-A1	C5620-A1
C5566-A2	C5620-A2
C5566-A3	C5620-A3
C5566-B	C5620-B
C5566-B1	C5620-B1
C5566-B2	C5620-B2
C5566-C	C5620-C
C5566-C1	C5620-C1
C5566-C1a	C5620-C1a
C5566-C1b	C5620-C1b
C5566-C2	C5620-C2
C5566-C3	C5620-C3
C5566-C4	C5620-C4
C5566-D	C5620-D
C5566-D1	C5620-D1
C5566-D2	C5620-D2
C5566-D3	C5620-D3
C5566-E	C5620-E
C5566-E1	C5620-E1
C5566-E1a	C5620-E1a
C5566-E1b	C5620-E1b
C5566-E2	C5620-E2
C5566-E2a	C5620-E2a
C5566-E2a(1)	C5620-E2a(1)
C5566-E2a(1)(a)	C5620-E2a(1)(a)
C5566-E2a(1)(b)	C5620-E2a(1)(b)
C5566-E2a(2)	C5620-E2a(2)
C5566-E2a(2)(a)	C5620-E2a(2)(a)
C5566-E2a(2)(b)	C5620-E2a(2)(b)
C5566-E2a(2)(c)	C5620-E2a(2)(c)
C5566-E2b	C5620-E2b

C5566-E2b(1)	C5620-E2b(1)
C5566-E2b(1)(a)	C5620-E2b(1)(a)
C5566-E2b(1)(b)	C5620-E2b(1)(b)
C5566-E2b(1)(c)	C5620-E2b(1)(c)
C5566-E2b(2)	C5620-E2b(2)
C5566-E2b(2)(a)	C5620-E2b(2)(a)
C5566-E2b(2)(b)	C5620-E2b(2)(b)
C5566-E2b(2)(d)	C5620-E2b(2)(d)
C5568	C5622
C5568-A	C5622-A
C5568-A1	C5622-A1
C5568-A2	C5622-A2
C5568-B	C5622-B
C5568-B1	C5622-B1
C5568-B1a	C5622-B1a
C5568-B1b	C5622-B1b
C5568-B2	C5622-B2
C5568-B3	C5622-B3
C5568-B4	C5622-B4
C5568-B5	C5622-B5
C5568-B5a	C5622-B5a
C5568-B5b	C5622-B5b
C5568-B6	C5622-B6
C5568-C	C5622-C
C5568-C1	C5622-C1
C5568-C2	C5622-C2
C5568-C2a	C5622-C2a
C5568-C2b	C5622-C2b
C5568-C2c	C5622-C2c
C5568-C2d	C5622-C2d
C5568-C2e	C5622-C2e
C5568-C3	C5622-C3
C5568-C3a	C5622-C3a
C5568-C3b	C5622-C3b
C5568-C3c	C5622-C3c
C5568-C3d	C5622-C3d
C5568-C3e	C5622-C3e
C5570	C5624
C5570-A	C5624-A
C5570-B	C5624-B
C5570-B1	C5624-B1
C5570-B2	C5624-B2
C5570-B3	C5624-B3

C5570-B4	C5624-B4
C5570-B5	C5624-B5
C5570-C	C5624-C
C5570-C1	C5624-C1
C5570-C10	C5624-C10
C5570-C10a	C5624-C10a
C5570-C10b	C5624-C10b
C5570-C10c	C5624-C10c
C5570-C11	C5624-C11
C5570-C11a	C5624-C11a
C5570-C11a(1)	C5624-C11a(1)
C5570-C11a(2)	C5624-C11a(2)
C5570-C11b	C5624-C11b
C5570-C11c	C5624-C11c
C5570-C1a	C5624-C1a
C5570-C1b	C5624-C1b
C5570-C1c	C5624-C1c
C5570-C1d	C5624-C1d
C5570-C1e	C5624-C1e
C5570-C2	C5624-C2
C5570-C2a	C5624-C2a
C5570-C2b	C5624-C2b
C5570-C2c	C5624-C2c
C5570-C3	C5624-C3
C5570-C3a	C5624-C3a
C5570-C3b	C5624-C3b
C5570-C3c	C5624-C3c
C5570-C3d	C5624-C3d
C5570-C3e	C5624-C3e
C5570-C4	C5624-C4
C5570-C4a	C5624-C4a
C5570-C4b	C5624-C4b
C5570-C4c	C5624-C4c
C5570-C4c(1)	C5624-C4c(1)
C5570-C4c(2)	C5624-C4c(2)
C5570-C4c(3)	C5624-C4c(3)
C5570-C5	C5624-C5
C5570-C5a	C5624-C5a
C5570-C5b	C5624-C5b
C5570-C6	C5624-C6
C5570-C6a	C5624-C6a
C5570-C6b	C5624-C6b
C5570-C7	C5624-C7

