

**JOINT TRAVEL REGULATIONS****UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 JULY 2015**

- A. Authorized Personnel. These regulation changes are issued for all Uniformed Service Members and DoD Civilian Employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective IAW the date of this change unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Service Principals:

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

**JAMES M. HEINZ**  
RDML, USCG  
Acting Director, Reserve and Military Personnel

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

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

**JEFFREY R. MAYO**  
Deputy Assistant Secretary of the Air Force  
(Force Management Integration)

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

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

**MAP/CAP 119-13(R) -- DoD Integrated Lodging Program Pilot (ILPP) and MAP 009-15/CAP 009-15 -- Mandatory Government Quarters Use Added to Lodging Pilot.** Authorizes an Integrated Lodging Program Pilot (ILPP) for DoD until 31 December 2019. This program allows DoD to require use of either Government Quarters or selected commercial lodging for both civilian employees or Uniformed Service members at the pilot locations. Affects par. 1265

**CAP 60-15(I) -- MEA Amounts Based on PCS Order Effective Date of Transfer.** Deletes wording ICW PCS order effective dates before 18 July 2011 as the moves that would be affected are completed. Affects pars. 5818, 5500-C3, 5766, and 5768.

**MAP 62-15(I) -- Tour Length for Kurecik, Turkey.** Establishes a 12 month dependent restricted tour for members assigned to Kurecik, Turkey. Affects App Q1.

**MAP/CAP 64-15(I) -- Foreign Flag Carriers.** Clarifies requirements for the use of a foreign flag ship or ocean-going ferry and removes language unrelated to CTO usage from par. 2400. Affects pars. 2400-E; 3525-F; 3665-A and E; and 3720:

**MAP/CAP 65-15(I) -- Reimbursable Expenses for Leased, Rented or Purchased Lodgings While on Long-Term TDY.** Removes expenses for lodging that is purchased/owned while TDY. The inclusion of these expenses in the TDY lodging cost was discontinued in 2011/12. No future travel should be affected. Any costs of this type would now fall under JTR, par. 1005, Prohibition Not Stated. Affects par. 4165.

**MAP/CAP 66-15(I) -- Lodging Tax for Long Term TDY.** Clarifies that lodging taxes for long term TDY are calculated IAW JTR par. 4250-E. Affects pars. 2830 and 4250-E.

**MAP/CAP 67-15(I) -- Reimbursable Fees ICW Visas and Passports.** This item rewrites information on passport, visa, green card, photographs, physical exams, and legal services in par. 2830 to clarify current language.

**MAP 68-15(I) -- Dependent Relocating for Personal Safety.** Currently, travel and transportation for a dependent relocating for personal safety is in par. 5106, under Early Return of Dependents (ERD). IAW App A, ERD applies only to travel from an OCONUS location. Travel and transportation for a dependent relocating for personal safety is authorized when the member is stationed OCONUS *or* in CONUS. To ensure that travel and transportation is authorized for a member stationed in CONUS as well as OCONUS, the information in par. 5106 is moved to Ch 5, Part A3d, Dependent Travel under Special Circumstances. Affects Ch 5, TOC and pars. 5106, 5153, 5321, 5362-F, 5394, and 5434-C5.

**MAP/CAP 72-15(I) -- Hyperlink Maintenance, Ch 7, Part K.** Updates Hyperlinks for Ch 7, Part K. Affects pars. 7360, 7375, 7380, 7395, Table U7K-4 Footnotes, and Table U7K-5.

**MAP/CAP 73-15(I) -- Flat Rate Per Diem for Long Term TDY – Suitability of Lodging.** Clarifies that lodging the CTO arranges must be suitable. Determination of suitability is an inherently governmental function, based on various factors including member safety and security, and is not the responsibility of a contracted CTO. Affects par. 4250-A1c.

**MAP/CAP 74-15(I) -- Add Transportation Officer (TO) to App A2.** This item adds the commonly used acronym for Transportation Officer (TO) to App A2, and replaces all references in the JTR. Affects pars. 3050-E3, 3100-B2, 3210-D2b, 3210-D2c, 5206-K2a, 5276-C5b, 5276-C5d, 5284-A5, 5300-B, 5310-F, 5378-B2b, 5382-C, 5394-C2, 5404-G, 5414-D3, 5420-E1, 5422-A4, 5422-B2a, 5652-B1, 5656-B3, 5658-F, 5658-H2, 5660-C5, 5660-D, 5660-D1, 5660-D1a, 5660-D2b, 5660-D2c, 5700-A, 5712-A1, 5902-B3b, 6020-A, 6035-B, 6090-A, 6100-B, 7065-P3d(1), 7065-P3d(2), 7065-P3d(3), 9170-D1, and Appendices A1, A2, H2c-C6b, H3b-C6b, I2-K, I3-C, I4-A2, Item 12, and W.

**MAP/CAP 75-15(I) -- Update Government Quarters Definition.** Updates the definition of Gov't Qtrs in App A1.

**MAP/CAP 76-15(I) -- Cross Reference Corrections.** This item corrects miscellaneous incorrect cross references; and other minor errors. Affects pars. 2310-B2g; 4959-C1; 5084-D; 5116-A4b; 5180; 5558-E6; 5562-F; 5566-E2; 5596-C1; 5648-A2; 5658-E2d-Ex 2; 5694-B; 5754-D, D2, and D3; 5756-F1a; 5774-A1 and A2; 5786-B4b; 5866-F; 5868-3; 5884-C2; 5902-A1d, A1e, and A1i; 5902-B4; 5912-A3e; 5912-B; 5922-B25; 6520-A and A2; 7065-E5; and 10416-A2.

**JOINT TRAVEL REGULATIONS**

**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES**

**1 JULY 2015**

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

JTR	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
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Cover Letter	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Record of Changes	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
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Table of Contents	03-15	03-15	03-15	03-15	03-15	12-14	12-14	12-14	11-14	10-14
Merger Crosswalk	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
<b>Chapter 1</b>										
TOC	07-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A	07-15	06-15	04-15	04-15	03-15	01-15	01-15	10-14	10-14	10-14
Part B	02-15	02-15	02-15	02-15	02-15	02-15	11-14	11-14	11-14	10-14
Part C	07-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part D	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Chapter 2</b>										
TOC	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A	03-15	03-15	03-15	03-15	03-15	02-15	11-14	11-14	11-14	10-14
Part B	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part C	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E	07-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part F	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part G	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part H1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part J	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part K	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part L	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part M	07-15	06-15	05-15	04-15	12-14	12-14	12-14	12-14		
<b>Chapter 3</b>										
TOC	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B	07-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part C	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part D	06-15	06-15	02-15	02-15	02-15	02-15	11-14	11-14	11-14	10-14
Part E	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F	07-15	04-15	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Part G	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part H	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14

JTR	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
<b>Chapter 4</b>										
TOC	07-15	05-15	05-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part A	01-15	01-15	01-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part B1	06-15	06-15	05-15	02-15	02-15	02-15	01-15	12-14	10-14	10-14
Part B2	07-15	06-15	01-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part B3	04-15	04-15	04-15	04-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B4	07-15	04-15	04-15	04-15	01-15	01-15	01-15	11-14	11-14	10-14
Part B5	02-15	02-15	02-15	02-15	02-15	02-15	11-14	11-14	11-14	10-14
Part B6	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	
Part C	03-15	03-15	03-15	03-15	03-15	01-15	01-15	12-14	10-14	10-14
Part D	03-15	03-15	03-15	03-15	03-15	02-15	11-14	11-14	11-14	10-14
Part E1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part E2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part F	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part G	06-15	06-15	05-15	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part H1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part H2	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part I	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part J	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	11-14	10-14
Part K	07-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part L	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Chapter 5</b>										
TOC	07-15	05-15	05-15	03-15	03-15	01-15	01-15	12-14	10-14	10-14
Part A1	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2a	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A2b	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A3a	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3b	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A3c	07-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A3d	07-15	01-15	01-15	01-15	01-15	01-15	01-15	11-14	11-14	10-14
Part A4	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5a	07-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A5b	07-15	04-15	04-15	04-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A5c	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part A5d	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A5e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5f	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part A5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5h	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5i	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A5j	07-15	01-15	01-15	01-15	01-15	01-15	01-15	12-14	10-14	10-14
Part A6a	03-15	03-15	03-15	03-15	03-15	02-15	10-14	10-14	10-14	10-14
Part A6b	07-15	05-15	05-15	03-15	03-15	12-14	12-14	12-14	10-14	10-14
Part A6c	07-15	03-15	03-15	03-15	03-15	12-14	12-14	12-14	11-14	10-14
Part A6d	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A7	07-15	06-15	03-15	03-15	03-15	12-14	12-14	12-14	10-14	10-14
Part A8	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part A9	07-15	02-15	02-15	02-15	02-15	02-15	01-15	12-14	11-14	10-14
Part A10	02-15	02-15	02-15	02-15	02-15	02-15	12-14	12-14	10-14	10-14
Part B1	07-15	02-15	02-15	02-15	02-15	02-15	12-14	12-14	10-14	10-14

JTR	07-15	06-15	05-15	04-15	03-15	02-15	01-15	12-14	11-14	10-14
Part B2a	02-15	02-15	02-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B2b	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B2c	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3a	05-15	05-15	05-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B3c	07-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B4	05-15	05-15	05-15	02-15	02-15	02-15	10-14	10-14	10-14	10-14
Part B5a	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B5b	07-15	04-15	04-15	04-15	10-14	10-14	10-14	10-14	10-14	10-14
Part B5c	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B5d	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5e	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B5f	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5g	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B5h	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B6a	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B6b	07-15	06-15	05-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B6c	03-15	03-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B7	07-15	06-15	03-15	03-15	03-15	10-14	10-14	10-14	10-14	10-14
Part B8	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B9a	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B9b	07-15	05-15	05-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part B9c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B9d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B10	07-15	01-15	01-15	01-15	01-15	01-15	01-15	12-14	10-14	10-14
Part B11a	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part B11b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11c	12-14	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B11d	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B11e	03-15	03-15	03-15	03-15	03-15	11-14	11-14	11-14	11-14	10-14
Part B12	07-15	12-14	12-14	12-14	12-14	12-14	12-14	12-14	10-14	10-14
Part B13	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B14a	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B14b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B14c	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15a	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15b	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B15c	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part B16	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
<b>Chapter 6</b>										
TOC	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1a	01-15	01-15	01-15	01-15	01-15	01-15	01-15	10-14	10-14	10-14
Part A1b	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1c	04-15	04-15	04-15	04-15	03-15	10-14	10-14	10-14	10-14	10-14
Part A1d	07-15	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
Part A1e	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14	10-14
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## CHAPTER 1: GENERAL

### PART A: ADMINISTRATION AND GENERAL PROCEDURES

#### 1000 APPLICATION

##### A. Personnel Covered

1. **Uniformed Members Only:** The JTR applies to:
  - a. An Active or RC member, without regard to the Service, Agency (e.g., DIA), or other Gov't entity (e.g., DHS, DoS);
  - b. Dependent(s) of an individual covered by the JTR (unless eligible for separate allowances); and
  - c. A member on loan, assignment, or detail to another Department/Agency. Except as in par. 1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another department/agency is authorized JTR allowances, not the allowances of the department/agency to which loaned/assigned/ detailed.
2. **Civilian Employees Only:** The JTR applies to:
  - a. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;
  - b. Dependent(s) of an employee/individual covered by the JTR (unless eligible for separate Allowances);
  - c. A civilian official and/or employee of another Gov't department and/or agency who performs an official assignment for and at DoD's expense;
  - d. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
  - e. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, [Civilian Marine Personnel Instruction \(CMPI\) Instruction 4650](#);
  - f. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);
  - g. A National Guard technician employed pursuant to [32 USC §709](#);
  - h. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Gov't;
  - i. A new appointee to the SES, and
  - j. Certain Presidential appointees.

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

1. A NAF official and/or employee traveling on NAF business (the JTR may be adopted and interpreted by NAF activities for NAF employees.);
2. A contractor's representative and/or contractor's employee under a contract with DoD;
3. A DoD employee appointed under 22 USC §2385(d); or
4. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD Agency and who is subject to the funding Agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America Act' always applies to DoD personnel).

C. Statutory Regulations.

1. **Uniformed Members Only:** The JTR:

a. Is the basic statutory Regulation governing a Uniformed member's:

- (1) Travel and transportation at Gov't expense,
- (2) Certain OCONUS station allowances (OCONUS COLA, TLA),
- (3) Housing allowances (BAH, FSH, and OHA), and
- (4) CONUS COLA.

b. Has the force and effect of law and is issued primarily under the authority of 37 USC §§481 and 1001.

2. **Civilian Employees Only:** The JTR:

a. Implements the basic statutory regulation issued by GSA (FTR), governing a civilian employee's travel and transportation at Gov't expense.

b. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the Gov't

1. **Uniformed Members Only:**

a. The JTR:

(1) Addresses allowances paid/reimbursed by the Gov't; and

(2) Does *not* address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

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

2. **Civilian Employees Only:**

***NOTE:*** *An employee must not be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official travel reimbursement or reducing allowances.*

a. General. The JTR:

(1) Addresses allowances paid/reimbursed by the Gov't, and

(2) Does **not** address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). See [DoDI 1400.25, Vol. 630](#) and Component supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.

b. Policy. When travel at Gov't expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. 2020 for policy on travel at Gov't expense.

c. Employee Status

(1) An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See [DoDI 1400.25, Vol. 630](#).

(2) For a funded order to be issued, the employee must be in a duty status. An employee in a leave status when a funded order is issued, enters a duty status to execute the order.

E. **Uniformed Members Only:** Separation by Personal Choice

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

a. Before completing 2 years of continuous active duty, or

b. Before completing a period of active duty agreed to in writing, or

c. Without adhering to Service policy regarding separation from the Service or release from active duty.

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

F. **Civilian Employees Only:** FTR Authority Not Implemented. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

## 1005 PROHIBITION NOT STATED

### A. Authority

1. **Uniformed Members Only**: The JTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in the JTR.
2. **Civilian Employees Only**: The FTR creates the authority for payment of certain allowances and is implemented in DoD by the JTR.

B. Prohibition. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (i.e., the philosophy of “It doesn’t say I can’t therefore I can.” does not apply to the JTR).*

## 1015 IMPLEMENTATION

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

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

### C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.
2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing below should be implemented by Service/Agency regulations. The following list may not be all inclusive:
  - a. Completion and submission of travel vouchers (Ch 2, Part K);
  - b. Appropriate authority/approval level for business class air travel (par. 3500);
  - c. Order endorsements related to foreign flag carrier use (par. 3525-F);
  - d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. 2030);
  - e. Procedures and conditions under which advance payments are authorized including those in:
    - (1) PDT (Ch 5),
    - (2) Evacuation Allowances (Ch 6),
    - (3) Recruiting expenses (par. 7625),
    - (4) TLA IAW par. 9157 **Uniformed Members Only**,
    - (5) TQSE IAW Ch 5, Part B9 **Civilian Employees Only**, and
    - (6) OHA, IAW par. 10028. **Uniformed Members Only**

**NOTE: Advance MIHA is not authorized.**
  - f. Appropriate separation or retirement activities (pars. 5066-A3 and 5068-A3);
  - g. Claims for personally procured HHG transportation (par. 5210-D);

- h. Traveler financial responsibility (pars. 2000, 2125, 3105-B, 5206-G, 5212-E, 5322-B2, 5336, 5364, 5388, 5416, 5596-B, 5634-B, 5672-A, 5708, 5710-B, 5736, 5742-E2, 5752-E2, and 5846-B);
- i. Personal emergency determination (par. 7010-A);
- j. Establishing dependency (see App A definition of dependent),
- k. CTO use policy (par. 2400);
- l. Procedures for extending evacuation safe haven allowances (par. 6095-D2);
- m. Transportation of the remains of a deceased member/employee and/or a deceased dependent (Ch 7, Part F);
- n. Currency loss/gain procedures for OHA (par. 10028-D) **(Uniformed Members Only)**;
- o. Command sponsorship criteria (see App A definition of command sponsored dependent) **(Uniformed Members Only)**;
- p. Family member travel and transportation incident to the repatriation of a member held captive par. 7425) **(Uniformed Members Only)**;
- q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-D) **(Uniformed Members Only)**; and
- r. Dependent escort travel and transportation allowances (par. 5152-F) **(Uniformed Members Only)**.

## **1020 SERVICE/AGENCY REGULATION REVIEW PROCESS**

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

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

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

1. Email: [dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil](mailto:dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil); or

2. Mail:

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

3. Fax: (571) 372-1301 DSN (312) 372-1301

## 1025 EXPENDITURE AUTHORITY

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

## 1030 DUPLICATE PAYMENT

1. A duplicate payment is a Gov't payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.
2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the Gov't.*
3. A non-deductible meal (par. 4210) provided to a traveler in a per diem status is not a duplicate payment.
4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in the JTR.
5. The Improper Payments Information Act of 2002, [P. L. 107-300](#) may apply.

## 1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

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

## 1040 REGULATION CHANGE EFFECTIVE DATE

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

## 1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

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

## 1050 TERMINOLOGY

The terminology used in the JTR may be unique to the JTR. See App A1 for definitions of terms, and A2 for acronyms. Use the relevant Chapters and Parts, with App A to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other Gov't regulations.

## CHAPTER 1: GENERAL

### PART C: MISCELLANEOUS REGULATIONS, PROGRAMS, AND ALLOWANCES

#### 1200 DoD DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS

A. Authority. The SECDEF:

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

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

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

#### 1205 GAIN-SHARING PROGRAM

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

#### 1210 HOTEL AND MOTEL FIRE SAFETY--APPROVED ACCOMMODATIONS

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

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

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

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

#### 1215 REGISTERED AND/OR TRUSTED TRAVELER PROGRAM MEMBERSHIP FEE

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

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

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

## 1220 RECRUITER-RELATED PARKING EXPENSES

- A. Application. An Army, Navy, Air Force, or Marine Corps member/civilian employee is authorized reimbursement for that portion of the monthly parking expenses in excess of \$25, but NTE \$200.
- B. Reimbursement. This reimbursement covers all expenses for parking a POC at a PDS work site or TDY site at which assigned to duty:
1. As a recruiter for any of the armed forces;
  2. At an armed forces military entrance processing facility; or
  3. While detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.
- C. Example. Monthly parking expenses of \$135 warrant reimbursement of \$110 ( $\$135 - \$25 = \$110$ ) while monthly parking expenses of \$320 would warrant reimbursement of \$200 ( $\$320 - \$25 = \$295$  but NTE \$200).
- D. Limitations. The statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority, if any.
- E. Recruiter Itinerary Stop Parking (Uniformed Members Only). See par. 7625 for reimbursement for recruiter itinerary stop parking.

## 1225 FOREIGN MILITARY TRAVEL

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

## 1230 CARRYING OF FIREARMS ON OFFICIAL DUTY

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

## 1235 DIA MANUAL (DIAM) 100-1, VOLUME 1, CH 4 (Uniformed Members Only)

- A. Authority. DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Ch 4. [DoDD 5154.29](#) *requires that PDTATAC staff review all written material that implements the JTR provisions.*
- B. Provisions. The DIAM 100-1 provides allowances for a DoD Uniformed member, who is a U.S. national, assigned to/in designated training for assignment to an OCONUS DAS/DIA liaison detachment. The DIAM 100-1 affects dependent allowances.

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

D. Authorized Allowances. Authorized allowances include:

1. Environmental and morale leave transportation;

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

2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,
5. Dependent visitation,
6. Dependent care expenses ICW training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG, and
9. POV Transportation.

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

#### 1237 ASSIGNED TO NSA

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

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

#### 1240 CHAPLAIN-LED PROGRAMS (Uniformed Members Only)

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

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

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

**1245 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM (Uniformed Members Only)**

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

**1250 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION (Uniformed Members Only)**

*Effective 1 January 2009 through 31 December 2015*

Sec. 533 of FY09 NDAA ([P. L. 110-417](#)) as amended by Sec. 531 of FY12 NDAA (P. L. 112-81) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs between calendar years 2009 and 2015. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as in pars. 5066, 5138, 5320, and 5344-C. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty. A member must return to active duty within 3 years of release but NLT 31 December 2018.

**1255 SPECIALTY CARE TRAVEL REIMBURSEMENT DEMONSTRATION PROJECT (Uniformed Members Only)**

*Effective 15 April 2013 through 14 April 2016*

A. Authority

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

B. Eligibility

1. Based on the Federal Register information, the Military Treatment Facility (MTF) commander may offer qualified patients who reside more than one hour drive time away (according to ASD/HA protocols) from the David Grant USAF Medical Center (DGMC) at Travis AFB, CA, travel costs from their residence to the MTF if the patient agrees to care at DGMC.
2. This demonstration project applies to all DoD beneficiaries that are eligible for care in a MTF.
3. For an active duty member patient, see par. 7080.

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

D. Reimbursement

1. Transportation

- a. Patient. The patient is authorized roundtrip TDY mileage (par. 2600) for the official distance between the residence and the MTF (par. 2650).
- b. Non-Medical Attendant (NMA). If the patient is hospitalized overnight, the NMA may be authorized roundtrip TDY mileage to return to the residence.

2. Lodging

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

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

**1257 DEPARTMENT OF STATE (DoS) TEMPORARY QTRS SUBSISTENCE ALLOWANCE (TQSA)  
(Civilian Employees Only)**

An employee is authorized TQSA for temporary Qtrs (including meals and laundry/dry-cleaning expenses) occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Qtrs Allowance (LQA) under the provisions in the [DoDI 1400.25, Volume 1250](#) and [DSSR Section 031.1](#). TQSA rules are in [DSSR Section 120](#).

**1260 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA) (Civilian Employees Only)**

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the [DSSR, Section 240](#).
2. HSTA. For HSTA policy, payment and procedural guidance see the [DSSR, Section 250](#).

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but *not* the FTA allowance. See [DSSR, Section 242.6](#).
2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but *not* the HSTA. See [DSSR, Section 252.6](#).

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. FTA and HSTA are DoS allowances ([5 USC §§5924\(2\)\(A\)](#) and [5924\(2\)\(B\)](#)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. *A new appointee is not eligible for any portion of the HSTA.*

3. The FTA and HSTA are composed of four elements:

a. Miscellaneous Reimbursable Expense. This portion *only* is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

b. Wardrobe Expense. *This portion is not allowable for a DoD civilian employee.*

c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area.

(1) FTA. This portion is allowable for a DoD civilian employee PCSing from a PDS in a CONUS/non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

(2) HSTA. *This portion is not allowed for a DoD civilian employee.*

D. Lease Penalty Expense

1. FTA. This portion is allowable for any DoD civilian employee (including a new appointee) PCSing to/between a foreign area PDS.

2. HSTA. This portion is allowed *only for a reassigned employee (not a new appointee)* PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

***NOTE: See Ch 5, Part B2 for other allowances relevant to first duty station travel.***

**\*1265 DOD INTEGRATED LODGING PROGRAM PILOT (ILPP)**

***Effective for all orders/authorizations issued on or after 15 June 2015 or the date the ILPP begins at that site ([www.defensetravel.dod.mil/Docs/ILP\\_Pilot\\_Start\\_Dates.pdf](http://www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf)), whichever is later.***

A. Authority. FY 2015 NDAA, sec. 914 allows DoD to conduct a pilot until 31 December 2019 for a lodging program. This program allows DoD to require the use of either Gov't Qtrs or commercial lodging for both civilian employees and Uniformed Service members. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security.

B. Eligibility. All DoD travelers TDY with an overnight stay to one of the selected ILPP sites identified in par. 1265-J. ***This Pilot does not apply to USCG, PHS, or NOAA personnel.***

C. Scope

1. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives.

2. Lodging terms, rates, conditions, and amenities (e.g., free parking, Internet) will be negotiated to best leverage purchasing power.

**Part C: Miscellaneous Regulations, Programs, and Allowances**

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3. Initial phase of the pilot focuses on short duration, or transient lodging (e.g. less than 30 nights). Other phases may focus on other areas of lodging such as longer duration or extended stay lodging (e.g., 30 or more nights).
4. Lodging accommodations must meet FEMA requirements listed on the [U.S. Fire Administration](#) Internet site and DoD safety and security standards and requirements.

**D. Requirements**

1. Travelers TDY to one of the selected ILPP sites in par. 1265-J must, when Gov't Qtrs are not available, use approved lodging accommodations. Approved properties will be listed on the DTMO website at [ILP Approved Vendor List](#).
2. Travelers must book their preferred commercial lodging through DTS or their contracted CTO.

**E. Gov't Qtrs Use Civilian Employees Only**

1. Civilian employees TDY to a U.S. Installation (not nearby) at one of the selected ILPP sites in par. 1265-J, must use adequate (based on DoD and Service standards) Gov't Qtrs when available. See par. 7815 for traveler with a disability/special need. The rules in Ch 2, Part H1 apply to **Uniformed Members**.
2. Employees are required to check Gov't Qtrs availability and annotate non-availability with a confirmation number or date, phone number, and name of billeting office contact.
3. Gov't Qtrs are considered not available when:
  - a. TDY is at other than a U.S. Installation;
  - b. The AO determines that Gov't Qtrs use would adversely affect mission performance. An SES may personally determine Qtrs availability;
  - c. During en route travel periods;
  - d. For any TDY of only 1 night at one location;
  - e. Travel is ICW a PCS and the family accompanies the employee, and Gov't Qtrs are not available for the family;
  - f. An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status; or
  - g. Reservations cannot be booked in DTS ([www.defensetravel.dod.mil/Docs/ILP\\_Pilot\\_Start\\_Dates.pdf](http://www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf)).
4. If adequate Gov't Qtrs are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Gov't Qtrs.

**F. Exceptions.** The AO may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an ILPP site when:

1. Gov't Qtrs are available;
2. Lodging is not available at the approved lodging accommodations in par. 1265-J;
3. There is excessive distance between the lodging facility and places of duty, and the use of approved lodging would cause additional local transportation expenses;

4. The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance; or

5. The traveler can obtain a room rate lower than the ILPP maximum rate in 1265-J.

G. Lodging Reimbursement. A traveler, TDY at an ILPP site who books a room and stays at an approved lodging facility, is authorized reimbursement for the actual cost of lodging and applicable taxes unless a reduced per diem is authorized on the travel order.

H. Lodging Reimbursement For Travelers Who Elect Not To Use The ILPP. When an ILPP is available but not used by the traveler and the traveler is not exempt from the ILPP IAW par. 1265-F, lodging cost reimbursement is limited to the amount the Gov't would have paid if arrangements had been made directly through the CTO/DTS. Such traveler must be reimbursed actual lodging costs NTE the rate the Gov't would have paid (i.e., the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging (see par. 1265-J)). The traveler is financially responsible for all other costs associated with other than ILPP site use.

I. CTO Transaction Fees

1. When DTS or an available CTO are not used, the transaction fee for personally procured lodging from other than a CTO may not be reimbursed.

2. When a CTO is not available, the transaction fee incurred for arranging lodging is a Reimbursable Expense (see App G).

J. Selected ILPP Sites, Rates and Start Dates. Posted on the DTMO website at [ILP Rates](#) and [ILP Start Dates](#).

1. Sites include metropolitan areas. A listing of zip codes associated with an ILPP metro area is posted on the DTMO website at [ILP Pilot Sites](#).

2. Gov't Qtrs requirement only applies when TDY to a U.S. Installation, and not TDY to the surrounding metropolitan area.

## CHAPTER 2

### OFFICIAL TRAVEL

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**2830            MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)**

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## CHAPTER 2: OFFICIAL TRAVEL

### PART E: TRAVEL ADVANCE

#### 2300 AUTHORITY

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

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

B. Regulations. A travel advance is paid IAW:

1. The [DoD FMR, Volume 9](#) (DoD Services/Agencies), and
2. Service regulations (Non-DoD Services).

#### 2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

A. Traveler Responsibility. A traveler on official business:

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

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

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

#### 2310 AUTHORIZED TRAVEL ADVANCES

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

B. Advance Payment Information

1. **Uniformed Members Only**. Additional information on advance payment of allowances is located as follows:

- a. Discounted Conference/Training Registration Fee (App R2-H);
- b. TDY travel (Ch 4);
- c. Advance Lodging deposit (par. 4130-M);
- d. Reimbursable expenses (App G);
- e. Member PCS (par. 5008-E);
- f. Dependent outpatient travel (par. 7105-J);

- g. Dependent PDT (par. 5088);
  - h. HHG transportation (par. 5196);
  - i. Designated representatives to Yellow Ribbon (par. 7350-F);
  - j. Mobile home transportation (par. 5400);
  - k. DLA (Ch 5G, pars. 6060 and 6115);
  - l. Recruiting expenses (par. 7625);
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  - n. Attendants on behalf of member patients (pars. 7200-G and 7085-A);
  - o. Escorts and attendants of dependents (par. 7195); and
  - p. Station (COLA and TLA) and housing (OHA & FSH) allowances (pars. 9157 and 10028). ***NOTE: Advance MIHA is not authorized.***
2. **Civilian Employees Only**. Additional information on advance payment of allowances is located as follows:
- a. Discounted Conference/Training Registration Fee (App R2-H);
  - b. TDY travel (Ch 4);
  - c. Advance Lodging deposit (par. 4130-M);
  - d. Reimbursable expenses (App G);
  - e. HHG transportation and SIT using the commuted rate method (pars. 5656-D and 5680);
  - f. Mobile home transportation (par. 5400);
  - \*g. House hunting Trip (HHT) (par. 5892);
  - h. Temporary Qtrs Subsistence Expenses (TQSE) (Ch 5, Part B);
  - i. Attendants/escorts for military dependents (par.7175); and
  - j. Transportation and Emergency Storage of POV (par. 6525).

## CHAPTER 2: OFFICIAL TRAVEL

### PART F: ARRANGING OFFICIAL TRAVEL

#### 2400 CTO USE

##### A. Policy

1. It is mandatory policy that all DoD civilian employees/Uniformed Service members use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements, except when authorized IAW par. 3045.
2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO to provide the official travel. DoD travelers contact DTMO.

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

1. A YCA airfare purchased at Gov't expense to a traveler when a -CA airfare is available and the AO determines that a -CA airfare meets mission needs. This *does not* establish the -CA as the basis for policy constructed airfare. *The basis for policy constructed airfare is the YCA*; and
2. Other than the least expensive unrestricted economy/coach class tickets purchased at Gov't expense, without prior proper authority. See pars. 3500, 3600 3650, and 7815 for exceptions.

##### C. DoD Service/Agency Regulations. See DoD Service/Agency regulations for CTO use information.

##### D. Failure to Follow Regulations

1. A command/unit is expected to take appropriate disciplinary action when a traveler and/or an AO fails to follow the regulations concerning CTO use. See par. 1035.
2. A command/unit is expected to take appropriate action for reimbursement to the Gov't when a traveler and/or AO acquires/allows a YCA airfare to be acquired when there is a \_CA airfare available that meets mission needs ([CBCA 1511-TRAV, 7 May 2009](#)).
3. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means.
4. Disciplinary action must *not* be through refusal to reimburse.

#### 2405 TRAVEL ARRANGEMENT REQUIREMENTS

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

1. A CTO (see App A definition and par. 2400), or
2. In house travel offices.

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

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

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## 2410 NON-U.S. CERTIFICATED AIRCRAFT OR SHIP TRANSPORTATION

Transportation on a non U.S. certificated aircraft or ship must *not* be authorized/approved unless the conditions in, par. 3525 are met.

## 2415 REIMBURSEMENT WHEN A CTO IS AVAILABLE BUT NOT USED

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

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

## 2420 REIMBURSEMENT WHEN A CTO IS NOT AVAILABLE

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

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

C. Transaction Fee Reimbursement. When a CTO is not available, the transaction fee incurred for arranging transportation is part of the transportation cost. See par. 3045-C.

## CHAPTER 2: OFFICIAL TRAVEL

### PART M: MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

#### 2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

A. General. A traveler is authorized certain necessary travel and transportation related reimbursable expenses incurred on official travel. This Part addresses commonly incurred expenses associated with official travel.

B. Incidental Expenses. Incidental Expenses (IE), defined as part of per diem in App A1, are different than the expenses listed in this Part.

C. Transportation Expenses Incurred in or around a PDS/TDY Location. See Ch 2, Part L.

D. Voucher Submission

1. Consult finance regulations for expense description/documentation required on the travel voucher.
2. [DoD FMR, Vol. 9, Travel Policy and Procedures](#) prescribes voucher submission requirements, with supporting authority.
3. Funds are obligated IAW finance policy, ordinarily prior to/at the time the expense is incurred.

E. Limitations. Some reimbursable expenses are authorized for reimbursement; other reimbursable expenses require AO authorization/approval.

F. Reimbursable and Non-Reimbursable Expenses Quick Reference Tables

1. Reimbursable and non-reimbursable expenses are listed, alphabetically, in App G.
2. App G is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses.
3. Detailed expense lists, restrictions, and governing regulations are listed below.

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

**ATM Use**. Administrative fees for ATM use, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014***.

**Baggage Check-In Fee at Curbside**. Reimbursable **only when authorized under par. 7815-F4**, for a traveler with a disability/special need.

**Baggage, Excess Accompanied (Transportation Cost)**. Excess accompanied baggage:

1. Transportation costs may be authorized/approved by the AO (par. 3105).
2. Applies to any bag accompanying the traveler for which the airline charges a fee.

**Baggage Expenses** (See App A1 for definition of 'baggage')

1. Reimbursement may be authorized/approved for travel and transportation related baggage handling expenses.
2. Expenses for baggage that accompanies a traveler, without cost on a transportation ticket (e.g., a baggage transfer fee) may be authorized/approved.
3. Baggage related charges may be reimbursed when the Service/DoD Component determines the expenses are necessary and in the Gov't's interest.
4. Baggage expenses are ***not reimbursable*** when the bags and their contents are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not ICW official travel (e.g., golf clubs, presents).

**Baggage Handling Tips.** Reimbursable *only when authorized under par. 7815-F4*, for a traveler with a disability/special need.

**Baggage Storage.** Reimbursement for charges ICW official travel may be authorized/approved. Necessity for the storage must be explained.

**Baggage Transfer Fees**

1. Baggage transfer fees may be authorized/approved NTE the customary local rates for intermodal transfer.
2. Necessity for the transfer must be explained.
3. Intermodal transfer must involve baggage transfer between authorized transportation modes ICW official travel; ***not personal convenience travel.***

**Birth Certificate.** The cost of a birth certificate or other acceptable evidence of birth, for official OCONUS travel is reimbursable.

**Carrier Terminal Fees.** Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charges, assessed against a traveler on arrival/departure from a carrier terminal, are authorized when not included in the ticket cost ([52 Comp. Gen. 73 \(1972\)](#)).

**Cash Advance Fees.** Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider. These fees are not reimbursable expenses and are included as part of the IE portion of per diem (App A1).

**Communication Services** (*Effective 1 October 2014*)

1. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable.***
2. Gov't owned/leased services should be used for official communications.

**Conveyance Costs.** Public/special conveyance costs to and from the transportation terminal are reimbursable. See Ch 3, Part D.

**Conveyance, Government.** When a Gov't conveyance is authorized and Gov't supplies/facilities are not available, reimbursement for operating expenses, ICW official travel, is authorized for TDY travel between two points that are a separate journey (**does not include** Aero Club aircraft). Examples of allowable expenses are:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road, or tunnel tolls;
6. Trip insurance for travel in foreign countries (see Insurance, Driving Related);
7. Guards; and
8. Storage fees.

### **Currency Conversion Fees**

#### 1. Reimbursable

- a. Fees charged ICW currency conversion, including cash conversions.
- b. The "international transaction fee" for qualifying transactions charged by:
  - (1) GTCC. This 1% charge is listed as a separate line item on the billing statement.
  - (2) Other than GTCC (Uniformed Members Only). Charges on a non-GTCC card are reimbursable if the member is exempt from using the GTCC.

#### 2. Not Reimbursable

- a. Losses from currency conversions ([63 Comp. Gen. 554 \(1984\)](#)).
  - b. The traveler is not liable for repayment to the Gov't for **gains** from currency conversions.
3. Exchange Rates. A traveler, who pays with a credit card for OCONUS expenses, is responsible for checking with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.

#### 4. Supplemental Vouchers

- a. A traveler may need to submit a travel voucher prior to having access to the actual amount billed on the credit card.
- b. When the amount in U.S. currency, is not known, until after the required travel claim submission date, a traveler should be aware of any financial regulations that require a supplemental voucher if the amount differs from the actual amount billed on the initial travel claim.

**Disease Prevention Measures**

1. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel, are reimbursable.
2. Travel expenses incurred for obtaining the required inoculations is not reimbursable.

**Driver (Vehicle) Services.** Reimbursable when authorized/approved by the AO.

**Energy Surcharge Fees.** Energy surcharge fees are reimbursable.

**GTCC**

1. **Late Payment Delinquent Fees.** Reimbursable when authorized/approved by the AO for a traveler in a mission critical category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See [DoD FMR, Volume 9, Ch 3, par. 031306](#) for definition of mission critical personnel and processing requirements.
2. **Expedited Delivery.** Reimbursable when authorized/approved by the AO.
3. **Chip/PIN Card Issue Fee.** Reimbursable when authorized/approved by the AO.

**Guide Services.** Reimbursable when authorized/approved by the AO.

**Insurance, Driving Related.** Reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance ([55 Comp. Gen. 1343 \(1976\)](#)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance, POC, or rental car.

**Internet Connections**

1. Internet connections used to perform official business are reimbursable when authorized/approved by the AO.
2. In-flight internet connections are **not reimbursable unless** the AO determines they were used for official business.

**Interpreter Services.** Reimbursable when authorized/approved by the AO.

**Laundry/Dry Cleaning Expenses.** Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are **not reimbursable.** *Effective 1 October 2014.*

**License/Permit, International Driver's**

1. Reimbursable when TDY to a country that requires an international driver's license/permit.
2. The cost of license/permit photos is reimbursable.
3. See [Traveler's Checklist](#) for information on driving abroad.
4. This reimbursement applies only to a member or employee, **but not to dependents.**

**Lodging, Dual**

1. Reimbursable ICW an unexpected event, when approved (after the fact) by the AO, except as in par. 4145-B3.
2. Dual lodging reimbursement is limited to a maximum of 7 consecutive days, except as in par. 4250-B.
3. Extensions beyond 7 consecutive days may only be approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid if the traveler remained overnight. See par. 4145.

**Lodging Fees/Daytime Lodging Charges**

1. Reimbursable when authorized/approved by the AO.
2. Includes:
  - a. Room occupancy lodging charges for late departure, early arrival, or
  - b. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.

**Lodging, Mandatory Fees/Charges**

1. Reimbursable, in addition to the room rate, when the expense is:
  - a. Not optional, and
  - b. Approved by the AO.
2. Fees/charges include, but are not limited to a:
  - a. Tourism fee,
  - b. Safe fee, or
  - c. Service charge.

**Lodging Reimbursement while on Leave**

1. **Uniformed Members Only.** Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day:
  - a. During contingency operations (par. 7050);
  - b.. During authorized/ordered evacuations (par. 7055);or
  - c. When receiving long term TDY flat rate per diem (par. 4250).
2. **Civilian Employees.** Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day when receiving long term TDY flat rate per diem (par. 4250).

### Lodging Tax

1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.
2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is not separately reimbursable.
3. Exception. Reimbursement is authorized in CONUS and non-foreign OCONUS areas except when MALT Plus for POC travel is paid.
- \*4. Applicability to Long Term TDY Flat Rate Per Diem. See pars. 4250-B6 and 4250-E.

### Merchant Surcharge

1. **Uniformed Members Only**
  - a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged with:
    - (1) The GTCC, or
    - (2) A personal charge card used by members exempt from GTCC use for official travel. The member must provide exemption authority.
  - b. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.
  - c. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.
2. **Civilian Employees Only**
  - a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.
  - b. Reimbursement is not authorized for merchant surcharges for the use of a personal charge card.
  - c. See [DoD FMR, Volume 9, Ch 3](#) for information on personnel exempt from the requirement to use the GTCC.
  - d. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

**Military Working Dog (MWD) Expenses**

1. Travel and transportation expenses related to a MWD are reimbursable expenses, limited to the following:
  - a. Transportation costs, to include tariffs either as cargo, or when traveling in the cabin with the handler.
  - b. Kennel handling fees at an air terminal or place of lodging.
  - c. Lodging fees ICW the MWD, and/or
  - d. Cleaning fees ICW commercial rental vehicle transportation for the MWD.
2. Expenses related to a MWD that are not reimbursable, under travel, but could be considered mission expenses include, but are not limited to:
  - a. Dog Food,
  - b. Leashes,
  - c. Kennels (damage/replacement), and/or
  - d. Veterinary services.

**Mission Related Expenses**

1. Mission related expenses *are not reimbursable as travel expenses.*
2. Mission related expenses include, but are not limited to:
  - a. Equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.);
  - b. Medical equipment;
  - c. Parking/traffic ticket fines;
  - d. Tools;
  - e. Film;
  - f. Paper;
  - g. Books;
  - h. Medical supplies;
  - i. Use of clerical assistance (e.g., typists, data processors, stenographers);
  - j. Technology equipment (e.g., computers, printers, faxing machines, and scanners);
  - k. Gifts for child care, pet care, or hotel concierge;
  - l. Workout room/gym fee;, and
  - m. Similar items.

3. See [B-166411, 3 September 1975](#); [B-198823, 10 December 1980](#); and [B-198824, 23 January 1981](#).
4. See [DoD FMR Vol. 10, Ch 11](#) for reimbursement.

**Nonrefundable Room Deposits; Forfeited Rental Deposits/Prepaid Rent; and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.**

1. Lodging cost reimbursement may be authorized/approved by the AO when advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed, canceled, or interrupted.
2. Reimbursement must not exceed the remaining amount of per diem/AEA, plus appropriate lodging tax that would have been paid if the TDY had not been curtailed, canceled, or interrupted.
3. See [59 Comp. Gen. 609 \(1980\)](#), and [59 Comp. Gen. 612 \(1980\)](#), [60 Comp. Gen. 630 \(1981\)](#).
4. The AO should consider if the:
  - a. Traveler acted reasonably and prudently in incurring lodging expenses,
  - b. Traveler had a reasonable expectation of completing the TDY as authorized,
  - c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control, and
  - d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.

**Paper Tickets**

1. Additional paper ticket cost is reimbursable, when authorized/approved by the AO, as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries).
2. Paper tickets bought for personal convenience ***are the traveler's financial responsibility.***

**\*Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services**

A. Eligibility. The following persons are eligible for reimbursement of expenses ICW passports, visas, green cards, photographs, physical exams, and legal services under the applicable circumstances.

1. **Uniformed Members**
  - a. TDY. When necessary for performing TDY in a foreign location,
  - b. PCS. When assigned to a foreign OCONUS area and required for initial or continued assignment, or
2. **Civilian Employees** (US Citizens Only)
  - a. TDY. When necessary for performing TDY in a foreign location,
  - b. PCS. When assigned to a foreign OCONUS area under a service/renewal agreement and required for initial or continued assignment.
3. **Civilian Employees** (Non-US Citizens, Including Local Hire Foreign Nationals). Reimbursement is authorized for employees hired locally or transported to a foreign OCONUS area at Gov't expense when expenses are necessary for performing TDY in a location other than their country of citizenship.

4. Dependents (Uniformed Members and Civilian Employees; U.S. Citizens and Foreign Citizens). For PCS travel when:

- a. The dependent's sponsor is assigned to a foreign OCONUS area and required for initial or continued assignment, and
- b. The dependent is authorized travel and transportation allowances to/from a foreign OCONUS area.

5. Acquired Dependent (Uniformed Members). A member serving an unaccompanied OCONUS tour who acquires a dependent, OCONUS, is authorized reimbursement for the acquired dependent ***only when***:

- a. Par. 9000-A2 or 9000-A3 applies, and/or
- b. The dependent qualifies for travel and transportation from the OCONUS PDS IAW par. 5124.

6. Emergency Technical Support Personnel (Uniformed Member or Civilian Employee). When directed by the AO and necessary for performing TDY in a foreign location.

## B. Reimbursable Expenses Details and Requirements

### 1. Biometric Fees

- a. Biometric fees, that are mandatory for passport and/or visa issuance, are reimbursable.
- b. Biometric data collects the traveler's measurable physical/behavioral characteristics that can be used to:
  - (1) Verify the individual's identity, or
  - (2) Compare the identity against other entries when stored in a database.
- c. Examples of biometric data are face recognition, fingerprints, and iris scans.

2. Dependent Fee. A dependent fee is reimbursable except ICW personal travel. An example of a dependent fee is the United Kingdom Entry Clearance Fee.

### 3. Legal Service Fees

a. Legal Services. Legal services include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for:

- (1) A passport,
- (2) Mandatory biometric visa requirements,
- (3) A visa,
- (4) A green card, or
- (5) Changes in status.

b. Authorized Expenses. Legal service expenses are reimbursable if local laws and/or customs require the use of lawyers in processing applications.

c. Expenses Not Authorized. Legal service fees, for personal expenses, are ***not authorized***. These fees include services for:

- (1) Acquired dependent(s),
- (2) Adoption,
- (3) DHS/INS document processing fees,
- (4) Server fees,
- (5) Dependent custodial matters, or
- (6) Fees for similar circumstances.

4. Medical Expenses. Medical expenses ***are not reimbursable***, except for disease prevention measures such as inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).

5. Passport Fees

a. There are three types of U.S. passports:

- (1) Passport Book. A regular passport that can be used for all international travel.
- (2) Passport Card. Limited to departure/entry to/from the U.S. through land; and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda. A passport card is not authorized for international air travel.
- (3) E-Passport. A regular passport book with electronic biometric data. An E-Passport can be used for all international travel.

b. An official traveler ordinarily travels on a no fee passport.

c. Passport fees are reimbursable when travel is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport.

d. Those traveling solely by MILAIR or AMC charter flight ***are not reimbursed*** for regular fee passports ***unless***:

- (1) Gov't transportation became available after commercial travel arrangements were made and a passport was purchased; or
- (2) The travel priority is sufficiently high to require backup travel arrangements that cannot include city pair reservations.

6. Physical Examination Fees. Physical examination fees:

- a. Are reimbursable when required to obtain a visa and the examination cannot be obtained at a Gov't medical facility ([GSBCA 15435-RELO, 9 April 2001](#)).
- b. For a dependent are reimbursable, except ICW personal travel (e.g., the United Kingdom Entry Clearance Fee is a reimbursable fee).

C. Travel Order for Visas and Physical Examinations. A travel order (par. 2210 and App I2) should be issued to authorize/approve travel and transportation at Gov't expense to:

1. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.

D. Travel to Obtain Required Documents. Travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).

**Personal Expenses**. See **Mission Related Expenses**.

**Pet Quarantine**. See Ch 5, Part A8 (for **Uniformed Members**) and Ch 5, Part B8 (for **Civilian Employees**) for rules regarding pet quarantine ICW PDT.

**Phone Calls, Official**. Official phone calls are mission-related expenses but are ***not reimbursable*** as a separate travel expense. See **Communication Services**. *Effective 1 October 2014*

**Physical Examination Fees ICW a Visa**. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.

**Prepaid Phone Cards/Cell Phones**. Prepaid phone cards and prepaid cell phones are mission-related expenses but are ***not reimbursable*** as a separate travel expense. See **Communication Services**.

**Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked**

1. Preparatory travel expenses include fees for:
  - a. Traveler's checks,
  - b. Passports,
  - c. Mandatory biometric visa requirements,
  - d. Visas,
  - e. Green cards, and
  - f. Communications services.
2. Preparatory travel expenses are reimbursable, provided:
  - a. The action taken is beyond the traveler's control,
  - b. It is in the Gov't's interest, and
  - c. A refund is unobtainable prior to the order being changed.

**POC Tax and License Fee ICW TDY (Civilian Employees Only)**

1. General. Some states:
  - a. Require an ownership tax and license fee for a POC used in the state for over 30 days, and
  - b. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.
2. Traveler Paid Charges. If a TDY traveler applies for and is denied an exemption certificate for ownership tax and licensing fees by the TDY state, the traveler is reimbursed if all of the following conditions are met:
  - a. POC use is to the Gov't's advantage ICW a TDY assignment (see par. 4775).
  - b. The traveler's PDS is not the state the TDY assignment is performed.
  - c. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fees on a POC.
3. Documentation. Payment documentation of state imposed charges may be required.
4. See [B-214930, 1 October 1984](#).

**POC Use is Advantageous on TDY**. In addition to a TDY mileage allowance, the following are allowable only if POC use is to the Gov'ts advantage:

1. Ferry fares;
2. Bridge, road and tunnel tolls;
3. Automobile parking fees ICW official travel only (except those incident to PDT); and
4. Aircraft landing, parking, and tie down fees.

**Registered Traveler Membership Fee**

1. Individual traveler membership in a registered and/or trusted traveler program is **not a reimbursable expense** per par. 1215.
2. Use of Gov't funds to obtain membership in such a program is **statutorily prohibited** by [5 USC §5946](#) per [FTR Bulletin 08-05, 25 June 2008](#).

**Registration Fee**

1. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance.
2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.

**Resort Fees**. Resort fees, ***that are mandatory***, are authorized.

**Room Rental**. Reimbursable when authorized/approved by the AO, and only when used for official business.

**Service and Processing Fees**

1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:
  - a. Through a CTO/TMC, and
  - b. When a CTO/TMC is not available.
2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.

**Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses**

1. General
  - a. Special conveyance/rental vehicles are a reimbursable expense with AO authorization/approval.
  - b. When a special conveyance (particularly a rental vehicle or a taxi) must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.
  - c. See special conveyance/rental vehicle reimbursable expenses.
2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.
3. Reimbursable Expenses. When the AO authorizes/approves special conveyance/rental vehicle use for official travel, the following expenses are reimbursable:
  - a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS);
  - b. Rental cost, tax and local assessments on rental vehicle users;
  - c. Necessary gas and oil;
  - d. Aircraft landing and tie down fees;
  - e. Transportation to and from the rental facility, public transit systems, and taxi fares;
  - f. Parking; ferry fares; bridge, road and tunnel tolls;
  - g. Traveler access fee;
  - h. Garage, hangar, or boathouse rental;
  - i. Operator's subsistence;
  - j. Optional extra collision hull insurance for rental aircraft;
  - k. Mandatory rental car insurance coverage required in foreign countries;
  - l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.
  - m. GPS rental, when the AO determines it is necessary for official use.

**Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)**

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n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official travel.

o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required:

(1) By the rental company in a foreign area/country to provide full coverage insurance,

(2) For certain classified special operations. [B-204486, 19 January 1982](#)

p. A breathalyzer installed in rental car when required in a foreign country. See item 4e below.

q. Rented Motor Vehicle Damage

(1) DoD Travelers

(a) A traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business, if the claim is adjudicated payable.

(b) The Gov't may make direct payment to the rental car company, instead of the traveler, if appropriate.

(c) Reimbursement is a transportation expense.

(d) A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the [DoD FMR, Volume 9, Ch 4](#).

(e) Statements, itemized bills, and an accident report are typical requirements ([47 Comp. Gen. 145 \(1967\)](#)).

(f) If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the [DTMO website](#).

(2) Uniformed Non-DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW written Service guidance.

r. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.

4. Non-Reimbursable Expenses. The following expenses are not reimbursable:

a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

b. Rental Car Insurance in the U.S./Non-Foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S./non-foreign OCONUS location regardless of the rental company. See 3o above for classified operations.

c. Damage to Rental Car when Used on Other than Official Travel.

(1) General. Reimbursement for damage sustained by a rented automobile while being used on other than official travel is not authorized.

(2) Example. TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the

**Part M: Miscellaneous Expenses (Reimbursable and Non-Reimbursable)**

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rental car. On Sunday, the rental car is damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident ([GSBCA 16477-TRAV, 13 October 2004](#)).

- d. Purchase of Equipment. The cost of purchased (as opposed to rented) equipment *is not reimbursable* (e.g., snow tires, GPS, toll transponder),
- e. Breathalyzer Replacement Fee. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official travel, for personal convenience, or if negligence is determined.

**Storage of Property Used on Official Business**. Reimbursable when authorized/approved by the AO.

**Tips for Handling Gov't Property**. Tips for handling Gov't property are covered in the IE portion of per diem and are *not reimbursable*. *Effective 1 October 2014*

**Tips, Transportation Related**. Transportation related tips for all transportation modes, ICW official travel, are covered in the IE portion of per diem and are *not reimbursable*. *Effective 1 October 2014*

**Transportation Terminal Parking Fees**. Transportation terminal parking fees, while TDY, may be reimbursed NTE the cost of two one way taxicab fares (including tips). See par. 4780 for exception for Uniformed Members only.

**Transportation to/from the Transportation Terminal**. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See par. 4780.

**Travel and Transportation Related Expenses**. Travel and transportation related expenses similar to any in this table may be authorized.

**Value Added Tax (VAT) Certificate**. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.

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**TRANSPORTATION**

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## CHAPTER 3: TRANSPORTATION

### PART A: GENERAL

#### SECTION 2: TRANSPORTATION REIMBURSEMENT

##### 3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

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

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

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

##### 3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all Uniformed Service Members and DoD civilian employees use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Service/Agency/DoD Component designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. 1035 applies to those who violate policy.

B. Reimbursement Limitations

1. Except for PCS transoceanic travel (see pars. 5588 and 5532-C), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. 3045-D-H.
2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.
3. See Ch 4, Part G when the transportation is partly by POC.
4. If a traveler uses Gov't procured transportation for part of a journey (see par. 3035), the limits in pars. 3045-D and 3045-E must be reduced by its cost.

5. **UNIFORMED MEMBERS ONLY:** *This policy does not apply to pars. 5020-B, 7060-F1a, 7010-A, 7015, 7655, 7620-A, 7620, 7635, 7175-D3, and 7175-D4.*

C. Transaction Fee

1. The cost paid by the Gov't for Gov't/Gov't procured transportation, 'in house' or CTO transportation, frequently includes a transaction fee for arranging the transportation.
2. A CTO transaction fee incurred by a traveler is part of the transportation cost.
3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a part of the transportation cost.

D. Gov't CTO or 'In House' Services Are Available

1. General. When Gov't CTO (see App A) or 'in house' services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. 1035.
2. Constructed Cost Basis. For air transportation, constructed costs are based on the policy constructed airfare (see App A) which includes the non-capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*
3. City Pair Airfare Available.
  - a. A city pair airfare is available if a contract airfare is offered between origin and destination.
  - b. The airfare may involve:
    - (1) A nonstop flight,
    - (2) A direct flight (same flight from origin to destination, but with one or more stops en route), or
    - (3) Connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement).
  - c. A city pair fare is **not available** if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.
  - d. Examples
    - (1) **Example 1:** There is a contract city pair airfare between Charlotte, NC, and Los Angeles, CA, even though it is a connecting flight.
    - (2) **Example 2:** There is no contract city pair airfare between Asheville, NC, and Los Angeles, CA. However, there is a city pair fare between Asheville, NC, and Chicago, IL, and then a city pair fare from Chicago, IL, to Los Angeles, CA. The two separate city pair fares do not constitute a city pair fare between origin (Asheville) and destination (Los Angeles). However, the two separate city pair fares may be combined to arrive at the policy constructed airfare.

4. Constructed Cost Limitations

- a. The constructed transportation cost is based on the policy constructed airfare (with the par. 3520-A6

exception).

b. **Example:** There is often no city pair airfare connecting origin and destination. Several policy constructed airfares (see App A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from the required origin to the required destination does not constitute a city pair airfare. See 3045-D3.

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

#### 5. Restricted Airfare Use

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

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

(2) Any available restricted airfare for which the traveler qualifies in lieu of the policy constructed airfare.

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

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

d. See par. 3500 for use of restricted airfares.

#### E. Gov't CTO or 'In House' Services Are Not Available

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

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

3. See par. 3500 for use of restricted airfares.

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

#### F. Transoceanic Travel - Gov't/Gov't Procured Transportation Is Available

1. When Gov't/Gov't procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available Gov't/Gov't procured transportation. See pars. 5588 and 5532-B for PCS transoceanic travel.

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

3. When Gov't/Gov't procured transportation is *not available*, reimbursement is authorized for the

transportation cost NTE the policy constructed airfare available over the direct route between the origin and destination.

4. See par. 3500-D for medically inadvisable airfare.

G. Transoceanic Ferry Fares. See Ch 3, Part I. See par. 3665 for non U.S. certificated ferries.

H. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Ch 3, Part D.

**3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, Part 301-10, Subpart E](#))**

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 Comp. Gen. 116 \(1941\)](#)).