C5570-C7a	C5624-C7a
C5570-C7b	C5624-C7b
C5570-C7c	C5624-C7c
C5570-C7d	C5624-C7d
C5570-C7e	C5624-C7e
C5570-C7f	C5624-C7f
C5570-C7g	C5624-C7g
C5570-C8	C5624-C8
C5570-C8(1)(a)	C5624-C8(1)(a)
C5570-C8a	C5624-C8a
C5570-C8a(2)	C5624-C8a(2)
C5570-C8a(2)(a)	C5624-C8a(2)(a)
C5570-C8a(2)(b)	C5624-C8a(2)(b)
C5570-C8a(1)	C5624-C8a(1)
C5570-C8a(1)(a)	C5624-C8a(1)(a)
C5570-C8a(1)(b)	C5624-C8a(1)(b)
C5570-C8a(1)(c)	C5624-C8a(1)(c)
C5570-C8b	C5624-C8b
C5570-C8b(1)	C5624-C8b(1)
C5570-C8b(1)(b)	C5624-C8b(1)(b)
C5570-C8b(1)(c)	C5624-C8b(1)(c)
C5570-C8b(1)(d)	C5624-C8b(1)(d)
C5570-C8b(2)	C5624-C8b(2)
C5570-C9	C5624-C9
C5570-C9a	C5624-C9a
C5570-C9a(1)	C5624-C9a(1)
C5570-C9a(2)	C5624-C9a(2)
C5570-C9b	C5624-C9b
C5570-C9b(1)	C5624-C9b(1)
C5570-C9b(1)(a)	C5624-C9b(1)(a)
C5570-C9b(1)(b)	C5624-C9b(1)(b)
C5570-C9b(1)(c)	C5624-C9b(1)(c)
C5570-C9b(2)	C5624-C9b(2)
C5570-C9b(2)(a)	C5624-C9b(2)(a)
C5570-C9b(2)(b)	C5624-C9b(2)(b)
C5570-C9b(3)	C5624-C9b(3)
C5570-C9b(3)(a)	C5624-C9b(3)(a)
C5570-C9b(3)(b)	C5624-C9b(3)(b)
C5570-C9b(4)	C5624-C9b(4)
C5570-C9b(5)	C5624-C9b(5)
C5572	C5626
C5572-A	C5626-A
C5572-B	C5626-B

C5572-C	C5626-C
C5572-C1	C5626-C1
C5572-C1a	C5626-C1a
C5572-C1b	C5626-C1b
C5572-C1c	C5626-C1c
C5572-C2	C5626-C2
C5574	C5628
C5574-A	C5628-A
C5574-B	C5628-B
C5574-B1	C5628-B1
C5574-B1a	C5628-B1a
C5574-B1b	C5628-B1b
C5574-B1c	C5628-B1c
C5574-B1d	C5628-B1d
C5574-B1d, NOTE	C5628-B1d, NOTE
C5574-B1e	C5628-B1e
C5574-B1f	C5628-B1f
C5574-B2	C5628-B2
C5574-B2a	C5628-B2a
C5574-B2b	C5628-B2b
C5574-B2b, NOTE	C5628-B2b, NOTE
C5574-B2c	C5628-B2c
C5574-C	C5628-C
C5574-C1	C5628-C1
C5574-C2	C5628-C2
C5574-C3	C5628-C3
C5574-D	C5628-D
C5576	C5630
C5576-A	C5630-A
C5576-B	C5630-B
C5576-C	C5630-C
C5576-C1	C5630-C1
C5576-C2	C5630-C2
C5576-C3	C5630-C3
C5576-C4	C5630-C4
C5578	C5632
C5580	C5634
C5580-1	C5634-1
C5580-2	C5634-2
C5582	C5636
C5582-A	C5636-A
C5582-A1	C5636-A1
C5582-A2	C5636-A2