2. The TO determines the applicable transportation mode for constructed cost purposes.

3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. Gov't and Gov't Procured Air Transportation Available

1. When Gov't/Gov't procured air transportation use is required under Ch 3, Part F, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available Gov't/Gov't procured air transportation.

2. Constructed costs are based on the policy constructed airfare (see App A) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction.***

3. Non-capacity controlled city pair airfare transportation is presumed available if there is city pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

4. Gov't/Gov't procured air transportation is not available when:

a. An AO determines that Gov't and/or Gov't procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;

b. Gov't and/or Gov't procured air transportation use would involve circuitous travel or undue inconvenience; or

c. Travel via aircraft is medically inadvisable.

5. The lower priced transportation mode is the reimbursement limit if appropriate Gov't and Gov't procured transportation are both available.

6. If only Gov't procured transportation is available, its cost is the reimbursement limit.

C. Gov't/Gov't Procured Air Transportation Not Available

1. When Gov't/Gov't procured air transportation is not available, reimbursement for transportation used must not exceed the policy constructed airfare (see App A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.
2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

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

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

E. Computation

1. Except as prohibited in pars. 3525 and 3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the Gov't would have paid for the authorized transportation mode and/or route. *No other costs are added to the computation.* The traveler is paid whichever (actual or constructed) is less.
2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.
- \*3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate TO or other authentic tariff source.

F. Dependent Travel Limited to the Gov't Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. 3500-O.

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## CHAPTER 3: TRANSPORTATION

### PART B: BAGGAGE

#### 3100 ACCOMPANIED BAGGAGE

##### A. General

1. This par. prescribes transportation authority for:
  - a. Accompanied baggage transported free on a transportation ticket, and
  - b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
2. See App A for definitions of baggage and baggage, accompanied.
3. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
4. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed, and/or waived service charges for accompanied baggage. Baggage allowance policy links for airlines are part of GSA's City Pair Program (CPP).
5. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.
6. See par. 1300-D for lost, delayed, or damaged accompanied baggage claims.
7. See App G for reimbursement of charges for baggage transferring, storing, checking, and handling.

##### B. Stopping Accompanied Baggage while the Baggage Is in Transit

1. Accompanied baggage that has been checked on a ticket beyond the point at which the traveler prematurely leaves the carrier should be stopped.
- \*2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the TO who issued the ticket at the time of transmitting the unused ticket for redemption.
3. ***Failure to observe this rule results in any excess cost to the Gov't being the traveler's financial responsibility.***

C. Accompanied Baggage Return as Part of a Troop Movement (Uniformed Members Only). When a member's accompanied baggage is integrated into baggage transported as part of a troop movement but the member is later removed from the movement order, expedited transportation may be used to return/forward that member's accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

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**3105 EXCESS ACCOMPANIED BAGGAGE**

A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and
2. May include the first piece of accompanied baggage, *if there is a charge for the first piece*.

B. Traveler Responsibility. The traveler should be financially prepared to pay for excess accompanied baggage (pars. 1015-C2h, 2000-D and 2125).

C. Authorization/Approval. An AO may authorize/approve reimbursement for excess accompanied baggage.

D. Expense Reimbursement (See App G)

1. Reimbursement Allowed. Examples of situations in which excess accompanied baggage may be necessary (ICW official travel) are:

- a. Family size; and/or
- b. A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); and/or
- c. Professional article(s)/material/equipment for use by an individual required for official duties are not available at the TDY/Contingency Operation Site/next PDS location as determined by the Service's Secretarial process determination. *An individual traveler may be reimbursed only for carrying articles/material/equipment needed by that traveler.*

2. Reimbursement Not Allowed. *Excess accompanied baggage reimbursement is not for:*

- a. Pets; and/or
- b. Costs incurred ICW official travel when a traveler purchases an airline ticket to accommodate circuitous travel due to personal convenience travel, and/or
- c. Professional article(s)/material that are/is available or are/is not necessary at the TDY/next PDS location per the Service's Secretarial Process determination, and/or
- d. The traveler's preference, personal convenience or if contrary to the Gov't's interest.

E. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:

1. Included in Gov't procured transportation documents, and/or
2. Reimbursed to the traveler, and/or
3. Paid for with a MCO.

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**3110 UNACCOMPANIED BAGGAGE (UB)**

*UB is also commonly referred to as “Hold Baggage” by some Services/Agencies.*

A. General

1. Definition. See App A, definition of baggage.
2. HHG Weight Allowance. UB weight is part of the traveler’s authorized HHG weight allowance.
3. Weight Limitation. The maximum weight of UB transported by any mode, at Gov’t expense is 2,000 lbs. (net).
4. Weight Limit Example: Traveler’s HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The traveler opts to transport 800 lbs. of UB by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,700 lbs. (net) of HHG of the administrative weight limit (including up to 200 lbs. (net) of additional UB that may be transported by an expedited mode) may be transported to the OCONUS PDS.
5. Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the traveler’s financial responsibility.

B. Expedited UB Shipments

1. Authorized Transportation. UB transportation is authorized by an expedited transportation mode when necessary to enable the traveler to carry out assigned duties and/or to prevent undue hardship to the traveler/dependent.
2. Weight Limit. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net) may be transported. Total UB NTE 2,000 lbs. (net), including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at Gov’t expense if authorized IAW Service regulations.

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## CHAPTER 3: TRANSPORTATION

### PART C: TRANSPORTATION MODE

#### 3200 MANDATORY DoD POLICY

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

#### 3205 REQUIRED USE OF MILITARY AIRCRAFT

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

#### 3210 AUTHORIZED TRANSPORTATION

##### A. General

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

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

1. Gov’t (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial aircraft, train, bus, or ship (ocean, waterway or ferry), **NOTE: The English Channel tunnel (Chunnel) used for travel between the United Kingdom and Europe is a ferry for computation purposes.**
3. POC (see par. 3220-A1),
4. Special conveyance (see par. 3220-A1),
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine or courtesy conveyance.

##### C. Transportation Mode Exception

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

D. Arranging and Determining Transportation Modes

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

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

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

2. OCONUS

a. Transportation must be arranged through an available CTO. See Ch 2, Part F.

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

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

d. Travel may be approved for:

(1) AMC, including charter/individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic;

(2) MSC, when available; or

(3) Commercial transportation.

e. Except for ferries, travel by ship is not to the Gov't's advantage unless the higher costs (i.e., per diem, transportation, and lost work time) associated with ship transportation are justified.

f. Travel by ship may be authorized/approved as being to the Gov't's advantage only through the Secretarial Process.

g. Reimbursement for ship transportation must be IAW the use of ships of U.S. registry.

h. When a traveler, authorized to use available AMC/MSD facilities, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. 3045-B. All travel must be made IAW Ch 2, Part F.

### 3215 AO DETERMINATION

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

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

### 3220 DIRECTING TRANSPORTATION MODE

#### A. General

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

#### B. Reimbursement

1. When a specific transportation mode is directed (except PCS transoceanic travel) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost.
2. **Uniformed Members Only: This does not apply to pars. 5020-B, 7060-F1a, 7010-A, 7015, 7655, 7620-A, 7620, 7635, and 7175-D3 and D4.**

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

### 3225 TRANSPORTATION MODE SELECTION

#### A. Contract Air Service

##### 1. City Pair Airfare Available

- a. Contracted airfare use offered by a contract air carrier between certain cities (city pairs) is generally to the Gov't's advantage.
- b. These airfares should be used for official air travel between those cities.
- c. If the city pair carrier offers both a YCA airfare and a 'Dash' CA airfare and the 'Dash' CA airfare is available when the traveler makes the reservation, the 'Dash' CA airfare (which is less expensive than the YCA airfare) must be selected. See par. 3045-D3.

2. City Pair Airfare Not Available. If a city pair airfare is not available from origin to destination, the policy constructed airfare (see App A) should be used. This includes a lower airfare offered by a non-contract U.S. certificated carrier limited to a traveler on official business, e.g., MDG, ODG, VDG, and similar airfares. See par. 3045-D3.

3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S. certificated airline. See par. 3500-A.

4. Contract Air Service Exceptions. For exceptions and specific guidelines regarding the use of contract city pair air service, see:

- a. App P (City Pair Program);
- b. The [FTR, §301-10.107](#); and
- c. [DoD 4500.9-R, Part I](#) Ch 103, pars. A2 and E.

**B. Non-Contract Air Service**

1. The use of non-contract U.S. certificated air service – when city pair service is available - may be authorized only when justified under the conditions noted in pars. 3225-A and 3500-A.

2. Advance authority and specific justification for non-contract air service use should be shown on the travel order or other form of travel document before the actual travel begins unless extenuating/emergency circumstances make advance authorization impossible.

3. The traveler must obtain written approval from the appropriate Service designated official at the earliest possible time after completing the travel if the requirement to use non-contract U.S. certificated air service arose after the travel order was issued. The approval and justification must be stated on, or attached to, the travel voucher.

**C. Rail or Bus Service**

1. Rail/bus service may be used when it is:

- a. To the Gov't's advantage (with cost, energy, and other factors considered); and
- b. Compatible with official travel requirements.

2. The use of discount fares offered to the Gov't by rail/bus carriers is advantageous.

3. Discount fares, that meet mission requirements, should be used to the maximum extent possible.

**D. Automobile**

1. Rental Automobile. A DTMO contracted rental automobile is the first resource for short term automobile rental by a TDY traveler. This applies to a traveler who travels to a destination by common carrier (e.g., plane, train, or bus) and is authorized a vehicle for local area transportation.

2. Gov't Furnished Automobile. A traveler may use a Gov't furnished automobile if practical.

3. Cost Consideration. If cost consideration is used in determining whether a Gov't contract rental or a Gov't furnished automobile should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the automobile.

4. Traveler's Cost Liability when Selected Mode Not Used

- a. The traveler should use the transportation mode authorized/approved by the AO as being to the Gov't's advantage.
- b. Any additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation (e.g., contract air service) is the traveler's financial responsibility.

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

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

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

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## CHAPTER 3: TRANSPORTATION

### PART F: COMMERCIAL AIR TRANSPORTATION

#### 3500 GENERAL

A. Cost Efficiency. Common carrier air transportation is ordinarily the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS.

1. Restricted Airfare

a. Contract city pair airfares (and other airfares limited to official Gov't business) provide savings to the Gov't, but there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation/itinerary changes are outweighed by the cost savings (App P1, par. A6c).

b. The AO must use the App H3C decision support tool to assist in determining if a restricted airfare is advantageous to the Gov't.

c. Underutilization of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines will no longer offer city pair fares for underutilized routes) resulting in significant long term transportation cost increases to the Gov't.

d. Restricted airfares should never be applied in a blanket fashion, but could be a consideration on a given trip. For example, all FEML (or R&R) may not be declared as by restricted airfare, but consideration of a using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, and COT) is in order.

2. Book Reservations Early. Whenever practicable, a traveler must arrange airfare in a manner that enables the lowest policy constructed airfare price available to be paid when traveling on domestic flights, including appropriately timing the purchase of the airfare. The AO and the traveler should plan travel, and book reservations, early to purchase the least expensive policy constructed airfare.

B. Arranging Transportation. Arranging official transportation through a DTMO contracted CTO or GSA contracted TMC (when a DTMO contracted CTO is not available) is mandatory.

C. Personally Procured Transportation. See par. 3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Gov't/Gov't procured transportation under this Part.

D. Air Travel Medically Inadvisable

1. General. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.

2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or 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. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.

3. Ship Transportation. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. 3660 for stateroom standards and required U.S. registry ship use.

4. Family Member's Medical Travel. Non-availability of Gov't/Gov't procured air transportation does not apply for directing a traveler to use Gov't/Gov't procured transportation when a medical condition prevents a family member's travel by aircraft.

E. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach accommodations.
2. See Ch 2, Part F ICW scheduling travel.
3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy/coach accommodations for all official business travel, including PCS, TDY, RAT leave, COT leave, emergency leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

F. Rest Periods. See, par. 4415 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. 3510:

1. May authorize/approve business/first class travel, and
2. Must consider each request for business/first class service individually, carefully, and consider Command/DoD Component/Agency finances and mission requirements.

H. Decision Support Tools

1. Business Class. See App H3B.
2. First Class. See App H2C.
3. Restricted Airfare. See App H3C.

I. Documentation Requirements. See App H for document requirements/procedures.

J. Travel Order. The following must be stated on the order:

1. The traveler's certification of the reason(s) for 'other than economy/coach' use.
2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,
3. The cost difference between 'other than economy/coach' and economy/coach.
4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.
5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/coach' travel).

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.
2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations. See par. 2000.

L. Advance Seat Assignment. For all **official** travel, a traveler and/or dependent is authorized/approved reimbursement for any advance seat assignment fee.

M. Blanket Travel Order. See definition of "blanket order" in App A for other than economy/coach' transportation exceptions ICW a blanket travel order.

N. Less Than Minimum Standards. Less than minimum standards may be authorized IAW par. 3005-G.

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.
2. Air is the usual transportation mode to/from OCONUS.
3. Gov't/Gov't procured air transportation should be used for travel to/from, and between OCONUS areas.
4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.
5. Par. 3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.
6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.
7. A traveler must make transportation arrangements IAW Ch 2, Part F.
8. Gov't aircraft may be used only for official purposes IAW [41 CFR 101-37.402](#) **(Civilian Employees Only)**.
9. **Civilian Employees Only:** Travel by Gov't/Gov't procured air transportation (unless medically inadvisable) is required for an:
  - a. Employee on TDY travel:
    - (1) To and from CONUS, or
    - (2) Between OCONUS duty points; and
  - b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

**3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED**

**A. Cabins Equipped with Same Seating**

1. The entire aircraft is economy/coach seating if an airline flight:
  - a. Has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same),
  - b. Codes the airfares in the front of the airplane as full fare economy/coach, and
  - c. Only restricted economy/coach airfares are available in the economy/coach cabin.,
2. Qualifying for other than economy/coach travel is not required to purchase a non-restricted economy/coach fare seat in the front of the aircraft as the entire aircraft is ‘economy/coach’.

**B. Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy/Coach Airfare.**

1. When a business/first class airfare costs less than the least expensive unrestricted economy/coach airfare, no authorization/ approval is required.
2. Comparison of the business/first class airfare to an economy/coach airfare more expensive than the least expensive unrestricted economy/coach airfare is not authorized.

**C. No Cost Upgrades.** Upgrades to business/first class at no cost to the Gov’t, do not require authorization/ approval.

**3510 AUTHORIZING/APPROVING OFFICIALS FOR ‘OTHER THAN ECONOMY/COACH’ AIR ACCOMMODATIONS DETERMINATIONS**

**A. Authorizing/Approving Officials.** The officials listed below may authorize/approve ‘other than economy/coach’ use for a traveler/dependent if any of the criteria in par. 3515 or 3520 are met. See [DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003](#) and [OMB Bulletin 93-11, 19 April 1993](#).

	<b><u>FIRST CLASS</u></b>	<b><u>BUSINESS CLASS</u></b>
OSD and Defense Agencies	Administration and Management Director. <i>No further delegation.</i>	Administration and Management Director. May be delegated no lower than three star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four star major commanders or their three star vice/deputy commanders. <i>No further delegation.</i>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four star major commanders, three star deputy/vice commanders, or two star/civilian equivalent level. <i>No further delegation.</i>
Public Health Service Members Only	Secretary of Health and Human Services. <i>No further delegation.</i>	Flag officers at the two star level or their civilian equivalents, to whom authority has been delegated by the first class authorizing/approving authority. <i>No further delegation.</i>
NOAA Corps Members Only	NOAA Corps Director. <i>No further delegation.</i>	
Coast Guard Members Only	Secretary of Homeland Security (effective 14 August 2013). <i>No further delegation.</i>	

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval *for their own business class travel* from the next higher approval authority. See par. 2110-I.

### **3515 ECONOMY PLUS/COACH ELITE SEATING**

A. General. This seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the Gov't's interest and/or necessary because the traveler and/or dependent is limited by a special need (see App A) such that lesser cost economy/coach accommodations are not adequate.

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating must be authorized/approved as being in the Gov't's interest.

D. Airline Designation/Name. Economy plus/coach elite seating service may vary from airline to airline, and use various names, but it is in the economy/coach cabin and is *not* 'other than economy/coach' travel.

### **3520 BUSINESS CLASS AND FIRST CLASS**

#### **A. Restrictions and Limitations**

1. Stopover, Rest Stop, or Overnight Rest Period. The traveler/dependent is not eligible for business class accommodations at Gov't expense, if an:

- a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or
- b. En route rest stop is authorized, or
- c. Overnight rest period occurs at the TDY location before beginning work.

2. Scheduled Flight Time. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes.

3. Return Flight. On TDY travel:

- a. The 14 hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.
- b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.

4. Contract City Pair Fare. When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.

5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEML, personnel evacuation, RAT, COT leave, EVT, FVT, or emergency leave since arrival/reporting time in these cases is not mission critical.

6. Aircraft has Only Two Classes of Service. If an aircraft has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business class by the airline and the tickets are fare coded as business class, then the front cabin is business class.

B. Exceptional Circumstances. Use of business/first class service must not be common practice and is used only under exceptional circumstances.

C. Authorized/Approved Circumstances for Business Class and First Class Use

1. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table.

2. *If business class is available, the traveler may not be moved into first class even though both are shown.*

3. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.

4. Business and First Class Accommodations Table

<p align="center"><b>Business Class and First Class Accommodations  may be Authorized/Approved Under One or More of These  Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS  CLASS</b></p>	<p align="center"><b>FIRST  CLASS</b></p>
<p>1. <u>Lower Class Accommodations Are Not Reasonably Available</u></p> <p>a. Reasonably available:</p> <p>(1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler’s proposed departure time, and scheduled to arrive within 24 hours before the traveler’s proposed arrival time.</p> <p>(2) Does not include a scheduled arrival time later than the traveler’s required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.</p> <p>b. When ‘lower class accommodations are not reasonably available’ is used to justify business/first class, the authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach and business class or first class (as appropriate).</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>2. <u>Mission Essential</u></p> <p>a. Space is not available in economy/coach on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed.</p> <p>b. When TDY travel in business/first class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business/first class accommodations may only be authorized for the out bound flight to the TDY location.</p> <p>c. Economy/coach is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>

<p align="center"><b>Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS CLASS</b></p>	<p align="center"><b>FIRST CLASS</b></p>
<p><i>Business class should be used, if available.</i></p>		
<p>3. <u>Medical Reasons</u>. See par. 2110-Jfor medical reasons. First class may be considered for use when business class is not available.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>4. <u>Exceptional Security Circumstances</u>. These include:</p> <ul style="list-style-type: none"> <li>a. A traveler whose use of other than business class or first class service would endanger the traveler’s life, or Gov’t property.</li> <li>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</li> <li>c. A courier or control officer accompanying a controlled pouch/package.</li> </ul> <p><i>Business class should be used, if available.</i></p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <ul style="list-style-type: none"> <li>a. Federal advisory committees,</li> <li>b. Special high level invited guests, and</li> <li>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal Gov’t officials.</li> </ul> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>7. <u>Transportation Payment by a Non-Federal Source</u>. When a non-Federal source pays, in advance, for the transportation service.</p> <ul style="list-style-type: none"> <li>a. <b>For First Class Only</b>: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class.</li> <li>b. The travel order must state that transportation services have been paid, in advance, by a non-federal source.</li> <li>c. <u>DoD Members/Employee</u>: See the <a href="#">Joint Ethics Regulation (JER), DoD 5500.7-R</a>.</li> <li>d. <u>Non DoD Service Members</u>: See Service issuances.</li> </ul>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under <a href="#">31 USC §1108(g)</a>.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>

<p align="center"><b>Business Class and First Class Accommodations  may be Authorized/Approved Under One or More of These  Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS  CLASS</b></p>	<p align="center"><b>FIRST  CLASS</b></p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy/coach accommodations on non-U.S. certificated carriers do not provide adequate sanitation/health standards.</p> <p>b. Non-U.S. certificated carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. 3525 for rules governing U.S. certificated carrier use.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>10. <u>Overall Saving to Gov't</u>. When business class use results in overall saving to the Gov't that would be incurred while awaiting economy/coach service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison must be stated on the order.</p>	<p align="center"><b>X</b></p>	
<p>11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only)</u></p> <p>a. <i>All</i> of the following criteria must be met:</p> <p>(1) Scheduled flight time is in excess of 14 hours (this includes non-overnight airport stopovers and plane changes), and</p> <p>(2) Origin and/or destination is OCONUS, and</p> <p>(3) The mission is so unexpected and urgent it cannot be delayed/postponed, and</p> <p>(4) A rest period cannot be scheduled en route, or at the TDY site before starting work.</p> <p>b. The authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach class and business class.</p>	<p align="center"><b>X</b></p>	
<p>12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA</u>. Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the Gov't's interest.</p>	<p align="center"><b>X</b></p>	

**3525 U.S. CERTIFICATED AIR CARRIER USE**

**A. Code Share Flights**

1. When using code share flights involving U.S. certificated and non-U.S. certificated air carriers, the U.S. certificated air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. certificated air carrier.
2. If the non-U.S. certificated air carrier flight number is used on the ticket, the ticket is on a non-U.S. certificated air carrier and a non-availability of U.S. certificated air carrier document is needed.

**B. Non-U.S. Certificated Air Carriers**

1. Members, employees, and dependents are required to use available U.S. certificated carriers for all official commercial air transportation as indicated in par. 3500.
2. A member, employee, or a dependent may not be authorized to travel by non-U.S. certificated air carrier if a U.S. certificated air carriers is available.
3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S. certificated air carriers between two places in foreign areas even if U.S. certificated air carriers are available. This authority does not apply to a Uniformed Service member, DoD civilian employee, or any of their dependents.

**C. Most Direct Route between Two OCONUS Locations**

1. The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS).
2. When it is determined that a U.S. certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S. certificated air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#)).

**D. Requirements**

1. Available U.S. certificated air carriers must be used for all commercial air transportation of persons/property when the Gov't funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).
2. Except as provided in par. 3525-F, U.S. certificated air carrier service is available if the:
  - a. Carrier performs the required commercial air transportation, and
  - b. Service accomplishes the mission, even though:
    - (1) A comparable/different kind of service by a non-U.S. certificated air carrier costs less, or
    - (2) Non-U.S. certificated air carrier service is preferred by the service/traveler,
    - (3) Non-U.S. certificated air carrier service is more convenient for the service/traveler, or
    - (4) The only U.S. certificated air carrier service available ([49 USC §40102](#)) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen. 629 \(1977\)](#)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S. certificated carrier is available over the direct route.
2. U.S. certificated air carrier service is not available when one of the following exceptions exists:
  - a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Gov't and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
  - b. No Service on a Flight Segment. No U.S. certificated air carrier provides service on a particular flight segment, in which case non-U.S. certificated air carrier service may be used, but only to/from the *nearest* interchange point on a usually traveled route to connect with a U.S. certificated air carrier service.
  - c. Involuntarily Rerouting. A U.S. certificated air carrier involuntarily reroutes a traveler on a non-U.S. certificated air carrier. If given a choice to substitute service, the traveler should select a U.S. certificated air carrier, if it does not unduly delay the travel ([59 Comp. Gen. 223 \(1980\)](#)).
  - d. Transportation Paid for by non-U.S. Gov't Source. Air transportation on a non-U.S. certificated air carrier is paid in full directly, or later reimbursed, by:
    - (1) A foreign Gov't (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);
    - (2) An international agency; or
    - (3) Another organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)).

***NOTE: See the Security Assistance Management Manual, [DoD 5105.38-M, Chapter 4, par. C4.5.12](#), when travel is on Security Assistance Business.***

e. Travel Time

- (1) Non-U.S. certificated air carrier service would be 3 hours or less, and U.S. certificated air carrier use would at least double en route travel time.
- (2) If a U.S. certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- (3) If a U.S. certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S. certificated air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S. certificated air carrier, such use would:
  - (a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
  - (b) Extend travel time by at least 6 hours or more; or
  - (c) Require a connecting time of 4 or more hours at a foreign OCONUS interchange point.

- (4) Examples
- (a) **Example 1.** A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S. certificated carrier that goes from Guyana to NY City, and then another U.S. certificated carrier from NY City to Miami, and finally a non-U.S. certificated airfare from Miami to Belize. Alternatively, there is a non-U.S. certificated airfare from Guyana via Miami to Belize. The usual routing would be Guyana to Miami to Belize and use of a non-U.S. certificated carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.
- (b) **Example 2.** A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S. certificated carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non-U.S. certificated carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.
- (c) **Example 3.** If there is no U.S. certificated carrier, the general rule for DoD is to use a non-U.S. certificated carrier to the CLOSEST point at which a U.S. certificated carrier can be found and then use a U.S. certificated carrier for the remainder of the trip. In the reverse, use a U.S. certificated carrier to the farthest distance possible and then use the non-U.S. certificated carrier for the remainder. If there is a code share airline available that uses the U.S. certificated air carrier's flight number, that is considered to be the same as using a U.S. certificated carrier, as long as the U.S. certificated carrier's flight number is used.
- f. AO Determination. The AO determines that a U.S. certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
- g. Medical Reason. Non-U.S. certificated air carrier use is necessary for a medical reason, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
- h. Traveler Safety
- (1) Non-U.S. certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).
- (2) Approval based on an unreasonable safety risk must be in writing, on a case by case basis. Determination and authorization/approval of non-U.S. certificated air carrier use based on a threat against a U.S. certificated air carrier must be supported by a travel advisory notice issued by the FAA and the DoS.
- (3) Determination and authorization/approval of non-U.S. certificated air carrier use based on a threat against Gov't employees/other travelers must be supported by threat evidence.
- i. Only First Class Available. Only first class accommodations can be furnished by a U.S. certificated air carrier but less than first class accommodations are available on a non-U.S. certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).
- j. Excess Per Diem Cost. When the total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours of per diem costs in excess of the per diem cost incurred if a non-U.S. certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).

k. Travel between Midnight and 6 a.m.

(1) The only U.S. certificated air carrier service between foreign OCONUS points requires:

- (a) Boarding/exiting the carrier between midnight and 6 a.m., or
- (b) Travel between midnight and 6 a.m.,

and a non-U.S. certificated carrier is available that does not require travel at those hours.

(2) The traveler may travel by non-U.S. certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. certificated air carrier ([56 Comp. Gen. 629 \(1977\)](#)).

l. Transportation Paid by a non-Federal Source. A non-U.S. certificated carrier may be used when transportation is paid for by a non-Federal source, IAW the [Joint Ethics Regulation \(JER\), DoD 5500.07-R](#), or service regulations for non DoD Services.

F. Non-availability Documentation

**\*NOTE:** *The following requirements also apply to the use of a foreign flag ship/ferry in, pars. 3665 and 3720.)*

1. Non-U.S. certificated air carrier use may be authorized/approved when the AO determines a U.S. certificated air carrier is unavailable based on par. 3525-E criteria.
2. Documentation explaining why U.S. certificated air carrier service is not available must be provided to the traveler.
3. Endorsements on the order and/or Gov't travel procurement document, made IAW Service regulations, are acceptable.
4. The documentation should include the:
  - a. Traveler's name;
  - b. Non-U.S. certificated air carrier(s) used;
  - \*c. Flight/carrier identification number(s), if applicable;
  - d. Origin, destination and en route points ;
  - e. Date(s);
  - f. Justification; and
  - g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

- a. Schedules maximizing U.S. certificated air carrier use must be selected.
- b. Schedule selection is made using the following guidelines when:
  - (1) U.S. certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. certificated air

carrier must be used;

(2) U.S. certificated air carrier service is not available at origin/interchange point, non-U.S. certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. certificated air carrier;

(3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S. certificated air service between the CONUS/non foreign OCONUS location, and a foreign OCONUS location. The travel should be rerouted so that available U.S. certificated air carriers are used.

2. Schedule Selection. The following example applies par. 3525-G1a when selecting a schedule.

3. Example

a. Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

<u>Schedule 1</u>				<u>Schedule 2</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non-U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non-U.S.	Depart:	Rome	1650	Non-U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule 3</u>				<u>Schedule 4</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non-U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non-U.S.	Depart:	Frankfurt	1650/2120	Non-U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

b. Using par. 3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S. certificated air carrier service.

c. Schedule 3 provides U.S. certificated air service from Ankara via Istanbul to Frankfurt, while U.S.

certificated air service is available under schedule 2 between Ankara and Rome.

d. Schedule 3 should be selected because it uses U.S. certificated air service to the farthest practical interchange point on a usually traveled route.

e. If the schedules were limited to 1 and 4, schedule 4 would be selected since it involves more U.S. certificated air carrier travel than schedule 1. [55 Comp. Gen. 1230 \(1976\)](#).

H. Reimbursement. There is no transportation reimbursement, for any leg of a trip, when unauthorized/unapproved non-U.S. certificated air carrier service is used. If a U.S. certificated air carrier service is available for an entire trip and the traveler uses a non-U.S. certificated air carrier for any part of the trip, the transportation cost on the non-U.S. certificated air carrier is not payable ([41 CFR §301-10.143](#)).

### **3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES (Civilian Employees Only)**

A. Operations and Maintenance Technician and Crash Firefighter. The following employees may be required to travel for any distance, by any type of aircraft that meets mission requirements:

1. Operations and Maintenance Technician. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment, and
2. Crash Firefighter. A crash firefighter for whom travel by aircraft is necessary ICW the employee's duties.

B. Required as a Condition of Employee's Assignment. ICW a duty assignment, an employee may be required to:

1. Travel by aircraft for any distance, when required as part of the assignment conditions;
2. Be aboard an aircraft to make repairs/observe aircraft performance;
3. Use air travel for expeditious duty performance in different geographical locations; and/or
4. Be aboard any type of Gov't aircraft on scheduled /nonscheduled flight.

C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available

1. Travel by aircraft, for any distance, is required with/without the employee's consent when necessary for mission accomplishment, or air is the only transportation mode available.
2. An employee may be required to travel on scheduled commercial aircraft or on transport type Gov't aircraft operated on scheduled/semi scheduled flights.
3. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

D. Air Evacuation Required for Medical Reasons

1. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines it is necessary for an employee's medical evacuation.
2. Employee Medical Transportation. See par. 7075 for authority to provide Gov't funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
3. Dependent Medical Transportation. See par. 7120 for authority to provide Gov't funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

## CHAPTER 3: TRANSPORTATION

### PART H: COMMERCIAL SHIP TRANSPORTATION

#### 3650 GENERAL

- A. Directed Transportation. Commercial transoceanic ship transportation may be directed only for operational reasons and may be authorized/approved only as in par. 3655-A.
- B. Car Ferry Travel. See Ch 3, Part I.
- C. Reimbursement without Authorization/Approval. Reimbursement for unauthorized/unapproved transoceanic ship transportation is based on constructed air transportation costs.
- D. Authorization/Approval Exception. The following do not require authorization/approval;
1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be provided is not authorized; and
  2. Upgrades at no cost to the Gov't.

#### *Effective 14 August 2013*

E. First Class and Business Accommodations Authorization/Approval for USCG Only. When USCG funds are used for official travel:

1. First class travel accommodations must be authorized/approved by the Secretary of Homeland Security; and
2. Business-class accommodations must be authorized/approved by the USCG Commandant or Vice Commandant;

regardless of the transportation mode or costs.

#### 3655 AUTHORITY

A. General. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.
2. Performed more economically or efficiently by ship.

B. Medical. See par. 2110-J for medical authorization/approval exceptions.

#### 3660 ACCOMMODATIONS

A. General. A traveler and/or dependents authorized to travel by ship at Gov't expense must use the least costly room accommodations. More costly accommodations at Gov't expense must be authorized/approved IAW par. 3660-C.

B. Room Rate. Rooms aboard ship are normally sold based on double occupancy and there is a rate per person. A person traveling alone is ordinarily charged 1.5 times the per person rate when not sharing the room.

C. More Costly Ship Accommodations Use ([OMB Bulletin 93-11, 19 April 1993](#))

1. Authorization/Approval. More costly accommodations at Gov't expense may be authorized/approved:
  - a. Under the circumstances specified in par. 3660-C1 and IAW par. 3510-A.
  - b. When less costly accommodations are not available.
  - c. When medical reasons require the more costly accommodations. See par. 2110-J.
  - d. When there are exceptional security requirements. Examples are:
    - (1) A traveler/dependent whose use of less costly accommodations would entail danger to the traveler's/dependent's life or Gov't property.
    - (2) Protective detail agent accompanying an individual authorized to use more costly accommodations.
    - (3) A courier and/or control officer accompanying a controlled pouch/package and adequate lower cost accommodations are not available.
2. Authorization/Approval Requirements. Authorization for more costly ship accommodations use at Gov't expense should be received in advance of the travel unless extenuating/emergency circumstances make advance authorization impossible. In these cases, the traveler must request written approval from the appropriate authority at the earliest possible time. See par. 2110.

**3665 U.S. REGISTRY SHIP**

A. General

- \*1. A U.S. registry ship must be used unless otherwise indicated in this par. ([46 USC §55302](#)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay ([57 Comp. Gen. 546 \(1978\)](#)).
2. When ship transportation is authorized/approved and a U.S. registry ship cannot provide the transportation service required, transportation may be obtained aboard a foreign-registered ship ([B-190575, 1 May 1978](#)).

B. U.S. Registry Ship Use Impracticable

1. When U.S. registry ship use would seriously interfere with/prevent the performance of official business, the AO may authorize/approve non-U.S. registry ship use.
2. Required documentation explaining why a U.S. registry ship is impracticable (par. 3525-F) must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

C. U.S. Registry Ship Unavailable

1. When a U.S. registry ship is not available, the transportation/other appropriate officer may authorize/approve non-U.S. registry ship use.
2. Documentation required by par. 3525-F is used to explain why a U.S. registry ship is unavailable, and must be provided to the traveler to justify transportation reimbursement. An order endorsement is acceptable.

D. Determination Required. The authorizations/approvals referred to in this par. must not be based on:

1. Inconvenience in securing transportation on a U.S. registry ship,
2. Short delays in awaiting transportation,
3. Arranging circuitous routes for traveler convenience, or
4. Similar reasons.

\*E. Unauthorized Non-U.S. Registry Ship Use. There is no transportation reimbursement, for any leg of a trip, when an unauthorized/unapproved non-U.S. registry ship is used. If a U.S. registry ship is available for an entire trip and the traveler uses a non-U.S. registry ship for any part of the trip, the transportation cost on the non-U.S. registry ship is not payable ([41 CFR §301-10.181](#)).

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## CHAPTER 3: TRANSPORTATION

### PART I: CAR FERRY

#### 3700 GENERAL

When a car ferry is used, a traveler/dependent traveling by POC partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances in this Part.

#### 3705 TRANSPORTATION

A. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

B. TDY Travel Only. TDY mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location and return.

C. PCS Travel Only

1. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

2. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

D. More Than One Car Ferry. If more than one car ferry is used, TDY mileage/MALT, whichever is applicable, is payable for overland travel between ferries.

#### 3710 FERRY FEES

A. PCS and TDY. The traveler is authorized:

1. Gov't procured ferry transportation; or

2. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)), NTE the Gov't procured ferry transportation cost.

B. PCS Only

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

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

#### 3715 PER DIEM

A. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

B. Travel Includes an Overnight on a Car Ferry Anywhere in the World

1. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate (see App A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

2. Debarkation Day

a. TDY Travel. M&IE is the rate applicable for the traveler's location at 2400 on that day.

b. PCS Travel

(1) **Uniformed Members Only**

(a) The per diem rate for the traveler's new PDS if travel ends on that day, or

(b) 'MALT Plus' per diem if travel by POC continues on the day after the departure day (debarkation) from the ferry (par. 5164).

(2) **Civilian Employees Only**. For the departure day (debarkation) from the ferry is the rate for the employee's/dependent's location at 2400 on that day (par. 5550).

C. Travel Does Not Include an Overnight on a Car Ferry

1. TDY Travel. If the ferry passage does not include an overnight, the M&IE while on the ferry is the applicable rate for the traveler's location at 2400 on the debarkation day.

2. PCS Travel

a. **Uniformed Members Only**. If the ferry passage does not include an overnight, uninterrupted 'MALT Plus' is the applicable M&IE while on the ferry (par. 5164).

b. **Civilian Employees Only**. 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. See par. 5550.

D. Dependent Per Diem (PCS Travel). The percentages, in par. 5094-B **Members** and 5592-B **Employees**, apply when computing a dependent's per diem.

**3720 FOREIGN REGISTERED SHIP USE**

\*A. Required Documentation. See par. 3525-F for required documentation if a U.S. registry ferry is not available.

\*B. Unauthorized Non-U.S. Registry Ferry Use. There is no transportation reimbursement, for any leg of a trip, when an unauthorized/unapproved non-U.S. registry ferry is used. If a U.S. registry ferry is available for an entire trip and the traveler uses a non-U.S. registry ferry for any part of the trip, the transportation cost on the non-U.S. registry ferry is not payable ([41 CFR §301-10.181](#)).

**3725 EXCESS COST COLLECTION**

Collection of excess transportation costs, incurred by the Gov't, does not apply to POV transportation aboard an oceangoing car ferry.

## CHAPTER 4

## TEMPORARY DUTY TRAVEL

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**Section H2: **(Civilian Employees Only)****


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**4970 ITRA FOR EXTENDED TDY ASSIGNMENTS (TAX YEARS 1993 AND AFTER)**

- A. Purpose
- B. Reimbursement
- C. Reimbursement Limitations

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## CHAPTER 4: TDY

### PART B: PER DIEM

#### SECTION 2: LODGING

##### 4130 TDY LODGING

###### A. General

1. The lodging component of per diem establishes the maximum per diem amount the Gov't will reimburse to the traveler for lodging. It does not limit, in any manner, what a lodging facility may charge to a traveler.
2. The amount allowed for lodging is the expense actually incurred or the maximum [TDY locality lodging](#) ceiling, whichever is less.
3. Lodging reimbursement may not exceed actual lodging costs, or the applicable maximum amount unless an AEA is authorized/approved.
4. A traveler must adhere to the prudent traveler rule for official travel funded by the Gov't. See par. 2000.
5. A lodging availability situation may require a traveler to accept lodging that is more spacious than is needed but a traveler must not purposely accept more spacious lodging to provide lodging for other nonofficial travelers.
6. Ordinarily, lodging expense is based on the single room rate for the lodging used. See par. 4130-F for multiple occupancy.

###### B. 'Lodging Plus' Computation

###### 1. Requirements

- a. Per diem computed under this Part is based on the 'Lodging Plus' computation method.
- b. Per diem for each travel day is the actual amount the traveler pays for lodging NTE the locality lodging ceiling, plus M&IE; the total of which may not exceed the applicable maximum per diem rate for the TDY location.
- c. The 75% rule must be applied to the M&IE rate on the first and last travel days when computing per diem using 'Lodging Plus' computation.

###### 2. Exceptions. Per diem for all official TDY travel must be computed under the 'Lodging Plus' method except when:

- a. A reduced per diem rate is authorized for the TDY (par. 4095);
- b. A per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. 4100-B;
- c. A per diem rate for travel by ship applies;
- d. Meals and lodging are furnished without cost to the traveler;
- e. An AEA is authorized for some/all of the TDY assignment;

- f. Per diem is not payable for TDY ICW or in support of a military unit while on field duty; or
- g. Per diem applies for a consultant, expert, and private individual (including an ROTC member).

C. Receipts

1. General. See par. 2710 and the [DoD FMR 7000.14-R, Volume 9](#) concerning receipts.
2. Long Term TDY Flat Rate Per Diem. A lodging expense receipt is not necessary when par. 4250 applies unless to validate related expenses such as lodging tax or a parking fee.

D. Lodging Tax

1. General

- a. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on Gov't business.
- b. Federal traveler tax exemptions and the form required to claim the exemption vary from location to location.
- c. See the [GSA Travel Homepage](#) for a list of jurisdictions in which [lodging tax exemption](#) may be offered at the option of the lodging facility.

2. CONUS and Non Foreign OCONUS Area. Lodging tax in CONUS and in a non foreign OCONUS area is:

- a. *Not* included in the [locality per diem lodging](#) ceiling, and
- b. A reimbursable expense (App G) when per diem/AEA is paid.

3. Foreign Area. Lodging tax in a foreign area is:

- a. Included in the [locality per diem lodging](#) ceiling, and
- b. *Not* a reimbursable expense (App G) when per diem/AEA is paid.

E. Gov't Qtrs

1. A fee/service charge paid for Gov't Qtrs use is an allowable lodging expense.
2. Reimbursement for Gov't Qtrs use is NTE the maximum locality lodging ceiling.
3. See par. 2560 for reimbursement computation and limitation for commercial lodging cost incurred when a member is TDY to a U.S. Installation, and Gov't Qtrs on that U.S. Installation are available and directed on the order **(Uniformed Members Only)**.

F. Single and Multiple Occupancy of a Room

**UNIFORMED MEMBERS ONLY:** The following presumes the member is not TDY to a U.S. Installation and ordered to use available Gov't lodging on that U.S. Installation.

1. Occupancy. Each official traveler is authorized lodging up to the authorized lodging rate.
2. Official Travelers Share a Room
  - a. Each official traveler is responsible for their portion of the room rate. **Example:** Two official travelers share a room –each is responsible for 50% of the room cost; three official travelers share a room–each is responsible for 33% of the room cost).
  - b. Multiple occupancy of a single room **DOES NOT LIMIT** a traveler's lodging per diem ceiling eligibility. Official travelers who share lodging are each authorized lodging costs NTE the single room rate for the TDY locality. **Example:** Two official travelers who share a room in a \$100/night lodging area have \$200 total with which to pay for a room.
  - c. Examples of Room Charge Allocation:
    - (1) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$250/night room. Each official traveler is responsible for \$125/night (but without an AEA, each only receives \$100 reimbursement since the locality maximum lodging ceiling is \$100/night).
    - (2) Locality per diem lodging ceiling is \$100/night. Two official travelers share a \$170/night room. Each official traveler is responsible for, and receives, \$85/night – which is payable since it is below the locality lodging ceiling rate of \$100/night.
3. Official Traveler Shares a Room with a Non Gov't Traveler(s). If an official traveler shares a room with a person(s) who is/are not a Gov't traveler(s) on official travel, then the official traveler is authorized the locality single room rate.

G. Lodging with a Friend or Relative

1. **Uniformed Members Only**
  - a. Lodging reimbursement **is not authorized** for a member who lodges with a friend/relative at the friend's/relative's residence.
  - b. A member, who lodges at the friend's/relative's residence, is authorized the TDY location M&IE rate, if otherwise eligible.
  - c. A member cannot be directed to lodge with a friend/relative.
  - d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/ escort, evacuation, extended TDY, limited evacuation and other circumstances.
  - e. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.
  - f. **Example:** A member (outpatient) and a DoD civilian employee (attendant), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DoD civilian employee may be eligible for reimbursement of some lodging costs. See, par. 4130-G.

2. **Civilian Employees Only** ([FTR §301-11.12](#))

- a. Lodging reimbursement is not ordinarily authorized for an employee who lodges with a friend/relative at the friend's/relative's residence. When an employee lodges with a friend/relative in the friend's/relative's residence, with or without charge, the employee may be reimbursed for additional lodging costs the host incurs in accommodating the employee if the employee can substantiate the costs and the AO determines the costs are reasonable.
- b. An employee, who lodges at the friend/relative's residence, is authorized the TDY location M&IE rate if otherwise eligible.
- c. An employee cannot be directed to lodge with a friend/relative.
- d. Lodging with a friend/relative applies to lodging reimbursement for official travel to include an attendant/ escort, evacuation, extended TDY, limited evacuation and other circumstances.
- e. The official traveler is not reimbursed the cost of comparable conventional lodging in the area, or for a flat or 'token' amount paid to the friend/relative.
- f. **Example:** A civilian employee (extended TDY) and a member (short term TDY), each traveling under an official TDY order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DoD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See par. 4130-G.
- g. The employee must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.
- h. GSCBA Decisions Related to an employee lodging at a friend's/relative's residence:
  - (1) If the friend/relative is in the business of renting lodging on a regular basis, i.e., operating a hotel or apartment house, the "friends or relatives" provision does not apply ([GSBCA 14398-TRAV, 24 Feb 1998](#)).
  - (2) If an employee is transferred to a new PDS, and sent TDY to the old PDS and the employee stays at the former residence which was not yet sold, then the employee is not authorized reimbursement for lodging at the former residence ([GSBCA 15600-TRAV, 7 March 2002](#)).
  - (3) An employee assigned at Avon Park Air Force Range (AFR), Florida, lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The employee had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The employee began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the employee should be authorized travel expenses both to and from the TDY location and M&IE even though the employee lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last TDY days, 22 and 25 February (unless the employee was authorized to return on the 26th) the employee is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. [GSBCA 16652-TRAV, 26 August 2005](#).

H. Multiple Lessees Involving Leased/Rented Lodging

1. Leased/rented lodging (e.g., apartment, house, condo, etc.) that is shared with another person(s) whose name is on the lease/rental agreement/contract is split equally among the lessees. ***This includes nonofficial travelers whose name(s) is/are on the lease/rental agreement/contract.*** Official travelers are not authorized reimbursement for more than their equal share of the lodging payment.
2. Long term (i.e., not daily) lodging cost is split equally among lessees indicated on a signed lease/rental agreement/contract before the daily reimbursement rate is computed, even though a daily lodging rate is computed for TDY reimbursement.
3. The prorated lodging reimbursement per person is limited to the applicable locality or the reduced per diem lodging rate prescribed by the Secretarial Process authority on the TDY travel order.
4. The applicable daily M&IE rate is not prorated.
5. AEA must be:
  - a. Authorized/approved by the AO and
  - b. In the Gov't's interest. See par. 4305.

I. Dependents Accompanying Traveler on TDY. The fact that a traveler's dependent(s) may accompany the traveler on TDY, at personal expense, does not affect the traveler's prescribed per diem rate.

J. Lodging in other than Commercial Facilities. When no commercial lodging facility is available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than a commercial facility is allowed. Such facility may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide a written explanation that is acceptable to the AO.

K. Lodging Not Available at a TDY Location. If lodging is not available at a TDY location (i.e., where neither Gov't Qtrs nor commercial lodging is available) and must be obtained in an adjacent locality where the per diem rate is higher, the AO may, authorize/approve the higher per diem rate of the adjacent locality. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.

L. Online Booking Tool

1. General. A traveler should:
  - a. Follow DoD Component/Service procedures for making lodging reservations, and
  - b. Reserve a room directly with the hotel/chain, if authorized by the DoD Component/Service. This includes using the hotel's online website.
2. Limitations. Reimbursement for lodging obtained through an online booking agent is authorized only when the traveler can provide a documented itemized receipt for room costs from the hotel/online booking agent showing the following charges ([CBCA 2431-TRAV, 13 September 2011](#)):
  - a. Daily hotel room costs;
  - b. Daily hotel taxes; and
  - c. Daily miscellaneous fees, if applicable.

M. Advance Lodging Deposit. A traveler:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Is financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the DoD Component/Service.

N. Nonrefundable Room Deposit and/or Prepaid Rent Reimbursement. See App G for lodging cost reimbursement when TDY is curtailed, canceled or interrupted for official purposes.

#### 4135 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A. General. A contracting officer may contract for rooms and/or meals for a TDY traveler.

B. Per Diem Limitation. The total daily amount paid by the Gov't for the traveler's lodging, and M&IE is NTE the applicable per diem rate authorized in Ch 4, Part B ([60 Comp. Gen. 181\(1981\)](#) and [62 Comp. Gen. 308 \(1983\)](#)), unless an AEA is authorized/approved under Ch 4, Part C.

C. Reimbursement Limitation. Reimbursement is not authorized for items rented for contract Qtrs that are rented with an "option to buy". [GSBCA 15890-TRAV, 29 July 2003](#).

D. Training Course Exception **(Civilian Employees Only)**. See par. 4965-B.

#### 4140 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves lodging on that day, the lodging allowance is based on the locality rate (or AEA if appropriate) for the en route stopover site (i.e., the location the traveler stayed overnight).

#### 4145 DUAL LODGING ON A SINGLE DAY

A. General. Dual lodging:

1. Necessity must be verified by the AO and based on reasonable and prudent actions of the traveler;
2. Must not be authorized/approved for the traveler's convenience (e.g., traveler does not want to pack up items and store at the facility at no additional cost, or the traveler does not check to see if the Gov't Qtrs would be available upon return);
3. Covers lodging expenses due to unexpected circumstances beyond the traveler's control;
4. Must be approved after the fact (or may be authorized in advance ICW par. 4145-B3 analysis) by:
  - a. An amended order, or
  - b. The AO on the travel voucher.
5. Is limited to a maximum of 7 consecutive days.
6. Extensions (more than 7 consecutive days) must be approved (after travel) (or may be authorized in advance if par. 4145-B3 applies) by the Secretarial Process. See par. 4250 when in receipt of a flat-rate per diem for long-term TDY.

B. Authorization/Approval. Dual lodging may only be authorized/approved when:

1. It is necessary for a traveler to retain lodging (for other than personal convenience) at one TDY location (Location A) and procure lodging at a second TDY location (Location B) on the same calendar day;
2. The traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler's control ([60 Comp. Gen. 630 \(1981\)](#)). **Example:** Traveler is TDY to another location, intending to return that night, but is forced to remain overnight due to mechanical problems.;
3. There is an economic impact based on (but not limited to):
  - a. Daily/weekly/monthly room rates,
  - b. Availability,
  - c. Storage charges, or
  - d. Shipment costs.

**Example:** Traveler is told if they check out of Gov't Qtrs for 2 nights, no room will be available upon return. [GSBCA 15321-TRAV 26 October 2000](#); [GSBCA 15482-TRAV 18 October 2001](#); or

4. The traveler is unable to occupy the original lodging due to conditions beyond their control ([B-257670, 10 January 1995](#)). **Example:** A traveler staying in a recreational vehicle (RV) is forced to move to motel due to extreme weather.

C. Lodging Cost

1. Per Diem. Per diem, for the day(s) dual lodging is authorized/approved, is based on the lodging cost incurred at the second TDY location (Location B) where the traveler remained overnight.
2. Reimbursable Expense. The lodging cost incurred at the first location (Location A) is a reimbursable expense (App G) if approved by the AO ([60 Comp. Gen. 630 \(1981\)](#)).

D. Lodging Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) is NTE the per diem/AEA plus lodging tax that would have been paid had the traveler remained overnight at Location A.

E. Lodging Receipts. *Lodging receipts are required for dual lodging claims.*

F. Long-term Dual Lodging Not Allowed

1. Long term dual lodging is not authorized.
2. An order may not authorize long term dual lodging.
3. Multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at the TDY site on the order is not authorized and violates the intent of this authority.
4. Known TDY locations must be named in the order.

G. Computation Examples

**NOTE:** Lodging tax is not a reimbursable expense in addition to per diem when TDY is in a foreign area.

1. **Example 1.** A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the Location A apartment while TDY in Location B and authorized/approved the \$45/day Location A apartment cost as a reimbursable expense (App G). The Location B lodging cost (\$95/day) was used for computing the traveler's per diem while TDY in that location.

<u>Per Diem Rates</u>			
<u>Location</u>	<u>Max Lodging</u>	<u>M&amp;IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
<b>Reimbursement for the Location A Apartment for 5 days</b>			
Lodging Cost	Number of Days		Total
\$45	5		\$225
<b>Per Diem for the TDY Assignment in Location B</b>			
<b><u>First Day</u></b>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE		Total
\$95	\$46		\$141 plus lodging tax ( <b>NOTE</b> )
<b><u>Second thru Fifth Day</u></b>			
(Lodging cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$95	\$46		\$141/day x 4 days = \$564 plus lodging tax ( <b>NOTE</b> )
<b><u>Return day to Location A</u></b>			
(Lodging cost + M&IE)			
Lodging	M&IE		Total
\$45	\$46		\$91

2. **Example 2.** A traveler occupied Gov't Qtrs while on a training assignment at a U.S. Installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Gov't Qtrs (daily cost \$25) while on the 3-day TDY assignment, the Qtrs might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the Gov't Qtrs while TDY in Location D and authorized/approved the cost of those Qtrs as a reimbursable expense (App G). The Location D lodging cost (\$110/day) was used to determine the traveler's per diem while TDY there.

<b>Per Diem Rates</b>			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
<b>Reimbursement for Gov't Qtrs for 3 Days</b>			
Lodging	Number of Days		Total
\$25	3		\$75
<b>Per Diem for the TDY Assignment in Location D</b>			
<b>First Day</b> (Departure day from Location C and arrival day in Location D):			
Lodging	M&IE		Total
\$110	\$46		\$156 plus lodging tax ( <b>NOTE</b> )
<b>Second and Third Day</b> (Lodging Cost + M&IE)/day x 4 days			
Lodging	M&IE		Total
\$110	\$46		\$156/day x 2 days = \$312 plus lodging tax ( <b>NOTE</b> )
<b>Day of Return to Location C</b> (Lodging Cost + M&IE)			
Lodging	M&IE		Total
\$25	\$38		\$63

**4150 LODGING OBTAINED AFTER MIDNIGHT**

A. **Lodging Required.** When the traveler is en route to a TDY location and does not arrive at the lodging site until 2400 or later, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

B. **Lodging Not Required.** If no lodging is required, the per diem rate is determined as if the traveler had been at the stopover point/TDY location at 2400 of the preceding day.

**4155 LONG TERM TDY LODGING**

A. **General.** If a traveler is TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis, if possible. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance or follow Service/Agency procedures for making lodging arrangements. See par. 4250 for reduced flat rate per diem when TDY is for more than 30 days.

B. **Computation**

1. When a traveler rents/leases lodging on a weekly, monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is authorized the lodging portion of per diem ([62 Comp. Gen. 63 \(1982\)](#)).

2. This computation presumes that the traveler acts prudently in renting by the week or month, and that the Gov't cost does not exceed the cost of renting conventional lodging at a daily rate.

3. This does not apply when a residence is purchased. See par. 4165.

C. Computation Example

<b><u>Leave Taken While TDY with Long Term Lodging</u></b>
1. A traveler is TDY at a location at which the per diem is \$75 (\$44/ \$31).
2. Lodging (apartment & utilities) is obtained on a long term basis for \$900/month.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. Traveler is paid a flat rate of \$44 per day for lodging
5. In June the traveler took leave for 10 days and is authorized per diem for only 20 days.
6. The flat rate lodging paid during June is \$880 (\$44 x 20 days). Since the \$880 is less than the actual lodging cost of \$900, but does not exceed the flat rate per diem of \$1320 (\$44 x 30 days) that would have been paid if leave had not been taken, the traveler is reimbursed \$20 as a miscellaneous reimbursable expense.

D. Contingency Operation. See par. 7050 if lodging is obtained on a daily basis and a traveler takes an authorized absence while on TDY in support of a Contingency Operation **(Uniformed Members Only)**.

E. Evacuation. See par. 7055 if a traveler takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven **(Uniformed Members Only)**.

F. Flat-Rate Per Diem for Long-Term TDY. See par. 4250.

**4160 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE LEASED OR RENTED WHILE TDY**

A. General. An apartment, house, or recreational vehicle (e.g., mobile home, camper, camping trailer, or self-propelled mobile recreational vehicle) leased or rented ICW official TDY qualifies as lodging.

B. Expenses

1. General Maintenance. Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. These expenses include (but are not limited to) fees for:

- a. Utility use and connection/disconnection (e.g., electricity, natural gas, water, fuel oil, sewer);
- b. Dumping;
- c. Showers;
- d. Cleaning/maids;
- e. Cable TV;
- f. Automobile head bolt heaters plug in (if ordinarily included in the price of a hotel/motel room in the area concerned); and
- g. Monthly telephone use. Monthly telephone use **does not include**:
  - (1) Installation charges;
  - (2) Unofficial long distance calls; and/or
  - (3) Personally owned mobile phone monthly fees when used in lieu of an installed phone. See App G for official communications.