C5582-A2a	C5636-A2a
C5582-A2b	C5636-A2b
C5582-A3	C5636-A3
C5582-B	C5636-B
C5582-B1	C5636-B1
C5582-B2	C5636-B2
C5582-B3	C5636-B3
C5582-C	C5636-C
C5582-C1	C5636-C1
C5582-C1a	C5636-C1a
C5582-C1b	C5636-C1b
C5582-C1c	C5636-C1c
C5582-C2	C5636-C2
C5582-C2a	C5636-C2a
C5582-C2b	C5636-C2b
C5582-C2c	C5636-C2c
C5582-C3	C5636-C3
C5584	C5638
C5584-A	C5638-A
C5584-A1	C5638-A1
C5584-A2	C5638-A2
C5584-B	C5638-B
C5584-C	C5638-C
C5584-C1	C5638-C1
C5584-C1a	C5638-C1a
C5584-C1b	C5638-C1b
C5584-C1c	C5638-C1c
C5584-C2	C5638-C2
C5584-C2a	C5638-C2a
C5584-C2b	C5638-C2b
C5584-C2c	C5638-C2c
C5584-C2d	C5638-C2d
C5584-C2e	C5638-C2e
C5586	C5640
C5586-A	C5640-A
C5586-A1	C5640-A1
C5586-A1a	C5640-A1a
C5586-A1b	C5640-A1b
C5586-A1c	C5640-A1c
C5586-A1d	C5640-A1d
C5586-A1e	C5640-A1e
C5586-A2	C5640-A2
C5586-A3	C5640-A3

C5586-A4	C5640-A4
C5586-A5	C5640-A5
C5586-B	C5640-B
C5586-B1	C5640-B1
C5586-B2	C5640-B2
C5586-B3	C5640-B3
C5586-B4	C5640-B4
C5586-B5	C5640-B5
C5586-C	C5640-C
C5586-C1	C5640-C1
C5586-C1a	C5640-C1a
C5586-C1b	C5640-C1b
C5586-C1c	C5640-C1c
C5586-C1d	C5640-C1d
C5586-C1e	C5640-C1e
C5586-C2	C5640-C2
C5586-C2a	C5640-C2a
C5586-C2a(1)	C5640-C2a(1)
C5586-C2a(2)	C5640-C2a(2)
C5586-C2a(3)	C5640-C2a(3)
C5586-C2b	C5640-C2b
C5586-C2c	C5640-C2c
C5586-C2d	C5640-C2d
C5586-C2e	C5640-C2e
C5586-C2f	C5640-C2f
C5586-C2g	C5640-C2g
C5586-C3	C5640-C3
C5586-C3a	C5640-C3a
C5586-C3a(1)	C5640-C3a(1)
C5586-C3a(2)	C5640-C3a(2)
C5586-C3a(3)	C5640-C3a(3)
C5586-C3b	C5640-C3b
C5586-C3b(1)	C5640-C3b(1)
C5586-C3b(2)	C5640-C3b(2)
C5586-D	C5640-D
C5588	C5642
C5588-A	C5642-A
C5588-B	C5642-B
C5588-B1	C5642-B1
C5588-B2	C5642-B2
C5588-B3	C5642-B3
C5588-B4	C5642-B4
C5588-C	C5642-C

C5588-D	C5642-D
C5588-E	C5642-E
C5588-F	C5642-F
C5588-F1	C5642-F1
C5588-F2	C5642-F2
C5588-G	C5642-G
C5588-G, NOTE	C5642-G, NOTE
C5588-G1	C5642-G1
C5588-G2	C5642-G2
C5588-G2a	C5642-G2a
C5588-G2b	C5642-G2b
C5588-G2c	C5642-G2c
C5588-G2d	C5642-G2d
C5588-G2e	C5642-G2e
C5588-H	C5642-H
C5588-I	C5642-I
C5588-I1	C5642-I1
C5588-I1a	C5642-I1a
C5588-I1a(1)	C5642-I1a(1)
C5588-I1a(2)	C5642-I1a(2)
C5588-I1a(3)	C5642-I1a(3)
C5588-I1a(4)	C5642-I1a(4)
C5588-I2	C5642-I2
C5588-I2a	C5642-I2a
C5588-I2a(1)	C5642-I2a(1)
C5588-I2a(2)	C5642-I2a(2)
C5588-I2a(3)	C5642-I2a(3)
C5588-I2a(4)	C5642-I2a(4)
C5588-I2a(5)	C5642-I2a(5)
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C5600-3	C5644-3
C5600-4	C5644-4
C5600-4	C5644-5
C5600-4	C5644-6
C5600-5	C5644-7
C5602	C5646
C5602-1	C5646-1
C5602-2	C5646-2
C5602-3	C5646-3
C5602-4	C5646-4

C5604	C5648
C5604-1	C5648-1
C5604-2	C5648-2
C5604-3	C5648-3
C5605-2	C5650-E
C5606	C5650
C5606	C5650-A
C5606	C5650-B
C5606	C5650-C
C5606	C5650-D
C5606-1	C5650-F
C5608	C5652
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C5608-2	C5652-2
C5608-3	C5652-3
C5610	C5654
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C5610-2	C5654-2
C5610-2a	C5654-2a
C5610-2b	C5654-2b
C5612	C5656
C5612-1	C5656-B1
C5612-2	C5656-B2
C5612-3	C5656-B3
C5612-4	C5656-B4
C5612-4a	C5656-B4a
C5612-4b	C5656-B4b
C5614	C5658
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C5614-B	C5658-B
C5614-C	C5658-C
C5614-D	C5658-D
C5614-E	C5658-E
C5614-F	C5658-F
C5616	C5660
C5616-1	C5660-1
C5616-2	C5660-2
C5616-3	C5660-3
C5616-4	C5660-4
C5618	C5662
C5620	C5664
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C5620-2	C5664-2

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C5620-4	C5664-4
C5620-5	C5664-5
C5620-6	C5664-6
C5622	C5666
C5622-A	C5666-A
C5622-B	C5666-B
C5622-B1	C5666-B1
C5622-B2	C5666-B2
C5622-C	C5666-C
C5624	C5668
C5624-A	C5668-A
C5624-A1	C5668-A1
C5624-A2	C5668-A2
C5624-A2a	C5668-A2a
C5624-A2b	C5668-A2b
C5624-A2c	C5668-A2c
C5624-B	C5668-B
C5624-B1	C5668-B1
C5624-B1, NOTE	C5668-B2
C5624-B2	C5668-B3
C5624-B2a	C5668-B3a
C5624-B2b	C5668-B3b
C5624-B3	C5668-B4
C5624-B3a	C5668-B4a
C5624-B3b	C5668-B4b
C5624-B3b(1)	C5668-B4b(1)
C5624-B3b(2)	C5668-B4b(2)
C5624-B3b(3)	C5668-B4b(3)
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C5624-C1	C5668-C1
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C5624-C1b	C5668-C1b
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C5624-C1d	C5668-C1d
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C5624-C3	C5668-C3
C5624-C4	C5668-C4
C5624-C5	C5668-C5
C5626	C5670
C5626-A	C5670-A
C5626-B	C5670-B
C5626-B1	C5670-B1