2. Lodging Expenses. Allowable lodging expenses include:
  - a. Apartment, house, or recreational vehicle rent;
  - b. Parking space for the recreational vehicle rent;
  - c. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner); and
  - d. Exchange fees (not the annual maintenance fee) to acquire use of timeshare lodging at the TDY point. [B-254626, 17 February 1994](#).
3. Furniture Expenses
  - a. Rental
    - (1) General. Appropriate and necessary furniture rental (e.g., stove, refrigerator, chairs, tables, beds, sofa, television, vacuum cleaner) are reimbursable expenses.
    - (2) “Option to Buy” Agreements. Some furniture rental agreements include an “option to buy” clause that results in the renter owning the furniture at the contract term end. A traveler may be reimbursed for the cost of an “option to buy” rental agreement *if there is no other alternative*. If the “option to buy” plan is used, the traveler must reimburse the Gov’t the amount credited toward the purchase, if paid as part of the travel claim settlement. See [B-259520, 7 December 1995](#).
    - (3) Damage Waiver Fee. If a damage waiver fee is required as part of the rental cost, the traveler may be reimbursed for the fee as part of the furniture rental while on TDY, *if there is no other alternative*. [CBCA 1961-TRAV, 20 JULY 2010](#).
  - b. Shipment. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of furniture shipment from a previous residence, even if the shipment is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).
  - c. Purchase. A traveler who rents and occupies a residence at the TDY location *may not* be reimbursed for the cost of purchasing furniture for the unfurnished TDY lodging, even if the furniture purchase is less expensive than furniture rental. [GSBCA 16699-TRAV, 17 August 2005](#).
4. Mortgage Interest and Property Taxes. When a dwelling of any kind (including a recreational vehicle) is purchased under some form of “rent to buy” option, all associated mortgage interest and property taxes, previously claimed, *must be repaid*. [FTR §301-11.12\(b\)](#).

#### 4165 RESIDENCE PURCHASED AND USED FOR TDY LODGING

\*Reimbursement is not authorized for costs associated with a residence purchased /owned, by a traveler, when used as lodging while in a TDY status.

#### 4170 LODGING COST UNDER THE BARTER SYSTEM

- A. General. A TDY traveler, in a remote location at which there are no Gov’t Qtrs or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodging obtained in private dwellings.
- B. Reimbursement. Reimbursement may not exceed 20% of the locality per diem lodging ceiling.
- C. Receipts. As an exception to the \$75 or more receipt rule, the traveler should provide receipts for the barter goods and the traveler’s certification that the barter goods were delivered to the householder for the lodging, if required by finance regulations.

**4175 LODGING PER DIEM COMPUTATION**

- A. General. Lodging reimbursement while on TDY or at a delay point, is NTE the [locality per diem lodging](#) ceiling for the TDY or delay location.
- B. Total Day's Per Diem. The lodging cost/locality lodging ceiling, whichever is less, is added to the M&IE rate for that location to determine that day's per diem rate.
- C. Maximum Reimbursement. Reimbursement is NTE the maximum per diem rate for the TDY/stopover locality unless an AEA is authorized/approved IAW Ch 4, Part C.
- D. Lodging Not Available at the TDY Location. When lodging is not available at the TDY location, the per diem rate for lodging at another location may be authorized (par. 4130-K).

## CHAPTER 4: TDY

### PART B: PER DIEM

#### SECTION 4: LONG TERM TDY FLAT RATE PER DIEM

*Effective for travel beginning or orders amended on or after 1 November 2014*

#### 4250 LONG TERM TDY FLAT RATE PER DIEM

##### A. General

1. A reduced flat-rate per diem applies when a traveler is assigned long-term TDY (more than 30 days at one location) except as indicated in par. 4250-B.

a. Long-Term TDY for a duration of 31-180 days at a single location is authorized at a flat rate of 75% of the locality rate, payable for each full day of TDY at that location.

b. Long-term TDY for a duration of 181 days or more at a single location is authorized at a flat rate of 55% of the locality rate, payable for each full day of TDY at that location. TDY in excess of 180 days must be authorized/approved IAW par. 2230-C.

\*c. If a traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance. If the CTO is unable to arrange suitable lodging at the reduced per diem rate, the AO may authorize actual lodging, not to exceed the locality per diem rate, in accordance with par. 4130 and 4155, but the M&IE is paid at the 75% or 55% rate.

2. If a travel order/authorization is later amended and the TDY will end 31 (or 181) days or more from the amendment date, the reduced flat-rate per diem applies beginning the day after the amendment is issued.

3. The applicable percentage reduction is applied to the locality per diem rate in effect on the TDY days. If the locality rate changes during the per diem period, the flat-rate per diem is increased or decreased accordingly unless the traveler has entered into a long-term lease and the fixed-rate per diem no longer covers the cost of lodging. See par. 4250-A1c.

##### B. Exceptions and Additional Factors. The following circumstances may affect per diem reimbursement:

1. The lodging portion of flat-rate per diem does not apply when Gov't Qtrs are available or provided or when suitable commercial lodgings are provided at no cost. If the traveler is provided one or more meals, or all meals at no cost, the GMR or PMR is applicable and flat rate per diem is not applicable.

2. The lodging portion of flat rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging and is not authorized when staying with friends, relatives, or in a home owned or being purchased by the traveler, or when otherwise incurring no lodging cost. If no lodging costs are incurred, the traveler is authorized the M&IE portion of per diem at the locality rate subject to the applicable percentages (75% or 55%) IAW par. 4250-A1 and A2. See par. 4250-B1 for proper payment of M&IE if any meals are provided.

3. Long-term TDY flat-rate per diem applies to TDY at the specified location. If a traveler is sent TDY to another location, per diem computed using the 'Lodging Plus' method, for that area, applies. If the additional TDY period is considered a second long-term TDY period, then the rules in par. 4250-A1 apply to the second TDY.

4. Dual lodging is authorized when TDY to another location for less than 30 days. See par. 4145.

5. Lodging receipts are not required, but proof that lodging costs were incurred shall be required. The fixed-rate per diem may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the reduced per diem.

6. Lodging taxes may be reimbursed in CONUS and non-foreign OCONUS (App G). It is not reimbursed when actual lodging costs incurred (including taxes) are less than the lodging portion of the reduced per diem rate.

C. Retained lodging expenses during a traveler’s authorized absence may be reimbursed as a miscellaneous reimbursable expense not to exceed the lodging portion of the reduced per diem rate.

1. The traveler is authorized out of pocket expense reimbursement. See App G.
2. Reimbursable lodging expenses (App G) may not be more than what the traveler would have received if the authorized absence had not been taken.

3. Example

a. A traveler is on a long term TDY over 180 days to a location with a per diem rate of \$142 (\$91/\$51). Traveler is paid 55% per diem (IAW par. 4155) and renting an apartment (\$1,200/month).

b. The authorized per diem rate is \$78.10 (i.e., 55% of the locality rate of \$142). The lodging portion of per diem is \$50.05 (55% x \$91)

c. Because the actual amount of lodging, \$40/day (i.e., \$1,200/30 days) is less than the lodging portion of per diem, the traveler is reimbursed \$40/day for retained lodging during an authorized absence.

D. Flat Rate Per Diem for Long Term TDY – Example (without long-term lodging taxes)

A member is ordered TDY to a CONUS location for nine months. The traveler is authorized 55% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/ \$61). The flat rate per diem for each full day of TDY is \$142.45 (\$259 x 55%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (APP G and JTR, Chapter 2, Part M). The long term lodging cost is \$95/night for each full day of TDY (on a monthly/yearly lease) and the daily lodging tax is \$0.

	Lodging	M&IE	Total Per Diem	Reimbursable Expenses
Pay the arrival day (travel day) - Lodging - \$180 - M&IE - \$45.75 (\$61 x 75% = \$45.75) - Lodging tax of \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location - \$142.45/day	\$142.45 Flat Rate or		\$142.45	
	(\$198 x 55%) = \$108.90	(\$61 x 55%) = \$33.55		
Pay the departure TDY day (travel day) to the PDS - \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

E. Flat Rate Per Diem for Long Term TDY – Example (with long-term lodging taxes)

\*A member is ordered TDY to a CONUS/Non-Foreign OCONUS location for two months. The traveler is authorized 75% flat rate per diem in the TDY order. The locality per diem rate for the location is \$259 (\$198/ \$61). The flat rate per diem for each full day of TDY is \$194.25 (\$259 x 75%). On the day of arrival (travel day), the traveler stays in a hotel and pays \$180 for lodging and \$15 for lodging taxes, a reimbursable expense (APP G and JTR, Chapter 2, Part M). The long term lodging cost is \$145/night for each full day of TDY and the daily lodging tax is \$12. When the computed lodging portion of flat rate per diem plus taxes (based on the computed lodging portion of flat rate per diem) exceeds the computed lodging portion of flat rate per diem, the taxes are a reimbursable expense. The computed lodging portion of flat rate per diem is \$148.50 (\$198 x 75%). The traveler is paying \$145/night plus \$12/day for taxes, totaling \$157. \$8.50 is the reimbursable excess amount (\$157-148.50 = \$8.50).

	Lodging	M&IE	Total Per Diem	Reimbursable Expenses
Pay the arrival day (travel day) - Lodging - \$180 - M&IE - \$45.75 (\$61 x 75% = \$45.75) - Lodging tax of \$15	\$180	\$45.75	\$225.75	\$15
Pay the first full TDY day up to the day before departure from the TDY location - \$194.25/day plus \$8.50 lodging tax.	\$194.25 Flat Rate or		\$194.25	\$8.50
	\$198 x 75% = \$148.50	\$61 x 75% = \$45.75		
Pay the departure TDY day (travel day) to the PDS - \$45.75 (\$61 x 75% = \$45.75).	\$0	\$45.75	\$45.75	

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## CHAPTER 4: TDY

### PART K: TRAINING COURSE ATTENDANCE

#### CIVILIAN EMPLOYEES ONLY

##### 4955 ALLOWANCES

A. General. An employee attending a TDY training course ([5 USC §4104-4109](#)) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 4300 and 4967), or
2. Dependent and HHG transportation to and from the training location (pars. 4957 and 4959).

B. In the PDS Area

1. Authorized Reimbursement. An employee attending a TDY training course in the PDS area may be authorized the following:

- a. TDY mileage, and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees; and
- b. Common carrier transportation costs reimbursement.

2. Unauthorized Reimbursement. Per diem/AEA is not payable when an employee is authorized:

- a. Transportation reimbursement to and from the training location in par. 4955-B1a; or
- b. Common carrier transportation in par. 4955-B1b,

except as provided in par. 4920-C.

C. Conference/Training at the PDS as Training Expenses

1. Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS *may not be paid as travel and transportation allowances*.

2. Training cost:

a. Payment authority at the PDS is in:

- (1) [10 USC §2013](#); [5 USC §4109](#); [42 USC §218a](#); and
- (2) [14 USC §469](#); and

b. Must be an integral to the training ([39 Comp. Gen. 119 \(1959\)](#)); and ([B-244473, 13 January 1992](#)).

3. When training events require subsistence costs at the PDS, payment authority is made through training and/or comptroller personnel using the above legal authority.

4. *This payment is not a travel and transportation allowance and these regulations are not the authority for the payment.*

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## 4957 DEPENDENT AND HHG TRANSPORTATION

### A. General

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.
2. Per diem is not authorized for dependents:
  - a. At the employee's TDY location, or
  - b. While traveling to/from the TDY location.

### B. Allowances Authorized

1. If the estimated round trip transportation total cost for dependents (*excluding per diem*) and HHG between the PDS and the training location is less than total per diem/AEA payments the employee could receive, the AO may authorize round trip dependent and HHG transportation instead of per diem/AEA payments.
2. When round trip dependent and HHG transportation is authorized and the employee and/or dependents travel by POA, MALT reimbursement is authorized as in par. 5606.
3. Dependent and HHG round trip transportation may be changed to authorize per diem/AEA payment any time before transportation begins. *After transportation begins, the employee's allowances and Gov't obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).*

### C. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem/AEA is not a PCS to the training location and the following allowances are **not** authorized:

1. Per diem payment for dependent travel,
2. A HHT,
3. TQSE payment (see par. 5778-C5),
4. MEA, and
5. Reimbursement for real estate transactions and/or unexpired leases.

### D. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity/command that funds the training assignment.
2. The activity/command having jurisdiction over the employee is responsible for travel order issuance.

**4959 NO RETURN TO OLD PDS**

A. Dependent and HHG Transportation

1. Dependent and HHG transportation allowances are authorized in Ch 5 and Ch 7.
2. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:
  - a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and
  - b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

***NOTE: Per diem for dependents is not authorized.***

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov't expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS ([52 Comp. Gen. 834 \(1973\)](#)).

B. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5212.

C. Real Estate Transactions

- \*1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part B14 purposes.
2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee's authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.
3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
  - a. Successfully completed the training program,
  - b. Signed the service agreement required in par. 5834, and
  - c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See [B-161795, 29 June 1967](#).

#### 4961 INTERN AND/OR TRAINEE

##### A. Determining Move Type

1. When moving an intern/trainee, the DoD Component must determine if the move is primarily for training or primarily for work performance. A facility designation as a "school" or "training center" may be helpful in making this determination. However, there are assignments that are primarily for training that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.

B. Applicability. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for work performance, see par. 5522.*

#### 4963 TRANSPORTATION AND PER DIEM/AEA

A. Travel ICW Beginning/Ending of Training. Transportation and per diem/AEA while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

B. Employee Elects to Commute between the Training Location and PDS Residence. If an employee is authorized per diem/AEA but elects to commute between the training location and PDS residence, en route per diem/AEA reimbursement and daily round trip transportation is NTE the per diem/AEA allowed if the employee had remained at the training location. See par. 4440.

C. Employee Authorized to Remain Overnight at the Training Location. The employee is authorized *round trip* TDY mileage or the cost of *round trip* public conveyance transportation (from the residence to the training location) and per diem/AEA (par. 4300 and 4967) when authorized to remain overnight at the training location to comply with training assignment requirements.

#### 4965 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A. General. A contracting officer may contract for rooms and/or meals for an employee traveling on TDY.

B. Contract Limitation Exception. The limitation that contracted lodging and meals may not exceed the applicable per diem rate does not apply if direct arrangements (with the school/institution that is sponsoring the training course) include lodging and meals as part of the training cost. In this case, the total actual cost for lodging and M&IE may exceed the applicable per diem rate.

##### C. Training Cost Includes Lodging and Meals

1. If the school/other institution that is sponsoring the training includes lodging and meals as part of the training cost, the employee is only authorized the appropriate IE amount under Ch 4, Part B.
2. If lodging and meal costs are not included, per diem for an employee may not exceed the applicable amount authorized in Ch 4, Part B ([60 Comp. Gen. 181 \(1981\)](#)).

D. AEA. See Ch 4, Part C.

E. Reimbursement Limitation. Reimbursement is not authorized for any items rented for contract Qtrs that are rented with an "option to buy" ([GSBCA 15890-TRAV, 29 July 2003](#)).

#### 4967 PER DIEM FOR TRAINING ASSIGNMENT

- A. General. Per diem rates for all courses of instruction are the same as for any other TDY (see Ch 4, Part B) except as in par. 4967-D.
- B. Per Diem Rate Change. See par. 4120 for procedures to request a rate change.
- C. Arrival/Departure. Per diem for the arrival day at, and departure day from, the training location are determined using the 'Lodging Plus' method in par. 4130-B.
- D. Rates for Specific Training Courses
1. General. The per diem rates prescribed for specific training courses apply from the day following the arrival day at the training location through the day prior to the departure day. ***The per diem rate is not subject to further reduction.***
  2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during a DoD employee's attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. ***No per diem is payable for field and compound training periods.*** When an employee pays for Gov't Qtrs use, the \$12.50 is increased by the Qtrs charge, without rounding the total to the nearest dollar.
  3. The Secretary Concerned may authorize EUM for students in particular courses when readiness requires Gov't dining facility/mess use. When EUM applies, an employee receives the IE amount and the discount GMR. The AO may authorize the actual amount paid up to the PMR for commercial meals the employee is required to purchase.

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<b>5172</b>	<b>AUTHORIZED TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transportation Cost</li><li>C. Former PDS</li><li>D. Subsequent HHG Transportation</li><li>E. Example</li><li>F. SIT</li><li>G. Mobile Home Allowances</li><li>H. Unaccompanied Baggage (UB)</li><li>I. Transportation Prohibition</li><li>J. Delivery Out of Storage</li></ul>
<b>5174</b>	<b>RE-TRANSPORTATION OF THE SAME HHG</b>
<b>5176</b>	<b>TRANSPORTATION EXPENSES</b> <ul style="list-style-type: none"><li>A. Gov't-paid Expenses</li><li>B. Member-paid Expenses</li></ul>
<b>5178</b>	<b>LOSS OR DAMAGE CLAIMS</b>
<b>5180</b>	<b>MEMBER MARRIED TO DOD CIVILIAN EMPLOYEE</b>
<b>5182</b>	<b>EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG</b>
<b>5184</b>	<b>RECRUIT'S CIVILIAN CLOTHING</b>
<b>5186</b>	<b>STORAGE</b>
<b>5188</b>	<b>AUTHORIZED TRANSPORTATION LOCATIONS</b>
<b>5190</b>	<b>TRANSPORTATION OF REPLACEMENT HHG ITEMS</b>
<b>5192</b>	<b>REQUIRED MEDICAL EQUIPMENT</b>
<b>5194</b>	<b>HHG TRANSPORTATION NOT ALLOWED</b>
<b>5196</b>	<b>FUNDS ADVANCE</b>
<b>5198</b>	<b>AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Summary of PCS HHG Authorized Locations and Weight Allowance</li></ul>

**Paragraph   Title/Contents****Subsection A5b: HHG Weight**

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- 5200      PRESCRIBED WEIGHT ALLOWANCES**  
 A. Higher Weight Allowance Authorization  
 B. Authorized PCS Weight Allowances
- 5202      ADMINISTRATIVE WEIGHT LIMITATION**  
 A. General  
 B. Gov't Owned Furnishings Provided  
 C. Member Married to Employee/Member  
 D. Unaccompanied Tour Administrative Weight Limitation Policy/Request  
 E. Exceptions  
 F. Additional HHG at Member's Expense
- 5204      NET WEIGHT DETERMINATION**  
 A. General  
 B. Gov't Arranged Move  
 C. DPM Transportation  
 D. UB  
 E. When Shipment Weight Is Unobtainable  
 F. Exceptions
- 5206      EXCESS CHARGES**  
 A. Gov't Responsibility  
 B. Member Responsibility  
 C. Prescribed Weight Allowance  
 D. Erroneous Advice  
 E. Member Payment  
 F. Excess Weight Status  
 G. NTS  
 H. HHG Transportation in Excess of Authorized Weight Allowance  
 I. HHG Transportation other than between Authorized Locations  
 J. Transportation of Unauthorized Articles  
 K. HHG Transportation with Special Routing or Services Provided  
 L. Weight Additive Articles

**Subsection A5c: Transportation**

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- 5208      FACTORS AFFECTING HHG TRANSPORTATION**  
 A. Combining Weight Allowances when Member Married to Member  
 B. Improper Transportation  
 C. Items of Extraordinary Value  
 D. HHG and Mobile Home Allowances  
 E. HHG Transportation before an Order Is Issued  
 F. Time Limitation  
 G. Alcoholic Beverage Transportation  
 H. Firearm Transportation  
 I. Impact of Order Effective Date  
 J. Order Amended, Modified, Canceled, or Revoked

**Paragraph    Title/Contents**

- 5210            TRANSPORTATION METHODS**
- A.    HHG
  - B.    UB and/or PBP&E
  - C.    Gov't-procured Transportation
  - D.    Personally-procured Transportation and NTS
  - E.    Split Shipment

**Subsection A5d: Non-Temporary Storage (NTS)**

- 5212            GENERAL**
- A.    General
  - B.    Authority
  - C.    Allowable Costs
  - D.    Weight Limit
  - E.    Excess Weight
  - F.    Excess Weight Charges
  - G.    Personally-Procured NTS
- 5214            PLACE OF NTS**
- A.    General
  - B.    Return of HHG from OCONUS
  - C.    NTS Authorized while HHG Are in Transit
- 5216            NTS AS AN ALTERNATIVE TO TRANSPORTATION**
- A.    General
  - B.    Limitation
  - C.    Circumstances
  - D.    Authorized Location
- 5218            NTS OF HHG CURRENTLY IN SIT**
- 5220            WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE**
- A.    General
  - B.    Limitation
  - C.    Withdrawal Cost
- 5222            NTS INCIDENT TO OCCUPANCY OF GOV'T/GOV'T-CONTROLLED QTRS OR  
PRIVATIZED HOUSING AND INCIDENT TO VACATING LOCAL PRIVATE SECTOR  
HOUSING**
- A.    Occupancy of Gov't/Gov't-controlled Qtrs or Privatized Housing
  - B.    Moving to and from Gov't Qtrs
  - C.    Moving to and from Privatized Housing
  - D.    Moving from Gov't-controlled Qtrs
  - E.    Incident to Vacating Local Private Sector Housing
- 5224            NTS WHEN ORDERED ON PCS TO A REMOTE CONUS AREA WITH A HOUSING  
SHORTAGE**
- 5226            SUCCESSIVE NTS AUTHORIZATION PERIODS**
- 5228            ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5230</b>	<b>NTS UPON SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY, RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b> A. Separation from Service or Relief from Active Duty B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

<b>5232</b>	<b>TIME LIMITS</b> A. General B. Authority Duration C. SIT D. NTS Status Table
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<b>5234</b>	<b>NTS CONVERTED TO SIT</b>
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### **Subsection A5e: Storage In Transit (SIT)**

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<b>5236</b>	<b>GENERAL</b> A. Scope B. Limitations C. Member Financial Responsibility
<b>5238</b>	<b>SIT TIME PERIOD RESTRICTIONS</b> A. General B. Starting Date
<b>5240</b>	<b>FIRST 90 DAYS OF SIT</b> A. General B. Member's Financial Responsibility C. Order Changed
<b>5242</b>	<b>SECOND 90 DAYS OF SIT</b> A. General B. Authorization/Approval Request C. Authorized Circumstances
<b>5244</b>	<b>ADDITIONAL SIT</b> A. Member on TDY/Deployed for more than 90 Days or for an Indefinite Period while HHG are in SIT B. Circumstances beyond the Member's Control
<b>5246</b>	<b>HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT</b> A. Authorization/Approval B. Additional HHG Partial Lot Withdrawals
<b>5248</b>	<b>SHORT DISTANCE MOVES</b> A. Intra-city Move B. Inter-city Move C. Non-PCS Short Distance Move
<b>5250</b>	<b>SIT FOR HHG TRANSPORTED FROM NTS</b> A. Authorized Transportation B. Time Limitation

**Paragraph    Title/Contents**

- 5252            SIT CONVERTED TO NTS**  
 A.    General  
 B.    Authorization/Approval  
 C.    Subsequent Transportation
- 5254            NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS**  
 A.    General  
 B.    Subsequent Storage
- 5256            ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**  
 A.    Order Amended or Modified  
 B.    Order Canceled or Revoked

**Subsection A5f: Local Moves**

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- 5258            GENERAL**
- 5260            SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS**  
 A.    General  
 B.    Reassignment between Activities at the Same PDS - NOT A PCS  
 C.    PCS between PDSs Located in Proximity  
 D.    PCS between PDSs Not in Proximity to Each Other  
 E.    Separation from the Service or Retirement
- 5262            SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION**  
 A.    Application  
 B.    Weight Limit  
 C.    NTS  
 D.    Short Distance Moves  
 E.    Moving to/from Gov't Qtrs  
 F.    Moving from Gov't-controlled Qtrs  
 G.    Moving to/from Privatized Housing
- 5264            SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS**  
 A.    Member Directed by Competent Authority to Vacate Local Economy Qtrs  
 B.    Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension  
 C.    Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

**Subsection A5g: Professional Books, Papers, and Equipment (PBP&E)**

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- 5266            DEFINITION**
- 5268            AUTHORIZATION**  
 A.    General  
 B.    Weight Limit  
 C.    Additional Weight Allowance
- 5270            TRANSPORTATION**  
 A.    General  
 B.    Item No Longer Qualifies as PBP&E

**Paragraph    Title/Contents**

- 5272            DOCUMENTATION**  
 A.    General  
 B.    HHG Weight Allowance

**Subsection A5h: Consumable Goods**

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- 5274            CONSUMABLE GOODS**  
 A.    General  
 B.    Additional Information on Consumable Goods

**Subsection A5i: Early Return of Dependent(s) (ERD)**

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- 5276            HHG TRANSPORTATION ICW ERD**  
 A.    From a Foreign/Non-foreign OCONUS Area due to Official Situations  
 B.    National Interest  
 C.    From OCONUS due to Personal Situations

**Subsection A5j: HHG Transportation Under Special Circumstances**

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- 5278            GENERAL**  
 A.    Authority  
 B.    Dependent Transportation  
 C.    Travel Order  
 D.    Evacuation  
 E.    Administration
- 5280            ENTRANCE INTO THE SERVICE**  
 A.    Initial Reporting  
 B.    A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty
- 5282            CALLED/ORDERED TO ACTIVE DUTY**  
 A.    Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station  
 B.    Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station  
 C.    Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station  
 D.    Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station  
 E.    Recalled to Active Duty  
 F.    Commissioned or Appointed from the Ranks to Officer Status  
 G.    Commissioned from Service Academies
- 5284            PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT**  
 A.    PCS with TDY En Route or while on TDY  
 B.    PCS Following TDY Pending Further Assignment
- 5286            COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION**  
 A.    Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)  
 B.    Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion  
 C.    Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at

<u>Paragraph</u>	<u>Title/Contents</u>
	One Location
<b>5288</b>	<b>CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED</b> A. Authorization B. Transportation from the Designated Place and/or NTS
<b>5290</b>	<b>ORDERED TO A CONUS HOSPITAL</b> A. General B. From CONUS Duty Stations or Hospitals C. From OCONUS Duty Stations or Hospitals D. Transportation to Another Location E. Hospitalization Completion
<b>5292</b>	<b>ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION</b> A. Ordered from CONUS PDS B. Ordered from an OCONUS PDS C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized
<b>5294</b>	<b>ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE</b> A. Authorization B. Additional Storage Time
<b>5296</b>	<b>PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY</b> A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted B. Ordered from Shore Duty to Sea Duty C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS F. Ordered from Sea Duty to an OCONUS Shore Duty PDS G. Ordered from Sea Duty to Sea Duty H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance. I. Unit Home Port Officially Changed J. Unit Home Port Change Officially Announced K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action
<b>5298</b>	<b>HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS</b> A. General B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge C. Following Confinement without Discharge D. When the Member is Restored to Duty Following Appellate Leave

<u>Paragraph</u>	<u>Title/Contents</u>
<b>5300</b>	<b>ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Change Imposed before HHG Are Turned over to a TO</li><li>C. Change Imposed after HHG Are Turned over to a TO</li><li>D. Change Imposed after HHG Arrive at the Member's PDS</li><li>E. Subsequent Authority</li></ul>
<b>5302</b>	<b>HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement</li></ul>
<b>5304</b>	<b>CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY</b>
<b>5306</b>	<b>MEMBER REDUCED IN GRADE</b> <ul style="list-style-type: none"><li>A. Authorization</li><li>B. NTS</li><li>C. Former Grade</li><li>D. Origin and Destination</li></ul>
<b>5308</b>	<b>HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION</b> <ul style="list-style-type: none"><li>A. Authorization</li><li>B. Authority Limit</li></ul>
<b>5310</b>	<b>HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)</b> <ul style="list-style-type: none"><li>A. Transportation Allowance</li><li>B. Transportation Authority</li><li>C. Transportation Requests</li><li>D. HHG Destination</li><li>E. Transportation Reimbursement</li><li>F. Transportation Time Limit</li><li>G. NTS Exclusions</li></ul>
<b>5312</b>	<b>HHG TRANSPORTATION INCIDENT TO IPCOT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Tours of Duty</li></ul>
<b>5314</b>	<b>CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT</b>
<b>5316</b>	<b>HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Limitations</li><li>C. When Authorized</li><li>D. Storage</li><li>E. Missing Status Termination</li><li>F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member</li><li>G. Administrative Instructions</li></ul>

<u>Paragraph</u>	<u>Title/Contents</u>
5318	<b>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</b> A. HOS Authorized B. Transportation to HOS Not Authorized C. Storage D. Member Undergoing Hospitalization/Medical Treatment E. Member Undergoing Education/Training F. Other Deserving Cases G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home H. Recalled to Active Duty before Selecting a Home I. Recalled to Active Duty after Selecting a Home J. Member on the TDRL Who Is Discharged or Retired K. Member Dies after Retirement/Release L. Member Ordered Home to Await Disability Retirement
5320	<b>SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY</b> A. General B. Storage C. Separation or Relief from Active Duty to Continue in the Service D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty G. Time Limit H. Member Ordered Home to Await the Results of Disability Proceedings I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions J. Enlisted Member Ordered to a College K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty
5321	<b>HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY</b>

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## **Section A6: POV Transportation and Storage**

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### **Subsection A6a: CONUS POV Transportation**