C5626-B2	C5670-B2
C5628	C5672
C5630	C5674
C5632	C5676
C5632-1	C5676-1
C5632-2	C5676-2
C5632-3	C5676-3
C5632-4	C5676-4
C5634	C5678
C5634-A	C5678-A
C5634-A1	C5678-B1
C5634-A2	C5678-B2
C5634-A3	C5678-B3
C5634-B	C5678-C
C5650	C5730
C5650-A	C5730-A
C5650-A, NOTE	C5730-A2
C5650-B	C5730-B
C5650-B1	C5730-B1
C5650-B2	C5730-B2
C5650-B2a	C5730-B2a
C5650-B2b	C5730-B2b
C5700	C5680
C5705	C5682
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C5705-A1	C5705-A1
C5705-A2	C5705-A2
C5705-A3	C5705-A3
C5705-A3, NOTE	C5705-A3, NOTE
C5705-A4	C5705-A4
C5705-B	C5682-B
C5705-B1	C5682-B1
C5705-B2	C5682-B2
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C5705-C	C5682-C
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C5710-A2	C5684-A2
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C5710-B1	C5684-B1

C5710-B2	C5684-B2
C5710-B3	C5684-B3
C5710-C	C5684-C
C5710-D	C5684-D
C5710-E	C5684-E
C5710-E1	C5684-E1
C5710-E2	C5684-E2
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C5710-E2(b)	C5684-E2(b)
C5710-E2(c)	C5684-E2(c)
C5710-F	C5684-F
C5715	C5686
C5715-A	C5686-A
C5715-A, NOTE 1	C5686-A2c
C5715-A, NOTE 2	C5686-A2d
C5715-A1	C5686-A1a
C5715-A2	C5686-A1b
C5715-A3	C5686-A1c
C5715-A4	C5686-A1d
C5715-A5	C5686-A1e
C5715-A6	C5686-A1f
C5715-A7	C5686-A1g
C5715-A8	C5686-A1h
C5715-A9	C5686-A1i
C5715-B	C5686-B
C5715-B, NOTE	C5686-B, NOTE
C5715-B1	C5686-B1
C5715-B2	C5686-B2
C5715-B3	C5686-B3
C5715-B3a	C5686-B3a
C5715-B3b	C5686-B3b
C5715-B3c	C5686-B3c
C5715-B4	C5686-B4
C5715-C	C5686-C
C5715-D	C5686-D
C5720	C5688
C5720-A	C5688-A
C5720-B	C5688-B
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C5720-B2	C5688-B2
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C5720-B4	C5688-B4
C5720-B5	C5688-B5

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C5720-B7	C5688-B7
C5720-B8	C5688-B8
C5720-B9	C5688-B9
C5720-C	C5688-C
C5720-C, NOTE	DELETED
C5720-C1	C5688-C1
C5720-C2	C5688-C2
C5725	C5690
C5725-A	C5690-A
C5725-B	C5690-B
C5750	C5692
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C5750-A1	C5692-1a
C5750-A2	C5692-A1b
C5750-A2a	C5692-A1b(1)
C5750-A2b	C5692-A1b(2)
C5750-A3	C5692-A1c
C5750-A3, NOTE	C5692-A2
C5750-B	C5692-B
C5750-B1	C5692-B1
C5750-B2	C5692-B2
C5750-B3	C5692-B3
C5750-B3, NOTE	C5692-B3
C5750-B4	C5692-B4
C5750-B4, NOTE	C5692-B4d
C5750-B5	C5692-B4c
C5750-C	C5692-C
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C5750-C10	C5692-C10
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C5750-D1	C5692-D1
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C5750-D1b	C5692-D1b
C5750-D2	C5692-D2

C5750-D2a	C5692-D2a
C5750-D2b	C5692-D2b
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C5750-E1e	C5692-E1e
C5750-E1f	C5692-E1f
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C5750-E2a	C5692-E2a
C5750-E2b	C5692-E2b
C5750-E2b(1)	C5692-E2b(1)
C5750-E2b(2)	C5692-E2b(2)
C5750-E2b(3)	C5692-E2b(3)
C5750-E2b(4)	C5692-E2b(4)
C5750-F	C5692-F
C5750-F1	C5692-F1
C5750-F2	C5692-F2
C5750-F3	C5692-F3
C5750-F4	C5692-F4
C5750-F5	C5692-F5
C5750-F6	C5692-F6
C5750-G	C5692-G
C5750-G1	C5692-G1
C5750-G1a	C5692-G1a
C5750-G1b	C5692-G1b
C5750-G2	C5692-G2
C5750-G2a	C5692-G2a
C5750-G2b	C5692-G2b
C5750-G2b(1)	C5692-G2b(1)

C5750-G2b(1)(a)	C5692-G2b(1)(a)
C5750-G2b(1)(b)	C5692-G2b(1)(b)
C5750-G2b(1)(c)	C5692-G2b(1)(c)
C5750-G2b(1)(d)	C5692-G2b(1)(d)
C5750-G2b(1)(e)	C5692-G2b(1)(e)
C5750-G2b(1)(f)	C5692-G2b(1)(f)
C5750-G2b(2)	C5692-G2b(2)
C5750-G2b(2)(a)	C5692-G2b(2)(a)
C5750-G2b(2)(b)	C5692-G2b(2)(b)
C5750-G2b(2)(c)	C5692-G2b(2)(c)
C5750-G2b(2)(d)	C5692-G2b(2)(d)
C5750-G2b(3)	C5692-G2b(3)
C5750-G2b(3)(a)	C5692-G2b(3)(a)
C5750-G2b(3)(b)	C5692-G2b(3)(b)
C5750-G2b(3)(b)-1-	C5692-G2b(3)(b)-1-
C5750-G2b(3)(b)-2-	C5692-G2b(3)(b)-2-
C5750-G2b(3)(b)-3-	C5692-G2b(3)(b)-3-
C5750-G2b(3)(b)-4-	C5692-G2b(3)(b)-4-
C5750-G2b(3)(b)-5-	C5692-G2b(3)(b)-5-
C5750-G2b(3)(b)-6-	C5692-G2b(3)(b)-6-
C5750-G2b(3)(b)-7-	C5692-G2b(3)(b)-7-
C5750-G2b(4)	C5692-G2b(4)
C5750-G2b(4)(a)	C5692-G2b(4)(a)
C5750-G2b(4)(b)	C5692-G2b(4)(b)
C5750-G2b(4)(c)	C5692-G2b(4)(c)
C5750-G2b(4)(d)	C5692-G2b(4)(d)
C5750-G2b(5)	C5692-G2b(5)
C5750-G2b(5)(a)	C5692-G2b(5)(a)
C5750-G2b(5)(b)	C5692-G2b(5)(b)
C5750-G2b(5)(c)	C5692-G2b(5)(c)
C5750-G2b(5)(d)	C5692-G2b(5)(d)
C5750-G2b(5)(e)	C5692-G2b(5)(e)
C5750-H	C5692-H
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C5750-H2	C5692-H2
C5750-H2a	C5692-H2a
C5750-H2b	C5692-H2b
C5750-I	C5692-I
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C5753-2	C5694-2
C5753-3	C5694-3
C5753-4	C5694-4

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C5753-6	C5694-6
C5756	C5696
C5756-A	C5696-A
C5756-A1	C5696-A1
C5756-A2	C5696-A2
C5756-A3	C5696-A3
C5756-A3a	C5696-A3a
C5756-A3b	C5696-A3b
C5756-A3c	C5696-A3c
C5756-A3d	C5696-A3d
C5756-A3e	C5696-A3e
C5756-A3e(1)	C5696-A3e(1)
C5756-A3e(2)	C5696-A3e(2)
C5756-A3f	C5696-A3f
C5756-A4	C5696-A4
C5756-A4a	C5696-A4a
C5756-A4a(1)	C5696-A4a(1)
C5756-A4a(10)	C5696-A4a(10)
C5756-A4a(11)	C5696-A4a(11)
C5756-A4a(12)	C5696-A4a(12)
C5756-A4a(2)	C5696-A4a(2)
C5756-A4a(3)	C5696-A4a(3)
C5756-A4a(4)	C5696-A4a(4)
C5756-A4a(5)	C5696-A4a(5)
C5756-A4a(6)	C5696-A4a(6)
C5756-A4a(7)	C5696-A4a(7)
C5756-A4a(8)	C5696-A4a(8)
C5756-A4a(9)	C5696-A4a(9)
C5756-A4b	C5696-A4b
C5756-A4b(1)	C5696-A4b(1)
C5756-A4b(2)	C5696-A4b(2)
C5756-A4b(3)	C5696-A4b(3)
C5756-A4b(4)	C5696-A4b(4)
C5756-A4b(5)	C5696-A4b(5)
C5756-A4b(6)	C5696-A4b(6)
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C5756-A5c	C5696-A5c
C5756-A6	C5696-A6
C5756-A7	C5696-A7