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5322	<b>GENERAL</b> A. POV Transported by the Gov't B. POV Transported by Member
5324	<b>MEMBER POSSESSES MORE THAN TWO VEHICLES</b>
5326	<b>RESTRICTIONS</b> A. Unauthorized POV Transportation B. Commercial Travel at Gov't Expense C. Gov't Procured Transportation D. Mileage/MALT E. POV Storage

**Paragraph    Title/Contents**

F.    POV Left in CONUS While Member is Stationed at an OCONUS PDS

**5328            COST REIMBURSEMENT EXAMPLES**

- A.    Example 1
- B.    Example 2

**Subsection A6b: OCONUS POV Transportation****5330            GENERAL**

- A.    Scope
- B.    POV Transportation Allowances
- C.    Authorization
- D.    POV Shipment Information
- E.    PBP&E Shipment not Allowed

**5332            ELIGIBILITY****5334            NUMBER OF POV'S AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE****5336            POV SIZE LIMIT**

- A.    Vehicle Weight Limit
- B.    Excess Vehicle Weight
- C.    Excess Cost Collection
- D.    Car Ferry Transportation
- E.    Combining POV Weight Limitations when Member Married to Member

**5338            CARE AND STORAGE**

- A.    Gov't Responsibility
- B.    POV not Claimed

**5340            SHIPMENT METHODS**

- A.    Gov't/Commercial Transportation
- B.    Personally Procured Transportation

**5342            POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS****5344            TRANSPORTATION AUTHORIZED**

- A.    From Old to New PDS
- B.    To First PDS
- C.    Upon Separation/Retirement
- D.    Related Shipment/Transportation

**5346            TRANSPORTATION NOT AUTHORIZED**

- A.    POV Transportation when Transportation to the New PDS Is Not Permitted
- B.    Subsequent Transportation

**5348            RESTRICTED POV TRANSPORTATION****5350            PORTS/VPCS USED**

- A.    General
- B.    Designation of Ports
- C.    Alternate Ports/VPCs
- D.    Transshipment from a Designated Port/VPC

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5352</b>	<b>POV TRANSPORTATION TO/FROM PORTS</b> A. POV Transportation from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS B. POV Transportation between OCONUS Port/VPC and OCONUS PDS
<b>5354</b>	<b>TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP</b> A. General B. POV Delivery/Pick-up Separate from PCS Travel C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route
<b>5356</b>	<b>POV PURCHASED IN A NON-FOREIGN OCONUS AREA</b> A. Restriction B. Exception
<b>5358</b>	<b>RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE</b> A. General B. Designated Delivery Date C. Mandatory Expense Reimbursement D. Reimbursement Limitations E. Examples
<b>5360</b>	<b>REPLACEMENT POV SHIPMENT</b> A. General B. Conditions C. Limitations
<b>5362</b>	<b>POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES</b> A. Official and Personal Situations B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port C. Incident to Alert Notice D. PDS Evacuation E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death F. POV Transportation for Dependent(s) Relocating for Personal Safety
<b>5364</b>	<b>EXCESS COST COLLECTION</b>
<b>5366</b>	<b>POV TRANSPORTATION TIME LIMITATION</b> A. Incident to Separation from Service or Relief from Active Duty B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay C. Incident to PCS
<b>5368</b>	<b>TRANSPORTATION INCIDENT TO DIVORCE</b> A. POV Legally Awarded to Former Spouse B. Conditions C. End of Transportation Authority

**Paragraph    Title/Contents****5370            FACTORS AFFECTING POV TRANSPORTATION**

- A.    POV Transportation May Be Deferred
- B.    Error
- C.    Order Amended, Modified, Canceled or Revoked
- D.    Transportation before an Order Is Issued

**Subsection A6c: POV Storage****5372            CARE AND STORAGE**

- A.    Gov't Responsibility
- B.    Member Responsibility
- C.    Limitations
- D.    Additional POVs

**5374            DEFINITION****5376            GENERAL**

- A.    General
- B.    Scope

**5378            ELIGIBILITY**

- A.    General
- B.    Storage
- C.    PCS Order Effective Date

**5380            STORAGE IN LIEU OF SHIPMENT**

- A.    General
- B.    Limitations

**5382            TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**

- A.    General
- B.    Gov't-procured Transportation Available to and/or from Storage Facility
- C.    Gov't-procured Transportation Not Available to and/or from Storage Facility
- D.    Delivery/Pick-up
- E.    Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved
- F.    Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved
- G.    Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

**5384            STORAGE FACILITIES USED**

- A.    Designated Storage Facilities
- B.    Personally-procured POV Storage

**5386            FACTORS AFFECTING POV STORAGE**

- A.    Order Amended, Modified, Canceled, or Revoked
- B.    Storage before an Order is Issued
- C.    Time Limitation

**5388            RESTRICTIONS**

- A.    Vehicle Size
- B.    Combining POV Size Limitation when Member Married to Member
- C.    Other Excess Storage Costs

**Paragraph    Title/Contents**

- 5390            CONTINUED POV STORAGE**
- A.    Continued POV Storage for Active Duty Members
  - B.    Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

**5392            FUNDS ADVANCE****Subsection A6d: POV Transportation ICW Early Return of Dependent(s) (ERD)**

- 5394            POV TRANSPORTATION ICW ERD**
- A.    OCONUS Dependent Transportation Authorized
  - B.    Dependent Currently at an Appropriate Destination – an Order Is Not Issued
  - C.    Ex-Family Member Travel Incident to Divorce/Annulment
  - D.    Dependent Return to OCONUS Areas Authorized
  - E.    Authority on the Next PCS

**Section A7: Mobile Home Transportation**

- 5396            SCOPE**
- A.    General
  - B.    Mobile Home Definition
  - C.    Additional Allowances
  - D.    Limitations
  - E.    Constructed Gov't Cost
- 5398            ELIGIBILITY**
- A.    General
  - B.    Acquisition
  - C.    Mobile Home Used as Residence
  - D.    Mobile Home Condition
  - E.    Authorized Movement
- 5400            FUNDS ADVANCE**
- 5402            GEOGRAPHIC LIMITATIONS**
- A.    Origin/Destination Points
  - B.    Appropriate Port
  - C.    Border Crossing Point
  - D.    Cost Limitation
- 5404            TRANSPORTATION**
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  - B.    Member Married to Member
  - C.    Member Married to Employee
  - D.    Single Member/Concurrent Travel Performed
  - E.    Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska
  - F.    Return from a PDS neither in CONUS nor Alaska
  - G.    Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement
  - H.    Delayed/Deferred Mobile Home Transportation

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<b>5408</b>	<b>PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER</b> A. Reimbursement B. Origin/Destination within CONUS/Alaska C. Origin/Destination Is an Island within CONUS or within Alaska D. Origin/Destination Not in CONUS/Alaska E. Preparation F. RESERVED G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) H. Self-propelled Mobile Home Driven Overland I. Self-propelled Mobile Home Driven over Water (i.e., house boat) J. Mobile Home Moved by Overland Towing
<b>5410</b>	<b>GOV'T PROCURED TRANSPORTATION</b> A. Arrangements B. Gov't's Cost Obligation C. Written Agreement of Financial Responsibility D. Allowance Limitations E. Routing F. Costs Allowed G. Costs Not Allowed
<b>5412</b>	<b>TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS</b>
<b>5414</b>	<b>MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH</b> A. General B. Transportation C. Additional Moves--Member Reported as Missing for more than 1 Year D. Death of a Member E. Time Limit Extension
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<b>5418</b>	<b>MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES</b> A. General B. Reimbursable Expenses C. Non-reimbursable Expenses D. Cost Constraints E. Ownership

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	G. Mobile Home Transportation from a Prior PDS
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<b>5424</b>	<b>MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD</b>
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### **Section A8: Pet Quarantine**

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<b>5428</b>	<b>PET QUARANTINE REIMBURSEMENT</b>
<b>5430</b>	<b>GENERAL PET INFORMATION</b>
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- 5442            DLA AUTHORIZED**  
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B. Member without Dependent(s)  
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Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation  
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- 5444            DLA NOT AUTHORIZED**
- 5446            PARTIAL DLA ELIGIBILITY**  
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- 5448            DETERMINING AMOUNT PAYABLE**  
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**Paragraph Title/Contents****PART B: CIVILIAN EMPLOYEES ONLY****Section B1: General**

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<b>5502</b>	<b>ELIGIBILITY</b>
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<b>5510</b>	<b>PCS COUNSELING</b>
	A. Effective Date of Transfer
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<b>5512</b>	<b>REASSIGNMENT/TRANSFER ADVANCE NOTICE</b>
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<b>5514</b>	<b>PCS REIMBURSEMENT PROVISIONS</b>
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<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
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<b>5518</b>	<b>TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Employee Married to Employee/Member</li><li>C. Time Limits</li><li>D. Restrictions</li></ul>
<b>5520</b>	<b>TRAVEL AND TRANSPORTATION REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. Authorized PCS Allowances</li><li>B. Allowance Restrictions</li><li>C. Discretionary PCS Allowances</li></ul>
<b>5522</b>	<b>PCS MOVEMENTS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel and Transportation Allowances</li><li>C. Agreements/Service Requirements/Violation Agreements</li><li>D. Alternate Origin and/or Destination Limitation</li></ul>

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## **Section B2: Employee Travel and Transportation**

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### **Subsection B2a: General**

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<b>5524</b>	<b>TRAVEL AND TRANSPORTATION OPTIONS</b>
<b>5526</b>	<b>TRAVEL TIME</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Elapsed Time Is Less than Authorized</li><li>C. Additional Travel Time</li></ul>
<b>5528</b>	<b>REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM</b> <ul style="list-style-type: none"><li>A. Mandatory DoD Policy</li><li>B. Reimbursement</li><li>C. Per Diem</li><li>D. Transportation in Kind Plus Per Diem</li></ul>
<b>5530</b>	<b>MIXED MODE TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Mixed Modes Travel Time</li></ul>
<b>5532</b>	<b>PCS TO, FROM, OR BETWEEN OCONUS POINTS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. When only Land Travel Is Involved</li><li>C. Transoceanic Travel</li><li>D. Indirect/Circuitous Travel Reimbursement</li></ul>

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C.    Per Diem Rates for PDT
- 5536            PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**  
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B.    Overnight Stop/TDY Site  
C.    New PDS Rate
- 5538            PARTIAL TRAVEL DAYS**
- 5540            SAME DAY TRAVEL**
- 5542            PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY (See Ch 3, Part I.)**
- 5544            TRAVEL BY COMMERCIAL SHIP**
- 5546            PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**  
A.    Example 1  
B.    Example 2  
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- 5548            PER DIEM ALLOWANCE ELEMENTS**  
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- 5550            'LODGING PLUS' PER DIEM COMPUTATION METHOD**  
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B.    Per Diem Computations
- 5552            PER DIEM COMPUTATION**  
A.    General  
B.    HHT  
C.    En Route Travel to the New PDS  
D.    Separation Travel  
E.    Per Diem Computation Examples
- 5554            EFFECT OF ABSENCE ON PER DIEM PAYMENT**

**Subsection B2c: Special or Unusual Circumstances**

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- 5556            FIRST DUTY STATION TRAVEL ELIGIBILITY**  
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B.    Requirements and Allowances for a New Employee Assigned to an OCONUS PDS

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<b>5558</b>	<b>NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Coverage</li><li>C. DoD Component Responsibility</li><li>D. Procedural Requirements</li><li>E. Allowable Expenses</li><li>F. Expenses Not Allowable</li><li>G. Alternate Origin and/or Destination</li><li>H. Funds Advance</li></ul>
<b>5560</b>	<b>MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Placement before Separation</li><li>C. Placement after Separation</li><li>D. Agreement Requirement</li><li>E. Employee Transferring to the U.S. Postal Service</li><li>F. Order Issuance</li><li>G. Funding</li><li>H. Employee Separated due to Function Transfer Example</li></ul>
<b>5562</b>	<b>RETURN FROM MILITARY DUTY</b> <ul style="list-style-type: none"><li>A. Mandatory Restoration</li><li>B. Travel and Transportation Allowances</li><li>C. Real Estate Expense</li><li>D. Travel and Transportation Allowances</li><li>E. Moving Costs</li><li>F. Travel and Transportation Costs</li><li>G. Called/Ordered to Active Duty</li></ul>
<b>5564</b>	<b>SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS</b> <ul style="list-style-type: none"><li>A. Limitation</li><li>B. Funding Responsibility</li></ul>
<b>5566</b>	<b>SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY/AREA)</b> <ul style="list-style-type: none"><li>A. First Duty Station Travel</li><li>B. Authorization/Approval</li><li>C. Distance Test</li><li>D. Exceptions</li><li>E. PCS Claims Must Satisfy Conditions</li></ul>
<b>5568</b>	<b>WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Remote/Isolated Locations</li><li>C. Designating a PDS as a Remote/Isolated Location</li><li>D. Criteria for Designating a PDS as a Remote/Isolated Location</li></ul>
<b>5570</b>	<b>TDY STATION BECOMES PDS</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5572</b>	<b>SEPARATION TRAVEL FROM OCONUS DUTY</b> A. Eligible Employee B. Separation Travel and Transportation Allowances C. Separation Travel and Transportation Allowances Loss D. Limited Separation Travel and Transportation Allowances E. Employee Not Eligible F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
<b>5574</b>	<b>LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT</b> A. Applicability B. Eligibility Criteria C. Authorization/Approval D. Allowable Expenses E. Expenses Not Allowable F. Origin and Destination G. Time Limits for Beginning Travel and Transportation H. Funds Use

### **Section B3: Dependent Travel and Transportation**

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#### **Subsection B3a: General**

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<b>5576</b>	<b>SCOPE</b> A. General B. HHG Transportation C. Mobile Home Transportation D. Special Circumstances Travel and Transportation E. Transportation Mode and Routing F. Travel Authority G. Commercial Transportation Costs H. Early Return of Dependent(s) (ERD) I. Reimbursable Expenses J. Receipt Requirements K. House Hunting Trip (HHT)
<b>5578</b>	<b>ELIGIBILITY</b> A. General B. Dependent Age and Travel Eligibility
<b>5580</b>	<b>AUTHORIZATION</b> A. General B. Travel and Transportation Allowances
<b>5582</b>	<b>WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE</b> A. General B. Dependent-Related Circumstances C. Dependent Travel-Related Circumstances D. Remaining Service Requirement

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5584</b>	<b>TIME LIMITATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Transfers without a Break in Service</li><li>C. Locally Hired Employee</li><li>D. Return for Separation</li></ul>
<b>5586</b>	<b>FUNDS ADVANCE</b>
<b>5588</b>	<b>TRANSOCEANIC TRAVEL</b> <ul style="list-style-type: none"><li>A. Transportation Mode</li><li>B. Air Travel Medically Inadvisable</li><li>C. Travel by Oceangoing Car Ferry</li></ul>
<b>5590</b>	<b>EMPLOYEE TRANSFERS</b> <ul style="list-style-type: none"><li>A. To and Within CONUS</li><li>B. To and Between OCONUS</li><li>C. From OCONUS</li></ul>

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**Subsection B3b: Per Diem**

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<b>5592</b>	<b>PER DIEM FOR DEPENDENT TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Dependent(s) and Employee Travel Together</li><li>C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately</li><li>D. Spouse/Domestic Partner Travels Separately from the Employee</li><li>E. TDY Involved</li><li>F. Travel by Commercial Ship</li><li>G. Dependent Transportation Cost Limited to Gov't-Procured Air Transportation Cost</li><li>H. Exclusions</li><li>I. Per Diem Computation Example</li></ul>
<b>5594</b>	<b>PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Examples</li></ul>

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**Subsection B3c: Early Return Of Dependent(s) (ERD)**

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<b>5596</b>	<b>TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Excess Costs</li><li>C. Authority</li></ul>
<b>5598</b>	<b>REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. Limitations</li><li>B. Gov't Transportation</li><li>C. Transportation Modes</li><li>D. Receipt Requirements</li></ul>
<b>5600</b>	<b>TRAVEL AND TRANSPORTATION LIMITATIONS</b> <ul style="list-style-type: none"><li>A. Authorization</li><li>B. Reimbursement</li><li>C. Receipt Requirements</li></ul>

**Paragraph    Title/Contents**

- 5602        RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT**  
A.    General  
B.    Time Limitation

**Section B4: POC Use on Permanent Duty Travel**

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- 5604        POC USE**  
A.    Use of One or Two POCs  
B.    Use of More than Two POCs
- 5606        MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**  
A.    General  
B.    Authorized Traveler(s)  
C.    Reimbursable Expenses
- 5608        POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**  
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B.    Traveler Driven to the Transportation Terminal
- 5610        PARKING, TOLLS AND OTHER COSTS**
- 5612        TRANSOCEANIC TRAVEL BY POC**  
A.    General  
B.    Transoceanic Travel by Privately Owned Boat
- 5614        AUTOMOBILE USE**  
A.    General  
B.    MALT
- 5616        PRIVATELY OWNED AIRPLANE**  
A.    General  
B.    Nautical Miles  
C.    Mileage Rate  
D.    Travel Time  
E.    Reimbursement Computation
- 5618        PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)**  
A.    Operation Cost  
B.    Expenses
- 5620        PRIVATELY-OWNED MOTORCYCLE**  
A.    General  
B.    Travel Time  
C.    Reimbursement Computation
- 5622        PRIVATELY OWNED BOAT**
- 5624        COMPUTING POC TRAVEL REIMBURSEMENT**  
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B.    Reimbursement Computation Example for One Car  
C.    Reimbursement Computation Example for Two POCs  
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**Paragraph   Title/Contents****Section B5: HHG**

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**Subsection B5a: General**

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- 5626            GENERAL**
- 5628            ELIGIBILITY**
- 5630            AUTHORIZED TRANSPORTATION**
  - A.    General
  - B.    NTS
- 5632            RE-TRANSPORTATION OF THE SAME HHG**
- 5634            TRANSPORTATION EXPENSES**
  - A.    Gov't-paid Expenses
  - B.    Employee-paid Expenses
- 5636            LOSS OR DAMAGE CLAIMS**
- 5638            EMPLOYEE WITH AN EMPLOYEE OR UNIFORMED SERVICE MEMBER SPOUSE/DOMESTIC PARTNER**
  - A.    General
  - B.    Examples
- 5640            HHG TRANSPORTATION AND STORAGE DOCUMENTATION**
  - A.    Form and Voucher Preparation
  - B.    Documents
- 5642            SERVICES**
  - A.    General
  - B.    Cost Limitation
- 5644            TRANSPORTATION UNDER A PCS ORDER**
  - A.    HHG Shipment between CONUS PDSs
  - B.    HHG Transportation to and between OCONUS PDSs
  - C.    HHG Transportation from OCONUS to CONUS PDSs

**Subsection B5b: HHG Weight**

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- 5646            PRESCRIBED WEIGHT ALLOWANCES**
  - A.    Maximum Weight Allowance
  - B.    Baggage Allowances
  - C.    Uncrated or Van Line Shipments
  - D.    Employee Financial Responsibility
  - E.    Transportation of HHG and PBP&E
- 5648            ADMINISTRATIVE WEIGHT LIMITATION**
  - A.    Policy
  - B.    Exceptions
  - C.    Transportation from a Weight Restricted Area

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- 5650            NET WEIGHT DETERMINATION**
- A.    Crated Shipments
  - B.    Uncrated Shipments
  - C.    Containerized Shipments
  - D.    Constructed Weight
- 5652            EXCESS CHARGES**
- A.    Gov't Responsibility
  - B.    Employee Responsibility
  - C.    Prescribed Weight Allowance
  - D.    Erroneous Advice
  - E.    Employee Payment
  - F.    Excess Weight Status
  - G.    HHG Weighed Twice
  - H.    Excess Weight beyond Employee Control
  - I.    Weight Additive Articles

**Subsection B5c: Transportation**

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- 5654            FACTORS AFFECTING HHG TRANSPORTATION**
- A.    Combining Weight Allowances when Employee Married to Employee Couple
  - B.    Improper Transportation
  - C.    Items of Extraordinary Value
  - D.    Mobile Home Allowances
  - E.    HHG Transportation before an Order Is Issued
  - F.    Time Limitation
  - G.    Alcoholic Beverage Transportation
- 5656            TRANSPORTATION METHODS**
- A.    HHG
  - B.    UB
  - C.    Actual Expense
  - D.    Commuted Rate
  - E.    Split Transportation
  - F.    Employee Responsibility
  - G.    Limitations
  - H.    Cost Comparison
  - I.    Multiple Transfers

**Subsection B5d: Non-Temporary Storage (NTS)**

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- 5658            NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS**
- A.    Eligibility
  - B.    Agreement and Liability Conditions
  - C.    Authority
  - D.    Exceptions
  - E.    Time Limitation
  - F.    Storage Place
  - G.    Allowable Costs
  - H.    Documentation
  - I.    Isolated PDS Designation

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>5660</b>	<b>HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Eligibility</li><li>C. Time Limitation</li><li>D. Personnel Office and TO Responsibility for NTS Records</li><li>E. Forms and Procedures</li><li>F. Removing HHG from NTS</li></ul>
<b>5662</b>	<b>NTS OF HHG FOR A DODDS EMPLOYEE</b> <ul style="list-style-type: none"><li>A. Storage between School Years</li><li>B. NTS of HHG during DoDDS Employee Extended Leave</li></ul>
<b>5664</b>	<b>NTS CONVERTED TO SIT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Conversion Cost</li><li>C. Additional HHG Storage</li></ul>

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**Subsection B5e: Storage in Transit (SIT)**

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- C. Mobile Home Transportation. See par. Ch 5, Part A7
- 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.
- 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 A3c.
- I. Reimbursable Expenses. Reimbursement for expenses in App G is authorized when incurred incident to dependent PCS travel.
- J. Receipt Requirements. See par. 2710.

**5072 ELIGIBILITY**

- A. General
  - 1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW PCSs world-wide.
  - 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.

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies a member on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under par. 5092.

#### B. Dependent Age and Travel Eligibility

##### 1. General

- a. Except as in 5088-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS order effective date (App A).
- b. If dependency status no longer exists when travel begins, no authorization exists.

##### 2. Age Changes

- a. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS order effective date.
- b. When travel begins more than 60 days after the PCS order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60<sup>th</sup> day.
- c. The following governs the per diem amount to which a member is authorized for dependent travel authorized in par. 5094. When dependent travel:
  - (1) Begins on/before the PCS order effective date and ends after the PCS order effective date, per diem is based on the age on the PCS order effective date;
  - (2) Ends before the PCS order effective date, per diem is based on the age on the date travel ends;
  - (3) Begins 60 or fewer days after the PCS order effective date, per diem is based on the age on the date travel begins; or
  - (4) Begins more than 60 days after the PCS order effective date, per diem is based on the age on the 60<sup>th</sup> day after the PCS order effective date.

##### 3. Delayed Travel to an OCONUS Area

- a. When a member is transferred to an OCONUS area under a PCS order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. 5114) is determined under par. 5072-B2.
- b. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

##### 4. OCONUS Travel

- a. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey.
- b. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. 5072-B2 and 5072-B3.
- c. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date.
- d. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on

the date travel begins from the POD provided there is no undue delay for personal reasons.

e. A member is liable for costs associated with undue delay for personal reasons.

5. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized

a. When a member is directed to perform TDY en route by a PCS order to a PDS the dependent is authorized to travel, and dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.

6. TDY Directed ICW PCS to a Dependent Restricted Tour

a. When a member is directed to perform TDY en route by a PCS order to a dependent restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins.

b. When travel begins more than 60 days after the PCS order effective date, authorization is based on the dependent's age on the 60th day after order effective date.

## 5074 AUTHORIZATION

### A. General.

1. A member is authorized dependent PCS travel and transportation allowances (except as in par. 5076) 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. 5014-D) plus per diem (par. 5094); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5014) plus per diem (par. 5094); or

3. MALT (par. 5164) for POC travel, plus per diem (par. 5094) for the required travel days between authorized points, NTE the allowable travel time in par. 3025-C.

### C. Deferred Dependent Travel

1. If a member elects not to move a dependent when authorized, the dependent travel and transportation allowances for a still-eligible dependent are payable incident to a subsequent PCS NTE the greatest of the distances to the new PDS from the:

a. HOR/PLEAD (unless moved to the HOR/PLEAD ICW a move to 'another location' IAW par. 5090); or

b. Designated place; or

c. PDS from which the member elected not to move the dependent; or

d. Last PDS.

2. Any interim PCSs, for which a member did not claim dependent travel and transportation allowances, are ignored.

**5076 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE**

A. General. A member is not authorized dependent travel and transportation allowances when a member is:

1. A cadet or midshipman;
2. Assigned to a school/installation as a student, if the course of instruction is less than 20 weeks (except as in par. 2240-B);
3. An RC enlisted member called/ordered to IADT for less than 6 months;
4. Called/ordered to active duty for training for:
  - a. Fewer than 140 days; when the active duty for training period contemplated by an order is for fewer than 140 days. Exception: Par. 2240-B, "TDY" training of 140 or more days, but not more than 180 days, or
  - b. 140 or more days when the active duty is at more than one location, but less than 140 days (except as in par. 2240-B) at any one location; or
5. Called to active duty (for other than training) for:
  - a. 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or
  - b. More than 180 days at one location but authorized per diem IAW par. 7355-F2b(2).

B. Dependent-Related Circumstances. Dependent travel and transportation allowances are not allowed when a dependent:

1. Is a member on active duty, on the PCS order effective date (see par. 5088-H for travel and transportation allowances after the spouse is no longer on active duty);
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 (par. 5084). Transportation must not be furnished before a PCS order is issued.;
3. Is not a dependent (except as in par. 5088-B) on the PCS order effective date (App A). Authorization for allowances in pars. 5088-H (spouse separates/retires from service after the member's PCS order effective date) and 5150 (dependent's travel and transportation is incident to an IPCOT) is unaffected.;
4. Receives any other Gov't-funded travel and transportation allowances for this travel;
5. Is a member's/spouse's parent, stepparent, or person in loco parentis (except as in par. 5088-B) as defined in App A1, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
6. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957). See par. 5088-I for travel authorization when legal custody and/or control changes after the PCS order effective date.

- C. Dependent Travel-Related Circumstances. Dependent travel and transportation allowances are not authorized:
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*). For PCS travel of a student (par. 7155-F1b), the student's permanent residence when not living with the member while at school is the member's PDS, or the designated place of the member's other dependents if they are not authorized to reside with the member.
  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 member, under a contract/agreement with the U.S. Per diem is payable.
  4. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. 9000-B3 and 9000-B4; unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS (see pars. 5120-C, 5120-E, and 5122).
  5. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the:
    - a. Member voluntarily extends the term of service to permit completion of the prescribed tour, or
    - b. Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis.
  6. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
  7. To a TDY station (when a member is assigned to indeterminate TDY, or
  8. When the member is:
    - a. AWOL;
    - b. A deserter or straggler;
    - c. Dropped or dismissed;
    - d. Transferred as a prisoner to a detention facility;
    - e. Transferred to a different location to await trial by court-martial; or
    - f. In confinement, except as in par. 5150-B8, 5148-A, or 5148-B.
- D. Remaining Service Requirement. A member is not authorized dependent travel and transportation allowances to an OCONUS PDS when the:
1. Dependent is not command sponsored prior to travel commencement, or
  2. Member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless exempt under pars. 5112 and 5118.

**5078 TIME LIMITATION**

Unless otherwise prescribed in the JTR, a member's authority for dependent travel and transportation allowances to a PDS may be used any time while the order remains in effect and prior to receipt of a new PCS order to another PDS, (includes home port change announcements) as long as the dependent's travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

**5080 FUNDS ADVANCE**

- A. General. Travel and transportation allowances may be paid in advance for a dependent, IAW par. 1015-C2e.
- B. Separated from the Service/Relieved from Active Duty. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service/relieved from active duty under par. 5066-A5 may be paid a travel advance for dependent(s) transportation, IAW par. 5138-F, in an amount equal to 75% of the amount for the least costly available transportation mode.
- C. Retirees. Retirees may be advanced travel and transportation allowances for dependent travel.
- D. Other Members. Any other member authorized dependent transportation ICW separation/relief from active duty, may be advanced an amount equal to 75% of the MALT.

**5082 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, the dependent 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. 5018-C4a.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless:
  - a. The family agrees to be, or
  - b. Military necessity requires the member to travel separately.
2. Medically Inadvisable Condition
  - a. A medically inadvisable condition is not limited to physical disability.
  - b. If a member 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 member 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.