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C5756-B2	C5696-B2
C5759	C5698
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C5759-A2	C5698-A2
C5759-A2a	C5698-A2a
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C5759-A2e	C5698-A2e
C5759-A2f	C5698-A2f
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C5759-A3b	C5698-A3b
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C5759-A3d	C5698-A3d
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C5759-A3f	C5698-A3f
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C5759-C1b	C5698-C1b
C5759-C2	C5698-C2
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C5759-E	C5698-E
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C5762-B	C5700-B
C5762-NOTE	C5700-NOTE

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C5770-AA	C5706-B27
C5770-AB	C5706-B28
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C5770-AE	C5706-B31
C5770-AF	C5706-B32
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C5770-K	C5706-B11
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C5770-N	C5706-B14
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C5770-NOTE-2	C5706-A2
C5770-NOTE-3	C5706-A3
C5770-O	C5706-B15
C5770-P	C5706-B16
C5770-Q	C5706-B17
C5770-R	C5706-B18
C5770-S	C5706-B19
C5770-T	C5706-B20
C5770-U	C5706-B21
C5770-V	C5706-B22
C5770-W	C5706-B23

C5770-X	C5706-B24
C5770-Y	C5706-B25
C5770-Z	C5706-B26
C5775	C5704
C5775	C5704-C
C5775-1	C5704-B1
C5775-2	C5704-B2
C5775-3	C5704-B3
C5775-NOTE 1	C5704-A
C5775-NOTE 2	C5704-B
C5800	C5708
C5800-A	C5708-A
C5800-A1	C5708-A1
C5800-A2	C5708-A2
C5800-A3	C5708-A3
C5800-A4	C5708-A4
C5800-A5	C5708-A5
C5800-B	C5708-B
C5800-B1	C5708-B1
C5800-B2	C5708-B2
C5800-B3	C5708-B3
C5800-B4	C5708-B4
C5800-B5	C5708-B5
C5805	C5710
C5805-A	C5710-A
C5805-A1	C5710-A1
C5805-A2	C5710-A2
C5805-B	C5710-B
C5805-B1	C5710-B1
C5805-B2	C5710-B2
C5805-B3	C5710-B3
C5805-B3a	C5710-B3a
C5805-B3b	C5710-B3b
C5805-C	C5710-C
C5805-D	C5710-D
C5810	C5712
C5810-A	C5712-A
C5810-B	C5712-B
C5810-C	C5712-C
C5810-C1	C5712-C1
C5810-C2	C5712-C2
C5810-D	C5712-D
C5810-D1	C5712-D1

C5810-D2	C5712-D2
C5810-E	C5712-E
C5810-E1	C5712-E1
C5810-E2	C5712-E2
C5815	C5714
C5815-A	C5714-A
C5815-B	C5714-B
C5815-B1	C5714-B1
C5815-B2	C5714-B2
C5815-B3	C5714-B3
C5815-B3a	C5714-B3a
C5815-B3b	C5714-B3b
C5815-B3c	C5714-B3c
C5815-B3d	C5714-B3d
C5815-B3d, NOTE	C5714-B3d, NOTE
C5815-C	C5714-C
C5815-C1	C5714-C1
C5815-C2	C5714-C2
C5815-D	C5714-D
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C5815-D3	C5714-D3
C5815-D4	C5714-D4
C5815-D5	C5714-D5
C5815-D6	C5714-D6
C5815-D7	C5714-D7
C5815-D8	C5714-D8
C5815-D9	C5714-D9
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C5815-E1a	C5714-E1a
C5815-E1b	C5714-E1b
C5815-E2	C5714-E2
C5815-E2a	C5714-E2a
C5815-E2b	C5714-E2b
C5815-E3	C5714-E3
C5815-E3a	C5714-E3a
C5815-E3b	C5714-E3b
C5815-F	C5714-F
C5815-F1	C5714-F1
C5815-F2	C5714-F2
C5815-F3	C5714-F3
C5815-F3, NOTE	C5714-F3, NOTE