4. Member Directed to Use Gov't/Gov't Procured Transportation. Par. 5018-C4 does not apply for directing a member to use Gov't/Gov't procured transportation when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. See Ch 3, Part I and pars. 5018-C and 5094.

#### **5084 DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED**

A. General. A member, authorized dependent travel and transportation allowances, is authorized the allowances in par. 5074-A for a dependent's travel performed during the period before a PCS order is issued and after the member is advised that such an order would be issued.

B. Order to be Issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that an order is to be issued (52 Comp. Gen. 769 (1973)).

C. Travel Voucher. Any voucher must be supported by a statement, from the PCS AO/designated representative, that the member was advised IAW the requirements of par. 5084.

\*D. Exceptions. This par. does not apply to travel in Ch 5, Parts A3c and A3d; and par. 6020.

#### **5086 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**

A. General. A dependent traveling at Gov't expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents/funds needed to purchase authorized transportation have been lost or stolen.

B. Member Consent. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished.

C. Financial Obligation. The cost of the documents issued must be charged to the member IAW Service regulations.

#### **5088 FACTORS AFFECTING DEPENDENT TRAVEL**

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. 5076 who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, IAW this par.

##### 1. While on Duty at a Station to which Dependent Travel Is Authorized

a. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS.

b. Travel authorization from the dependent's location on the PCS order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part.

c. A dependent temporarily absent from the old PDS at the time an order is received is subject to par. 5088-E.

d. No travel to an OCONUS PDS may be authorized/approved under par. 5088-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

## 2. While on Duty in a Dependent Restricted Tour Area

a. If a member becomes eligible for dependent travel and transportation allowances while serving a dependent restricted tour, the member is authorized travel and transportation allowances only upon PCS to a PDS to which dependent travel and transportation is authorized.

b. Authorization is from the dependent's location on the PCS order receipt date to the new PDS or to another place authorized under this Part, NTE the authorization for travel from the place the dependent remained/ moved at personal expense, when the member was transferred to the dependent restricted tour area.

## B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense

1. A member is authorized travel and transportation allowances for the following personnel transported at Gov't expense to the member's OCONUS PDS, but who no longer qualify as a dependent, a:

a. Parent,

b. Stepparent, or

c. Person in loco parentis; and/or

d. An unmarried child who turns:

(1) 21 years old, or

(2) 23 years old, and loses student status while the member is serving OCONUS,

2. The travel and transportation allowances are from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

a. U.S. or a non-foreign OCONUS location, or,

b. The dependent's native country if the dependent is foreign-born. *See par. 5098-B9.*

3. Travel under par. 5088-B must be completed within 6 months after the member completes personal travel from the OCONUS PDS incident to a PCS.

4. If a member, entitled to basic pay, dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances IAW par. 5152-D1.

## C. Dependent Acquired on or before the PCS Order Effective Date

1. A member who acquires a dependent, on or before the PCS order effective date, is authorized dependent travel and transportation allowances from the place at which the dependent is acquired to the new PDS, NTE the travel and transportation allowances for travel from the old PDS to the new PDS.

2. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (par. 5122).

3. For Service Academy graduates, see par. 5110-B.
4. This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependent was not command sponsored at the OCONUS PDS (pars. 5076-C4 and 5076-C6). 42 Comp. Gen. 344 (1963) and B-171969, 8 February 1972.

D. Order Amended, Modified, Canceled or Revoked after Travel Begins

1. When a PCS order is:
  - a. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or
  - b. Canceled or revoked,

the dependent's travel and transportation allowances are authorized.

2. Allowances are payable for the distance:
  - a. From the place the dependent began travel to the place notification was received that the order was amended, modified, canceled or revoked, and
  - b. From that location to the new PDS or return to the old PDS,

NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

E. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received. The member is authorized dependent travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependent returns to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

F. PCS while on Leave or TDY. When a member receives a PCS order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

G. Dependent En Route to the New PDS at the Time of the Member's Death

1. When a member dies after a dependent begins travel under PCS order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS.
2. For additional allowances, see par. 5152.

H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date. A member:

1. Who performs PCS travel, and
2. Whose spouse on the PCS order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

**I. Legal Custody of Children Changes after the PCS Order Effective Date****1. Dependent travel and transportation allowances are:**

- a. Not authorized for a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957).
- b. Authorized when the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS order effective date.

2. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent, or a child's election to join a member following lapse of a court order at age 18.

**5090 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION**

A. General. This par. does not apply to travel to and/or from a DESIGNATED PLACE (App A). For this Part, the place the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

B. Authorization. A member in receipt of a PCS order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS.

C. HHG Transportation. See pars. 5172-B1 and 5206-B2b.

D. Transoceanic Travel. See pars. 5082 and 5094.

**5092 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE****A. General**

1. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates in pars. 5092-B and 5092-C, limited to the greater of:

- a. MALT for the official distance between authorized points at the rate in par. 2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. 5094 for the constructed travel time between the authorized points; or
- b. What it would have cost if Gov't procured transportation had been used for travel between authorized points, plus a per diem as in Ch 4, Part B for the time required for travel between authorized points.

2. If Gov't procured transportation is used, the Gov't procured transportation cost is subtracted from the allowances.

**B. MALT Rate****1. Dependent Travels with the Member in the Same POC**

- a. The MALT rate in par. 2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS.
- b. There is no additional MALT for the dependent travel.

2. Dependent Travels in a Separate POC

- a. The MALT rate in par. 2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS.
- b. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. 5094-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.
2. Traveling Together. Par. 5094-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

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**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)****5096 GENERAL**

- A. Scope. This par. covers situations in which dependent(s) return before the member's PCS, in the Gov't's best interest.
- B. Authorization. An order for dependent travel under this par. must cite the specific paragraph (par. 5098, 5100, or 5102) under which the travel is authorized.
- C. Official Notice of PCS
1. The dependent must begin travel under par. 5098, 5100, or 5102 before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, par. E4.5.5).
  2. Discussion/negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.
- D. Evacuation Travel. See Ch 6 for dependent evacuation travel.
- E. HHG Transportation ICW ERD. See Ch 5, Part A5i.
- F. POV Transportation ICW ERD. See Ch 5, Part A6d.
- G. Foreign National to Native Country. If approved by the Secretary concerned, return of dependents for foreign nationals may be authorized to any location within the country of the dependent's origin even when the member is stationed within the same country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

Example: Member is married to a foreign national whose country of origin is Germany. The member is assigned to Munich, Germany and the dependents' home town is Hamburg, Germany. If a circumstance under Ch 5, Part A5i occurs that causes the dependent to be returned to Hamburg, then travel and transportation allowances may be authorized, to include HHG, for the dependent(s).

**5098 OFFICIAL SITUATIONS**

- A. Incidents. When a command sponsored dependent of a member stationed in a foreign country becomes involved in an incident that:
1. Is embarrassing to the U.S.; or
  2. Is prejudicial to the command's order, morale, and discipline; or
  3. Gives rise to conditions in which the dependent's safety can no longer be ensured because of adverse public feeling in the area or because of force protection and antiterrorism considerations.

**B. Dependent Travel Authorized to a Designated Place**

1. Dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS/non-foreign OCONUS area, or, if the dependent is foreign born to a designated place in the dependent's native country.
2. While a member serves an OCONUS dependent restricted tour, the dependent who was command sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign born dependent who moved at Gov't expense to the spouse's native country (par. 5116-A4), are eligible for dependent travel and transportation allowances under par. 5098.
3. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.
4. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. 5098-A3.
5. A dependent in par. 5098-A1 and 5098-A2 may not move again at Gov't expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT.
6. If the dependent(s) returns at personal expense and is command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.
7. Dependent travel and transportation is in addition to, and has no effect on, the authority for dependent travel and transportation allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).
8. The Secretary Concerned may delegate this authority to:
  - a. The headquarters that directs the Service's dependent transportation policies/procedures for travel to a foreign born dependent's native country, or
  - b. The installation commander (O-6 or higher) or the commanding officer of the unit to which the member is assigned for  
CONUS/non-foreign OCONUS designated places.

**5100 NATIONAL INTEREST**

- A. Dependent Travel Authorized to a Designated Place. When the Secretary Concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander/designated representative may authorize travel and transportation allowances for a command sponsored dependent(s) from the OCONUS area to a designated place, or, if the dependent(s) is foreign born, to a destination in the dependent's native country.
- B. Subsequent Authority. When the determining official in par. 5100-A later determines that the national interest no longer requires the absence of a dependent(s) from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. 5074-A is authorized dependent travel and transportation allowances from the designated place/foreign OCONUS location to the current PDS to which dependent travel is authorized.

**5102 PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS****A. General**

1. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command sponsored dependent(s) may be authorized through the Secretarial Process under this par. to a designated place in the:
  - a. CONUS/non-foreign OCONUS area, or,
  - b. Dependent's native country, if the dependent is foreign born (see par. 5096-G).
2. A command sponsored dependent, of a member serving an OCONUS dependent restricted tour, is eligible for travel and transportation allowances under this par. if the dependent:
  - a. Remains at the member's old OCONUS PDS after the member's PCS, or
  - b. Is foreign born and moves at Gov't expense to the spouse's native country.
3. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under this par. when the circumstances in par. 5102-B8 apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.
4. Travel under pars. 5102-B5 and 5102-B8, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.
5. ERD may be approved, when return travel is for the reasons in pars. 5102-B2 and 5102-B5 (B-195708, 17 October, 1979).
6. Except for travel for the reasons in pars. 5102-B2 and 5102-B5, when a dependent travels without an order under circumstances described in Ch 5, Part A5i, no reimbursement for such travel is authorized even though an order is later issued under par. 5276-C4 (B-157765, 15 November, 1965).

**B. Circumstances.** The circumstances under which dependent travel and transportation allowances may be authorized under this par. are limited to the following:

1. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's wellbeing;
2. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependent(s) requires, in the opinion of the authorizing/approving authority, that the minor dependent(s) be transported to a place at which proper care may be maintained;
3. Educational facilities or housing for dependent(s) is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependent(s) began to travel to the member's OCONUS PDS is required. (B-156558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));
4. Conditions in an OCONUS theater are such that, although the evacuation of a dependent(s) is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and wellbeing. Such determinations must be made by the COCOM Commander and considering the recommendation of the Service concerned major commander in the area. (Determination authority may be delegated no lower than general/flag officer rank in the respective COCOM Commander's

headquarters.);

5. This circumstance must be evidenced by the authorizing/approving official's statement and must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978)). The best interests of a member, and/or the dependent(s), and/or the Gov't are served by the movement of one or more dependents because of:

- a. Compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature; or
- b. Other situations which have an adverse effect on the member's performance of duty.

6. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

7. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

- a. Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

- b. Such early return is in the best interest of the member, or dependent(s), and the U.S.;

8. A member is:

- a. Sentenced by a court martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

- b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

- c. Discharged OCONUS under other than honorable conditions;

- d. Returned to CONUS for discharge under other than honorable conditions;

- e. Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

- f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

- g. Serving OCONUS and is transferred to a different ship or station to await trial by court martial as a deserter or straggler;

- h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

- i. Convicted by a court martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

9. In each circumstance above, it must be shown that dependent travel is in the Gov't's best interest.

10. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move.

11. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem/situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem.
12. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained.
13. If the member's situation does not meet the criteria, the request must be denied. Early return of a dependent(s) under par. 5102-B must be employed judiciously; it is a last resort.
14. The Secretary Concerned may delegate the authority in par. 5102-B to:
  - a. The headquarters that directs the Service dependent transportation policies or procedures for travel to a foreign born dependent's native country, or
  - b. An officer (O-5 or higher or civilian employee equivalent), who is the activity commander level, support group commander, or the unit commanding officer, to which the member is assigned for travel to CONUS/non-foreign OCONUS location (DoDI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).
15. For dependent travel under par. 5102-B8, decision authority rests with the officer exercising special/general court martial jurisdiction over the member.
16. Except for travel under par. 5102-B8, a dependent must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS.
17. The AO must cite, in the dependent's travel order, the specific item above that applies. Travel and transportation allowances provided under pars. 5102-B8a through 5102-B8h may not exceed the cost from the member's last/ former OCONUS PDS or the place to which dependent was last transported at Gov't expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent's native country. Under par. 5102-B8i, such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required under this par., must support the transportation procurement documents for allowances under this par.

C. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at Gov't expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

D. Subsequent Authority. Authority for dependent travel and transportation allowances:

1. Is in addition to, and has no effect on, the authority for such allowances the member may have on the next PCS order effective date (40 Comp. Gen. 554 (1961)).
2. Under par. 5074-A, whose dependent was not returned to an OCONUS area under par. 5102-C, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under Ch 5, Part A5i to the destination authorized in the reassignment order.

## 5104 DIVORCE OR ANNULMENT

### A. General

1. A member permanently stationed OCONUS whose marriage is terminated by divorce/annulment, may be authorized travel and transportation allowances for a former family member.
2. The former family member must have been a formerly command sponsored dependent, as defined in App A,

residing with the member OCONUS as specified in this par. (53 Comp. Gen. 960 (1974)).

3. The member, who was the former sponsor, should request movement of a former family member(s). If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

B. Conditions. Movement of a former dependent(s) must be in the best interest of the:

1. U.S.,
2. Member, and
3. Former dependent(s) concerned.

C. Authorization. Movement of a former family member(s) must be specifically authorized through the Secretarial Process.

D. Points between which Transportation May Be Authorized. The official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:

1. The U.S. or in a non-foreign OCONUS location, or
2. The native country if the former dependent is foreign born.

E. Allowances

1. If transportation is not provided by the Gov't/Gov't procured means, reimbursement for personally procured commercial transportation, and POC travel is IAW par. 5074-A.
2. Per diem is payable under par. 5094.
3. The allowances authorized by this par. are payable to the member, but may be paid directly to the former spouse when the member authorizes direct payment (B-193430, 21 February 1979).

F. Time Limits

1. Travel must be completed:
  - a. Within 1 year after the final divorce decree/annulment effective date, or
  - b. 6 months after the date the member completes personal PCS travel from the OCONUS PDS,whichever occurs first (53 Comp. Gen. 960 (1974)).
2. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.
3. Six Month Time Limit
  - a. The 6 month time limit may be extended if authorized/approved for not more than 6 additional months by the commanding officer/designated representative at the duty station at/near which the dependent(s)/former dependent(s) is located.
  - b. Authorization/approval must be justified:
    - (1) On an individual case basis, and

(2) Only when the delay is not for personal preference.

c. The 6 month time limit extension may be granted for reasons such as:

(1) Hospitalization,

(2) Medical problems, and

(3) School year completion

that requires that a family member remain OCONUS past the 6 month limit (61 Comp. Gen. 62 (1981)).

d. If an extension to the 6 month time limit is authorized/approved, travel must be completed within 1 year of whichever occurs first:

(1) Final divorce decree/annulment effective date; or

(2) Date the member completes personal travel from the OCONUS PDS incident to a PCS.

G. Return of an OCONUS Dependent

1. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement change, or other legal arrangements, a former family member again becomes dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

a. Member has not received a PCS order, but otherwise would be authorized dependent travel and transportation allowances under par. 5074-A;

b. Dependent's return is for the Gov't's convenience;

c. Dependent is command sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and

d. Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. 5104-D.

2. Remarriage

a. If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at Gov't expense is not authorized.

b. If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

H. Subsequent Authority Not Affected. Travel of a former family member is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)).

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**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION d: DEPENDENT TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES****5108 GENERAL**

A. Scope. This Section covers dependent travel situations that are in:

1. Advance of the member's PCS, and
2. The Gov't's best interest.

B. Travel Order. An order authorizing dependent travel and transportation must cite the specific par. under which the travel is authorized.

**5110 CALLED/ORDERED TO ACTIVE DUTY**

A. TDY Station First Assignment. When a member is called/ordered to active duty, and is:

1. First assigned to a TDY station and then
2. Ordered on PCS,

the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR/PLEAD to the first PDS.

B. Commissioned from Service Academies

1. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authority for travel to the PDS, regardless of the point designated in the PCS order (Service academy or HOR) from which the officer's travel is directed to be performed.
2. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS order, but on or before the PCS order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:
  - a. HOR;
  - b. Service academy; or
  - c. Place at which the dependent is acquired.
3. If the dependent travels from the place acquired to the HOR or Service academy before the active duty order effective date, then the place named in par. 5110-B2a or 5110-B2b, as appropriate, applies.
4. This authority is without regard to whether TDY is directed or performed en route.

**5112 ASSIGNED TO A FOREIGN SERVICE COLLEGE**

A. General. A member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances.

B. Tour Length Restrictions. The tour length restrictions in pars. 5076-C5 and 5076-D do not apply.

**5114 ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED**

A. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in this par. if they travel.

B. Dependent Authorized Concurrent Travel with Member

1. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized dependent travel allowances when performed from the dependent's location when the member receives the PCS order to the OCONUS PDS, NTE the travel allowances from the last place transported at Gov't expense to the new PDS.

2. Gov't transportation facilities for transoceanic travel should be used when available.

C. Concurrent Dependent Travel Denied

1. Anticipated Delay to Be for 20 or More Weeks from Member's Port Reporting Month.

a. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

b. A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

2. Anticipated Delay to Be for Less Than 20 Weeks from Member's Port Reporting Month

a. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at Gov't expense to the new PDS.

b. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

D. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

1. CONUS,

2. A non-foreign OCONUS area; if:
  - a. The member was a legal resident of that area before entering on active duty;
  - b. The member's spouse was a legal resident of that area at the time of marriage;
  - c. The member was called to active duty from that area;
  - d. It is the member's HOR; or
  - e. Authorized/approved through the Secretarial Process;
3. An OCONUS location the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour.
  - a. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour.
  - b. A dependent cannot be moved again at Gov't expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT.
  - c. A member moving a dependent to a designated place under par. 5114 may move the dependent to the OCONUS PDS at personal expense.
  - d. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at Gov't expense when a subsequent PCS order is issued.

E. Reimbursement for Transoceanic Travel. Par. 5018-C4 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

**5116 ORDERED ON A DEPENDENT-RESTRICTED TOUR, TO UNUSUALLY ARDUOUS SEA DUTY, OR TO DUTY UNDER UNUSUAL CIRCUMSTANCES**

A. PCS on a Dependent-restricted Tour. When transferred by a PCS order on a dependent-restricted tour, a member may leave the dependent at the current location or move the dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

1. CONUS;
2. A non-foreign OCONUS area; if:
  - a. The member was a legal resident of that area before entering on active duty;
  - b. The member's spouse was a legal resident of that area at the time of marriage;
  - c. The member was called to active duty from that area;
  - d. It is the member's HOR; or
  - e. Authorized/approved through the Secretarial Process;
3. An OCONUS location at which the PCS order states the member is to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. 5116-B or 5116-C below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. 5116-B or 5116-C below, or the subsequent accompanied tour; or

4. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned. See par. 5296-C second item for related HHG transportation.;
  - a. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;
  - \*b. For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DoDI 1315.18, Procedures for Military Personnel Assignments. See par. 5096-G.
  - c. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member; and
  - d. A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.

B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit

1. When a member is transferred by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as in par. 5116-A.
2. A member is authorized dependent travel and transportation allowances under par. 5116 when the old home port/PDS is identical to the new home port/PDS (57 Comp. Gen. 266 (1978)).

C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member:

1. Is permanently assigned to a ship/afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified, or
2. Is transferred by a PCS order to a ship/afloat staff,

the member is authorized dependent travel and transportation allowances from the PDS to a designated place IAW par. 5116-A.

D. Subsequent Authority

1. When a member is:
  - a. Transferred from a dependent-restricted tour to an area that dependent travel is authorized;
  - b. Transferred from a specified ship, afloat staff, or afloat unit in 5116-B2 or 5116-C except when serving a dependent-restricted tour at the new PDS (see par. 5116-A) or another specified ship, afloat staff, or afloat unit (see par. 5116-B or 5116-C);
  - c. On permanent duty aboard a ship or on a staff in par. 5116-B or 5116-C when the ship/staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or
  - d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

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2. Except as in par. 5088-E, dependent travel and transportation allowances are authorized from the dependent's location:
  - a. On receipt of the PCS order in par. 5116-D1a or 5116-D1b; or
  - b. On the date of change of conditions in par. 5116-D1c or 5116-D1d, or
  - c. From the place the dependent was moved at Gov't expense under par. 5116-A or 5116-C, whichever results in the least reimbursement,

to the member's PDS.

3. Dependent travel and transportation allowances are authorized from the:
  - a. Place the dependent was moved under par. 5116, or
  - b. Home port for a ship, afloat staff, or afloat unit if the dependent is there on receipt of the PCS order in 5116-D1b,

to the new PDS.

4. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. 5116-B or 5116-C and the new PDS are identical (57 Comp. Gen. 266 (1978)).

E. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances:

1. From the old home port or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from:
  - a. The old home port to a location other than the new home port, par. 5090 applies.
  - b. A designated place to a location other than the new home port, the authority is limited to that from the designated place to the new home port.
2. From the old home port to the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from:
  - a. A location other than the old home port to the new home port, par. 5090 applies.
  - b. A location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.
3. From the old home port or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

F. Home Port Change Announcement

1. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS order to the unit at that old home port.

2. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled or revoked.
3. Provisions apply, but are not limited, to a member who has:
  - a. Delayed dependent travel or transportation to the old home port, or
  - b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.
4. Exception: A dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.
5. Authority for a member in par. 5050-H is not applicable to exception for dependents in pars. 5116-F.

#### **5118 REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED**

- A. General. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized at the new PDS, or IAW par. 5116, if the member is to serve an unaccompanied tour at the new PDS.
- B. Subsequent PCS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS the member last departed.
- C. Tour Length Restrictions. If the move is within the same theater, the tour length restrictions in pars. 5174-C5 and 5174-D do not apply.

#### **5120 CONSECUTIVE OVERSEAS TOUR (COT).**

- A. General. A member stationed OCONUS who is selected to serve a COT is authorized dependent travel and transportation allowances (see par. 5150 for IPCOT allowances) under this par.
- B. Unaccompanied to Unaccompanied Tour
  1. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the Gov't's best interest.
  2. *This authority may not be delegated.*
  3. This movement is authorized only on a PCS.
- C. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS.
- D. Accompanied to Unaccompanied Tour.
  1. General. When a member serves an unaccompanied tour par. 5114-D or 5116-A applies.
  2. Dependent Stays at Old PDS
    - a. A member may leave a command-sponsored dependent at the old PDS.
    - b. This location must be authorized/approved through the Secretarial Process.

c. Delegation may not be below the headquarters that directs dependent transportation policies/procedures for the Service concerned).

d. This location is then a designated place and the member may receive station allowances at the with-dependent rate (see par. 9205-A1).

3. Dependent Status. A dependent is no longer command-sponsored once the member departs PCS per [DoDI 1315.18, Procedures for Military Personnel Assignments](#).

E. Accompanied-to-Accompanied Tour

1. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member serves an accompanied tour at the new PDS.

2. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place.

**5122 CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT**

A. General. A member:

1. Ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS.

2. Authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, is authorized travel performed NTE the allowances from the place the dependent was last moved at Gov't expense.

3. Not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS.

B. IPCOT. See par. 5150.

**5124 TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY**

A. Travel and Transportation Authorized. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS.

B. Travel and Transportation Not Authorized. *Except for assignments involving duty under par. 5116, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).*

**5126 CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY**

A. General. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes.

B. Allowances. Dependent travel and transportation allowances are authorized from the old home port to the new home port.

C. Unusually Arduous Home Port Change Allowances. Home port change allowances involving units specified as unusually arduous are in par. 5116.

#### **5128 ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF**

For determination of dependent travel and transportation allowances, a mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned PDS location) has the same status as a ship with an assigned home port.

#### **5130 MEMBER ORDERED TO A HOSPITAL IN CONUS**

##### A. General

1. This par. does not apply to a member not authorized dependent travel and transportation allowances under par. 5076.
2. Except as provided in par. 5130-C, authority for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

##### B. From Duty Stations or Hospitals in CONUS

1. A member on active duty, who is transferred within CONUS from a PDS/TDY station to a hospital for observation and treatment, is authorized dependent travel and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. 5074-A, to the hospital.
2. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at Gov't expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

##### C. From OCONUS Duty Stations or Hospitals

1. A member at an OCONUS PDS, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS/designated place, to the first hospital the member is transferred for observation and treatment.
2. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

D. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. 5130-B and 5130-C, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. 5090).

E. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

1. When a dependent did not travel at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the last or any prior PDS or place the dependent was retained (see par. 5074-A) or from a designated place to which previously transported (see par. 5116), as applicable;
2. When a dependent traveled at Gov't expense incident to the member's hospitalization, from the place the dependent is located upon hospitalization completion, NTE the authority for travel from the hospital the

member was transferred when the dependent traveled at Gov't expense.

### 5132 CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW

#### A. General

1. A member stationed in CONUS, who is placed on involuntarily leave while awaiting completion of appellate review of a court-martial sentence to a punitive discharge/dismissal from the Service, may be provided dependent transportation.

2. Transportation is provided only if authorized/approved through the Secretarial Process. Par. 5138-F applies.

B. Member Restored to Duty. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place travel was authorized when placed on appellate leave to the member's PDS.

C. Final Separation Travel. When a dependent travels at Gov't expense to the HOR/PLEAD, or to some other place under this par., such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

### 5134 SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION

#### A. General

1. Per diem or reimbursement for meals and lodging may not be paid ICW travel in this par.

2. A dependent of a member on duty aboard a ship:

a. Being overhauled/inactivated at a place other than its home port, or

b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. 5134-D in lieu of the member's authority, to the overhaul or inactivation port, NTE the cost of Gov't-procured commercial round trip travel for the member.

3. Such dependent travel, in lieu of member's travel, may be provided on/after the 31st day, and every 60th day after the 31st day after the date the ship enters the overhaul/inactivation port or after the date the member becomes permanently assigned to the ship, whichever is later.

4. A dependent must not be provided transportation under this par. unless the member has been assigned to the ship for more than 30 consecutive days.

5. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization.

6. All travel authorized under this par. must begin before the ship departs from the overhaul/inactivation port.

7. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

B. Ship's Home Port Not Changed

1. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. 7615, in which case dependent travel under this par. is not authorized.
2. The member has the option to alternate travel, i.e., member, dependent, member, each time the authority becomes available.
3. Dependent travel under this par. may not exceed the cost of Gov't-procured round trip travel for the member.

C. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

D. Dependent Travel while the Ship Is Being Constructed

1. When the conditions in this par. are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:
  - a. Ship's designated future home port; or
  - b. Area at which the dependent is residingmay be provided transportation or an allowance for transportation for round trip travel to the construction port from one of the below.
2. The dependent above may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:
  - a. Ship's future home port; or
  - b. Area at which the dependent is residing;
3. Exception: If the member has elected personal travel under par. 7615-D, dependent transportation under this par. is not authorized.
4. A member has the option to personally travel or substitute dependent travel each time the authority becomes available.
5. Authorization for transportation accrues on/after the 31st consecutive day and every 60th day after the 31st day after the date the member becomes permanently assigned to the ship.
6. A dependent that becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip.
7. All travel under this par. must begin before the ship departs the construction port.

E. Transportation Allowances

1. A member whose dependent travel is covered by pars. 5134-A and 5134-D, is authorized one, or a combination, of the following for the authorized round trip travel:
  - a. Transportation-in-kind;
  - b. Reimbursement for the cost of personally-procured commercial transportation (*CTO/TMC use is still MANDATORY*);
  - c. The automobile mileage rate (see par. 2600) for the distance traveled by POC.
2. Gov't transportation must be used to the maximum extent practicable.
3. Reimbursement under par 5134-E1b is subject to:
  - a. Par. 5074-B2, for land travel; and
  - b. Par. 5082, for transoceanic travel.
4. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.
5. Reimbursement under par. 5134-E1b or the mileage under par. 5134-E1c must not exceed the cost of Gov't-procured commercial round trip air transportation for the member between the home port/former home port and the overhaul/inactivation port.

**5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER**A. General

1. The Services have limited discretionary authority (see pars. 5136-A3 and 5136-A4) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters ([42 USC §5121 et seq](#)) subject to approval by PDUSD (P&R).
2. This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.
3. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication. See DoDI 1315.18 at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.
4. Non-DoD Services are not subject to the DoDI but should coordinate their policies with PDUSD (P&R) for transparency among members.
5. See pars. 5050 and 5052 when the member travels on a PCS order from the old PDS via the dependent's designated place prior to reporting to the new PDS.
6. The member's PCS travel is completed on the reporting date at the new PDS.
7. See par. 10406 and Tables U10E-4 and U10E-5 for housing allowance changes when a Service defers a dependent's travel.