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C5820-A	C5716-A
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C5820-A1b	C5716-A1b
C5820-A1c	C5716-A1c
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C5820-B	C5716-B
C5820-B1	C5716-B1
C5820-B2	C5716-B2
C5820-B3	C5716-B3
C5820-C	C5716-C
C5825	C5718
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C5825-A1	C5718-A1
C5825-A2	C5718-A2
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C5825-C	C5718-C
C5825-D	C5718-D
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C5825-E1	C5718-E1
C5825-E2	C5718-E2
C5830	C5720
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C5830-B	C5720-B
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C5830-B3	C5720-B3
C5830-B4	C5720-B4
C5830-C	C5720-C
C5835	C5722
C5835-A	C5722-A
C5835-B	C5722-B

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C5835-B2	C5722-B2
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C5835-B4	C5722-B4
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C5835-C2	C5722-C2
C5835-C3	C5722-C3
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C5845-B	C5726-B
C5845-C	C5726-C
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C5845-C2	C5726-C2
C5845-C3	C5726-C3
C5845-C4	C5726-C4
C5845-C5	C5726-C5
C5849	C5728
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C5849-B	C5728-B
C5849-B1	C5728-B1
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C5849-B1b	C5728-B1b
C5849-B1c	C5728-B1c
C5849-B1d	C5728-B1d
C5849-B1e	C5728-B1e
C5849-B2	C5728-B2
C5849-B2a	C5728-B2a
C5849-B2b	C5728-B2b
C5849-B2c	C5728-B2c
C5849-B2d	C5728-B2d

C5849-B2e	C5728-B2e
C5849-B2f	C5728-B2f
C5849-B2g	C5728-B2g
C5849-B2g(1)	C5728-B2g(1)
C5849-B2g(2)	C5728-B2g(2)
C5849-B2g(3)	C5728-B2g(3)
C5849-B2g(4)	C5728-B2g(4)
C5849-B2g(5)	C5728-B2g(5)
C5900-A1	C5224-A
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C5900-A1b	C5224-A2
C5900-A1c	C5224-A3
C5900-A2	C5224-B
C5900-B	C5210-A
C5900-B1	C5210-A2
C5900-B2	C5210-A3
C5900-B2, NOTE	C5210-A4
C5900-B3	C5210-A6
C5900-C	C5210-B
C5900-C, NOTE	DELETED
C5900-C1	C5210-B1
C5900-C2	C5210-B2
C5900-C2a	C5210-B2a
C5900-C2b	C5210-B2b
C5900-C2c	C5210-B2c
C5900-C2d	C5210-B2d
C5900-C2e	C5210-B2d2
C5900-C2f	C5210-B2e
C5900-C2f, Example	C5210-B2f
C5900-C2f, NOTE	C5210-B2f
C5900-C3	C5210-B3
C5900-C3a	C5210-B3a
C5900-C3b	C5210-B3b
C5900-C3b, Example	C5210-Bd
C5900-C4	C5210-B4
C5900-D	C5612
C5900-E	C5214
C5900-E1	C5214-A
C5900-E1a	C5214-A1
C5900-E1b	C5214-A2
C5900-E2	C5214-B
C5905-A	C5226
C5905-A1	C5226-A

C5905-A1a	C5226-A1
C5905-A1b	C5226-A2
C5905-A1c	C5226-A3
C5905-A2	C5226-C
C5905-A3	C5226-D
C5905-A4	C5226-E
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C5905-B1	C5228-A
C5905-B2	C5228-B
C5905-B2a	C5228-B1
C5905-B2b	C5228-B2
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C5910-A2	C5230-A2
C5910-A3	C5230-A3
C5910-B	DELETED
C5910-C	C5230-B
C5910-D	C5230-C
C5915	C5032-C2b