**B. Designation of a CONUS Area as a Non-concurrent Travel Application Area.**

1. A Service must modify/amend the PCS order to prescribe dependent travel authorization separately from the member's directed travel.
2. Upon designation of a CONUS area as a non-concurrent travel area, dependent travel to locations within the area is not authorized at Gov't expense until the authority designated by the Secretarial Process authorizes/approves the travel.
3. The member selects 'awaiting transportation' location for the dependent when par. 5136-C4, 5136-D2, or 5136-E3 applies.
4. See Ch 3, Part F, Ch 4, Part B, and Ch 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances.
5. The member's new commanding officer may authorize/approve additional travel time when appropriate per Service policy (see par. 5012-C).
6. Pars. 5050 and 5052 are not applicable when the designated place has not been declared.
7. Par. 5136-B3 example: A dependent departs the old PDS en route to the new PDS when the Service declares the new PDS a non-concurrent travel area and directs the dependent to remain at a delay location. Dependent travel and transportation allowances authorized at the 'awaiting transportation' location are:
  - a. TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or
  - b. PCS allowances from that location to a designated place and/or the new PDS at Gov't expense.

**C. Delayed Dependent Travel between CONUS PDSs****1. PCS Order**

- a. The member's PCS order must state that dependent travel to the new PDS is not authorized until authorized/approved by the authority designated by the Secretarial Process.
- b. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

2. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at Gov't expense is not authorized.

**3. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date**

- a. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at Gov't expense.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.
- c. The PCS order must be modified to reflect the authorized designated place.

4. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent performs PCS travel en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

1. Delay Travel to New CONUS PDS

- a. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.
- c. The PCS order must state that dependent travel under that order to the new CONUS PDS at Gov't expense is not authorized until authorized/approved by the authority designated by the Secretarial Process.
- d. When travel to the new PDS is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel at Gov't expense.

2. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. This subpar. applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

1. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at Gov't expense is not authorized.

2. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date

- a. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location.
- c. The PCS order must reflect the authorized designated place.

3. Travel Delayed while the Dependent Is En Route to the New PDS

- a. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status (See par. 2250-B1d).

- b. The PCS order must state that the dependent travel to the new PDS under that order is not authorized until authorized/approved by the Secretarial Process.
- c. When further travel is authorized/approved, the PCS order must be modified/amended to authorize/approve dependent travel.

F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

1. General

- a. This par. applies when dependent(s) travel to a dependent-selected location not authorized by a travel order or performs travel prior to the issuance of an amended/modified PCS order.
- b. Travel and transportation reimbursement for dependent travel is contingent on the issuance of a PCS order authorizing dependent travel to the new PDS.

2. Anticipated Delay in the U.S. or at a Non-foreign OCONUS PDS is Less Than 20 Weeks from the Member's Reporting Date. This subpar. applies to a dependent (separately or as a family) who elects to travel from the U.S. or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

3. Anticipated Delay at a Foreign OCONUS PDS for Less Than 20 Weeks from the Member's Reporting Date

- a. This par. applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

4. Anticipated Delay is 20 or More Weeks from the Member's Reporting Date

- a. This subpar. applies to a dependent (separately or as a family) who elects to travel, from the member's PDS from which the member is ordered, to a location other than the designated place.
- b. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the domicile of the member/spouse before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.
- c. Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the Gov't's travel and transportation cost directly from the last place the dependent was moved at Gov't expense to the new PDS.
- d. Pars. 5050 and 5052 are not applicable when the authorized dependent designated place is unknown.
- e. Excess travel costs involving the dependent-selected location are the member's financial responsibility.

**5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY****A. General**

1. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those in pars. 5138-B, 5138-C, 5138 D, 5138-E and 5140-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel:

- a. From the PDS/place the dependent was last transported at Gov't expense,
- b. To the place the member elects to receive travel allowances under par. 5066.

2. See par. 5206-I for excess cost information and par. 5320-A for authorized HHG transportation.

**B. Duty Station Erroneously Designated as HOR**

1. An officer who upon:

- a. Being commissioned from an enlisted grade;
- b. Being commissioned in the regular establishment while on active duty as an RC member; or
- c. Accepting a new commission in an RC without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized, upon relief from active duty dependent travel and transportation allowances to the correct HOR if the conditions in 4 and 5 below are met.:

2. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

3. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the service period during which the member obtained the commission.

**C. Separation from the Service or Relief from Active Duty to Continue in the Service.** A member who is separated from the Service or relieved from active duty to continue on active duty in the same/another status or in the same/another Uniformed Service, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

**D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service.** A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.

**E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks.** An RC member who is ordered to:

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

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less Than the Initial Prescribed Period of Service

1. This subpar. applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to.
2. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Gov't's cost of the least expensive common carrier transportation that would have been furnished.
3. This subpar. does not apply to a member who is:
  - a. Retired for physical disability or placed on the TDRL (without regard to length of service) under [Chapter 61, 10 USC](#) (see par. 5140-A1a(1));
  - b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. 51940A1a(2));
  - c. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
  - d. Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve is reduced by the Secretary concerned and is separated or released under honorable conditions;
  - e. Discharged under [10 USC §1173](#) for hardship; or
  - f. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit

1. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for authorization under this par.
2. When travel before the 181st day would impose a hardship on the separated member, a time limit extension (see par. 5000-B6) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings

1. A member, who:
  - a. Is found by a physical evaluation board unfit to perform the duties of the member's grade, and
  - b. Is not authorized to select a home under par. 5068, but
  - c. For the Gov't's convenience, is ordered to a place to await the results of the disability proceedings,

is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested.

2. Dependent travel under this subpar. must not preclude authorization for dependent travel when a disability separation order, or other order, ultimately is issued.

3. Authorization is subject to adjustment upon final disposition of physical disability proceedings NTE the authorization for the distance from the member's PDS at the time the member received an order to proceed in an awaiting-orders status to the point the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

#### **5140 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

##### A. General

##### 1. Travel to HOS Authorized

a. A member on active duty is authorized dependent's travel and transportation allowances to the member's HOS under par. 5068-A from the last PDS or place to which the dependent was last transported at Gov't expense when the member is:

- (1) Retired for physical disability or placed on the TDRL (without regard to length of service);
- (2) Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (B-160488, 14 February 1967);
- (3) Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- (4) Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

b. A member authorized travel to a HOS under par. 5068-A:

- (1) Who qualifies under par. 5068-B or 5068-C by traveling to the HOS within the time limits specified, and
- (2) Whose dependent travels to a home other than the member's HOS,

is authorized dependent travel and transportation allowances for travel performed NTE the authorization for travel from the PDS, or place to which the dependent was last transported at Gov't expense, to the member's HOS.

c. Except as in par. 5140B, travel to a HOS must begin within 1 year after the member's termination of active duty.

d. In the case of a member who has not moved the dependent at Gov't expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized.

e. A member who is authorized HOS travel under par. 5068-A, may elect dependent travel under par. 5140-A to the member's HOR/PLEAD outside the U.S. under par. 5138-A ([53 Comp. Gen. 963 \(1974\)](#); [54 id. 1042 \(1975\)](#)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. 5138-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

b. During 1-Year Period after Date of Termination of Active Duty

(1) A member authorized dependent travel and transportation allowances to a HOS under par. 5140-A1a(1) or 5140-C, who is confined in/undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period.

(2) A longer time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. Member Undergoing Education or Training

a. Authorization. A member authorized dependent travel and transportation allowances under par. 5196401a(1) who:

(1) Is undergoing education/training to qualify for acceptable civilian employment on the active service termination date; or

(2) Begins such education/training during the 1-year period after active service termination, or during the longer period authorized/approved under par. 5140-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided the conditions in subpar. b below are met.

b. Conditions. Dependent travel and transportation allowances to the HOS are authorized in subpar. a above, provided that:

(1) Travel begins within 1 year after completion of education/training, or 2 years after the active service termination date, whichever is earlier; and

(2) Transportation is authorized/approved through the Secretarial Process.

Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Other Deserving Cases

a. An extension of the 1-year time limit in par. 5140-B1 or 5140-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. 5140-B1 and 5140-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit.

b. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service.

c. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

d. If additional time is required, the member may request a further extension through the Secretarial Process.

e. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

f. The delays authorized under par. 5140-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

g. See par. 5000-B6 for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS

1. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status.

2. The time limits in pars. 5140-A and 5140-B apply from the date of last release from active duty.

3. If the member dies after the last release, par. 5140-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon release from active duty under honorable conditions to resume the same/different status, authorized dependent travel and transportation allowances to that HOS/PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired

1. A member who is:

a. On the TDRL at the time of discharge with severance pay, or

b. Retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is not authorized dependent travel and transportation allowances ICW discharge/retirement.

2. See par. 5140-A or 5140-B for authority ICW placement on the TDRL.

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member in par. 5140-A dies after claiming personal travel allowances (under par. 5068) to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at Gov't expense.
2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. 5140-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. 5068 from the place the dependent was last transported at Gov't expense.
3. Time Limitations. Time limitations are the same as in par. 5140-B.

G. Member Ordered to a Place to Await Disability Retirement

1. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await a further order ICW disability retirement, is authorized dependent travel and transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another order later is issued.
2. Authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

**5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY**A. General

1. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is:
  - a. Later changed to a dependent restricted PDS, or
  - b. Change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty,

authority for dependent travel and transportation allowances to a designated place under par. 5116-A3 is as prescribed in par. 5142.

2. In this subpar. "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

B. Restriction/Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before the dependent begins travel from the member's old PDS, the authority for dependent travel and transportation allowances is determined under par. 5116-A.

**C. Restriction or Change in Designation Imposed after a Dependent Begins Travel**

1. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. 5142-A.
2. However, the authority in such cases cannot exceed that accruing from the old PDS to the appropriate:
  - a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. 5142-A in the case of a change to a dependent restricted tour, or
  - b. Home port of the ship and from the home port to a place authorized in par. 5142-A in the case of a change in designation of the duty of a ship.

**D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location.** If the dependent is at a designated place authorized in par. 5142-A where they were located under a prior order on the date they received notification of the restriction/change in designation, no dependent travel and transportation allowances are authorized.

**E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location**

1. When the restriction/change in designation is imposed after the dependent begins travel from a designated place authorized in par. 5142-A, circuitously or otherwise, on/after the date the member first receives the PCS order, dependent travel and transportation allowances are authorized from that designated place to the place they receive notification of the restriction/change in designation and from that place to the previous or a new designated place.
2. The authority cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

**F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port.** When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

1. Designated place in CONUS;
2. Temporary OCONUS location authorized/approved through the Secretarial Process; or
3. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

**G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station**

1. When the restriction/change in designation is:
  - a. Imposed after the dependent arrives at the member's OCONUS PDS/home port, or
  - b. Not known to the dependent until arrival at/in the vicinity of that PDS,

dependent travel and transportation allowances under par. 5142 are authorized to the same locations and under the same conditions as in par. 5142-F.

2. If dependent evacuation is necessary, par. 6025 applies.

#### H. Subsequent Authority

1. A member, otherwise authorized dependent travel and transportation allowances under par. 5074-A:

- a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
- b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
- c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS/ship's home port, up to those for travel from the place they were transported under par. 5143 to the PDS/appropriate home port.

2. When the dependent is in CONUS, return transportation to the same/another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS/home port or on the date command sponsorship is granted, whichever is later.

3. If the member elects, the dependent may be retained at the place the dependent traveled under pars. 5142-A through 5142-G until further transportation is authorized.

4. A dependent may be retained at a temporary OCONUS location to which transported under pars. 5142-F and 6025 only when authorized/approved through the Secretarial Process.

5. Dependent travel when the member is not authorized travel and transportation allowances under par. 5076 is governed by par. 6025.

### **5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE**

#### A. General

1. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. 5116 ([45 Comp. Gen. 208 \(1965\)](#)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized.

3. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

#### B. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement.

1. When a dependent travels to a designated place under par. 5144-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS.

2. This also applies to return transportation to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

**5146 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION**

A. General. A member on a tour of less than the prescribed tour length at a PDS, who used dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS.

B. Limitations. Authority in this par. is limited:

1. Up to that from the old to the current PDS.
2. To the situation in which a member's tour is extended due to:
  - a. Unusual circumstances, and
  - b. The needs of the Service.
3. To the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment ([B-208861, 10 November 1982](#)).

**5148 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO A COURT MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER STATIONED IN CONUS)**

A. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS, is authorized dependent PCS travel and transportation allowances, if the member:

1. Is sentenced by a court martial to:
  - a. Confinement for more than 30 days,
  - b. Receive a dishonorable/bad conduct discharge, or
  - c. Dismissal from a Uniformed Service, or
2. Receives an administrative discharge under other than honorable conditions.

B. Authority. Dependent travel and transportation allowances (including the payment of per diem under par. 5194) are authorized by a Service-designated authority who determines:

1. The authorized destination, and
2. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

C. Travel Request. Travel may be requested by:

1. The member,
2. The member's spouse, or
3. Another dependent (if the member has no spouse, or the spouse is not available).

D. Travel Destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent's native country. See 5096-G, Note.

E. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

1. Member, or
2. Dependent/ex-spouse, when the member authorizes payment to either of them (B-193430, 21 February 1979).

F. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. 5000-B6), dependent travel must start within 180 days from the date:

1. The court martial is completed, or
2. Of administrative discharge.

### **5150 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT**

#### A. General

1. This par. covers authorized dependent travel and transportation allowances for a member stationed OCONUS who is selected to serve an IPCOT.
2. An IPCOT is not an extension; it is another full tour.

#### B. Unaccompanied to Accompanied Tour

1. Dependent travel and transportation at Gov't expense from a designated place to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served.
2. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

C. Accompanied to Unaccompanied Tour. The provisions of par. 5114-D apply.

#### D. Accompanied to Accompanied Tour

1. A member who acquires a dependent after the PCS order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS the IPCOT is to be served if the dependent is command sponsored prior to travel to the current PDS the IPCOT is to be served.
2. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

### **5152 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This par. applies to a dependent (without regard to command sponsorship ([B-158661](#), [22 December 1966](#))) whose sponsor is on active duty and who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status ([37 USC §484](#)), or who dies while entitled to basic pay ([37 USC §476\(f\)](#)).

B. Definitions

1. Dependent. See App A1. When a member, entitled to basic pay, dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Gov't expense to that member's PDS, incident to the member's assignment, and became age 21 while the member was serving at that PDS (see par. 5088-B).
2. Transportation. "Transportation," as in this par., includes transportation in kind or reimbursement under par. 5074-B2, and/or MALT under par. 5154-A.

C. Limitations

1. Destination. Travel at Gov't expense may not be authorized/approved under this subpar. unless a reasonable relationship exists between the dependent's circumstances and the requested destination, as determined by the Service Concerned.
2. Dependent Travel when Member Officially Reported as Injured, Ill, or Absent for More than 29 Days in a Missing Status ([37 USC §484](#))
  - a. General. Authority ends for dependent travel and transportation allowances if the dependent does not begin travel to the final home within 1 year after the date of the official status report.
  - b. Exception. Travel at a later date may:
    - (1) Be authorized/approved through the Secretarial Process IAW [37 USC §484](#).
    - (2) *Not* be authorized/approved for escort travel for the dependent in par. 5152-F.
  - c. Delayed Travel. Gov't funded travel and transportation allowances are not authorized when travel is delayed and is not performed until after receipt of official notice that the member has returned to an active status.
  - d. Per Diem. *Per diem is not payable ICW dependent transportation authorized in this subpar.*
3. Dependent Travel and Transportation when Member Officially Reported as Dead ([37 USC §476](#))
  - a. Death Occurs On/After 6 January 2006. If a member on active duty dies on/after 6 January 2006, the dependent has 3 years, beginning on the member's date of death to choose a HOS. **Example:** Member died on 10 January 2006. Family had until 9 January 2009 (3 years) to make a HOS.
  - b. Per Diem. Per diem (see par. 5094) is authorized for a dependent authorized transportation in this par., ICW the death of a member entitled to basic pay ([37 USC §476\(f\)](#)).

D. When Authorized1. General

- a. A dependent may be furnished transportation to a member's HOR or to another location as authorized/approved by the official designated by the Secretarial Process when the dependent receives official notice that the member is:
  - (1) Dead; or
  - (2) Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

(3) Absent for a period of more than 29 days in a missing status.

b. When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. 5152-C2) to reside pending a decision by the dependent as to what location to exercise the authority to a final move at Gov't expense. That final move must be exercised within the time limit in par. 5152-C3.

2. Additional Moves

a. Status Change. A dependent moved under this par. may again be moved under this par. when official notice is received that the member's status has changed from one to another of those listed in par. 5152-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under this par. may be moved again under this par. when the member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authority for dependent travel and transportation allowances under par. 5074 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations/instructions necessary for the judicious administration of the authority in this par.

F. Dependent Escort Travel (10 USC §1036)

1. See Ch 7, Part D, for escort travel accompanying an eligible dependent under this par., when it is determined by the AO/Commanding Officer that:

a. Dependent travel is necessary; and

b. The dependent is incapable of traveling alone because of age, mental or physical incapacity, or other extraordinary circumstances IAW Service regulations.

2. Roundtrip travel and transportation allowances may be paid to any person for travel performed, or to be performed, under a competent order as an escort for the member's dependent, if the travel is performed not later than one year after the member:

a. Dies,

b. Is missing, or

c. Otherwise unable to accompany the dependents.

3. *Travel and transportation allowances extension beyond the stated time limit is not authorized regardless of the circumstances.*

4. Travel and transportation allowances may be paid in advance IAW Service regulations.

**\*5153 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY****\*A. General**

\*1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this par. if the Service designated official determines that:

\*a. The member has committed a dependent abuse offense against a member's dependent;

\*b. A safety plan and counseling have been provided to the dependent;

\*c. The dependent's safety is at risk; and

\*d. Dependent relocation is advisable.

\*2. Dependent(s) relocation must be in the best interest of the:

\*a. Member/member's dependent(s), and

\*b. U.S. Gov't.

**\*B. Definitions**

\*1. Dependent Child. For this par., the following is a member's dependent:

\*a. Dependent/acquired dependent as defined in App A; and

\*b. A member's unmarried child who was transported to the member's PDS at Gov't expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.

\*2. Dependent Abuse Offense. A dependent abuse offense is conducted by a member (as defined in [10 USC §1059\(c\)](#)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

\*C. Restriction. HHG/POV transportation may be authorized only if the member's written agreement, or an order of a court of competent jurisdiction, gives HHG/POV possession to the member's spouse/dependent.

**\*D. Authority**

\*1. When a PCS order has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent(s), baggage, and HHG; transportation may be authorized for the member's dependent(s), baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent(s) is a foreign national to the dependent's native country.

\*2. Transportation in kind, transportation reimbursement, or 'MALT Plus', is authorized for the dependent(s).

\*3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the member's dependent's personal use.

\*4. Transportation of HHG in NTS to the designated relocation site may be authorized.

\*E. Reimbursement. IAW [37 USC §476\(h\)\(4\)\(A\)](#), all monetary payments, *except DLA*, are paid directly to the dependent instead of to the member.

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## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART A: **UNIFORMED MEMBERS ONLY**

#### SECTION 5: HHG

##### SUBSECTION a: GENERAL

###### 5168 GENERAL

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

###### 5170 ELIGIBILITY

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

###### 5172 AUTHORIZED TRANSPORTATION

A. General. Subject to this par. , a member ordered on a PCS is authorized HHG transportation (par. 5172-J); dependent transportation (par. 5074); and mobile home transportation (par. Ch 5, Part A7).

###### B. Transportation Cost

1. The Gov't's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. 5200) in one lot between authorized places at the Gov't 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS.
2. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).
3. HHG authorized locations are in par.:
  - a. 5198 for PCS, and
  - b. 4575, for TDY.

C. Former PDS. A "former PDS" in par. 5172 includes an individual's HOR.

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

1. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and
2. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

###### E. Example

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

3. The member may ship NTE 8,000 lbs. at Gov't expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. 5206.

F. SIT. HHG transportation includes SIT unless specifically prohibited (par. 5236).

G. Mobile Home Allowances. Mobile home allowances are IAW par. 5208-D and Ch 5, Part F.

H. Unaccompanied Baggage (UB)

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

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

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

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

2. UB is part of the administrative HHG weight limitation as reflected in App W. PBP&E and authorized medical equipment are not counted against the UB or HHG administrative weight allowances.

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

4. UB transportation by an expedited mode is limited IAW par. 5210-B.

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

J. Delivery Out of Storage. Delivery out of storage is authorized at Gov't expense, regardless of time in storage as long as the member's order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

#### **5174 RE-TRANSPORTATION OF THE SAME HHG**

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

#### **5176 TRANSPORTATION EXPENSES**

A. Gov't-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable (par. 5240).

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

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (App A -- Household Goods);
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5210-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5208-C;
5. Special services requested by the member (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov't due to the member/member's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. The relocating member is financially responsible for reimbursing the Gov't for all HHG-related costs incurred for excess weight if the shipment is overweight.

#### **5178 LOSS OR DAMAGE CLAIMS**

HHG loss or damage claims are submitted IAW Service regulations.

#### **5180 MEMBER MARRIED TO DOD CIVILIAN EMPLOYEE**

\*See par. 5648-A for HHG transportation for a DoD civilian employee married to a member when both are authorized HHG shipments to the same new PDS.

#### **5182 EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG**

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

#### **5184 RECRUIT'S CIVILIAN CLOTHING**

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

#### **5186 STORAGE**

SIT is part of HHG transportation (par. 5236). NTS may be authorized/approved as an alternative to HHG transportation of any/all of a member's HHG.

#### **5188 AUTHORIZED TRANSPORTATION LOCATIONS**

Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
  - a. From Qtrs to packing/crating facility and/or to place of storage;
  - b. From packing/crating facility to Qtrs, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

- c. From packing/crating facility to place of storage;
  - d. To carrier's station from Qtrs, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
    - a. Incoming carrier's station to place of storage;
    - b. Place of storage to outgoing carrier's station;
    - c. Incoming carrier's station to outgoing carrier's station.
  3. Destination from:
    - a. Carrier's station to Qtrs and/or place of storage;
    - b. Place of storage to Qtrs.

#### **5190 TRANSPORTATION OF REPLACEMENT HHG ITEMS**

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

#### **5192 REQUIRED MEDICAL EQUIPMENT**

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

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

#### **5194 HHG TRANSPORTATION NOT ALLOWED**

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (par. 5282-B);
2. On leave;
3. Who is AWOL; a deserter/straggler; dropped/dismissed; transferred as a prisoner to a place of detention; or in confinement, except as in pars. 5298-A, 5298-B (par. 5102-B8), and U310;
4. Serving in CONUS, who has no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. 5298-A, 5298-B (par. 5102-B8), and 5310);

5. Under an order to a course of instruction of less than 20 weeks (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (par. 5282-B);
7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. 5296-K, and when assigned to Foreign Service Schools under par. 5286-A (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS); and/or
8. Transferred between PDSs in proximity to, or activities at, the same PDS, except as in par. 5260-B ([57 Comp. Gen. 266 \(1978\)](#)).

#### 5196 FUNDS ADVANCE

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

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. 5210D4.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. 5210-D5a.
3. 60% of the monetary allowance under par. 5210-D5b.

#### 5198 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

##### A. General

1. A member may transport HHG between any locations.
2. The Gov't's expense *is limited to* that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in a lesser cost to the Gov't.
3. This also applies to a member on a PCS order from an administratively weight restricted area. See par. 5206-II.

##### 4. Examples

a. Example 1. A member has a PCS order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments exceeds the member's authorized PCS weight allowance, par. 5206.

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

c. Example 3. Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of

the member's maximum PCS HHG weight allowance (less the weight of any UB/HHG moved between PDSs) from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) exceeds the member's authorized PCS *weight* allowance, par. 5206.

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

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
1. Entrance in the Service – Initial Reporting See par. 5280-A.	9, 14, 16, 10
2. Member reenters the service within 1 year of discharge/release from active duty under honorable conditions. See par. 5280-B.	From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
3. Called/ordered to active duty for 140 or more days at one duty station (other than for reasons listed under par. 5280-B). See par. 5282-A.	9, 10, 14, 16, 17
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS. See par. 5282-E.	5, 9, 12, 14 (“if recalled after selecting a HOS”), 19
5. Commissioned/appointed from an enlisted grade to become an officer. See par. 5282--F.	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 10, 23,
6. Commissioned from a service academy. See par. 5282-G.	9, 10 (“to first PDS” - reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route. See par. 5284-A.	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location. See par. 5286.	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location. See par. 5286.	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area where HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks. See par. 5288.	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS. See par. 5288.	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital. See pars. 5290-B and 5290-D.	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital. See pars. 5290-C and 5290-D.	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve). See par. 5290-E.	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await order, detail, assignment, or separation. See par. 5292-A.	5, 9, 18 (“upon receipt of order”), 23
16. Ordered to CONUS from an OCONUS PDS to await order, detail, assignment, or separation. See par. 5292-B.	5, 9, 18 (“to ordered place”), 23 (reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized. See par. 5292-C.	5, 6, 9, 13, 18 (reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
18. Ordered on PCS to a PDS in the storage vicinity. See pars. 5294.	From/to 5, 9
19. Ordered to an OCONUS PDS where HHG transportation is permitted. See par. 5296-A1.	5, 9, 18 and 20 (reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS where HHG transportation is authorized within 20 weeks of member's port-reporting month. See par. 5296-A2.	5 ("for duration of OCONUS assignment" and "HHG for OCONUS PDS may be placed in NTS until transported"), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS where HHG transportation is not authorized until 20 or more weeks after member's port-reporting month. See par. 5296-A3.	5 ("until transported to OCONUS PDS or for duration of OCONUS assignment"), 9, 20, 25, 28 ("if qualified"), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty). See par. 5296-B.	5, 9, 18 ("to the unit's home port; or the ship, afloat staff, afloat unit or home port for UB") ("When the home port is OCONUS, par. 5296-A1, 5296-A2, or 5296-A3; or par. 5296-D also applies")
23. Ordered from a CONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. 5296-C)	5, 9, 20 ("or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location where dependent transportation has been authorized"), 23 ("to OCONUS PDS in an amount authorized and later from OCONUS PDS to member's new PDS")
24. Ordered from an OCONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances. See par. 5296-D.	From/to 5, 9, 18, 20, 21 ("or place of storage"), 23 ("to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized"), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS. See par. 5296-E.	9, 18, 19 ("except for limitations noted under pars. 5296-C and 5296-D, member is authorized HHG transportation from the designated place, location, or NTS where HHG were transported under pars. 5296-A 5296-B, 5296-C, and 5296-D, or 5296-H"), 23
26. Ordered from sea duty to OCONUS shore duty PDS. See par. 5296-F.	(Pars. 5296-D and 5296-E for limitations to the following) 5 ("but not NTS to NTS"), 9, 18 ("to new or specified location"), 19 ("from prior specified location or place of storage"; "authorized without cost limitation to new OCONUS PDS")
27. Ordered from sea duty to sea duty – home ports identical. See par. 5296-G1.	HHG transportation is not authorized except for cases under pars. 5296-D and 5296-E.
28. Ordered from sea duty to sea duty – home ports not identical. See par. 5296-G2.	5, 9 ("except where restricted –pars. 5296-D and 5296-E"), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port. See par. 5296-H.	"only UB transportation to/from deployed ship without regard to distance"
30. Unit home port officially changed. See par. 5296-I.	If not arduous sea duty, same as par. 5296-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Unit home port change officially announced. See par. 5296-J.	5, 9 ("regardless of time left in tour"), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov't Qtrs or privatized housing; (3) vacating local economy Qtrs; (4) involuntary tour extension. See pars. 5260, 5242, and 5264.	9 ("weight allowance does not apply")
33. Separation from the service or relief from active duty except for discharge with severance/separation pay. See pars. 5320-A and 5320-B.	5 ("or authorized place of storage"), 6 ("very limited"), 9, 18, 21, 30

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
34. Separation/relief from active duty to continue in the service. See par. 5320-C.	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation/relief from active duty upon expiration of enlistment/prescribed term of service. See par. 5320-D.	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon separation/relief from active duty. See pars. 5320-F and 5320-G.	5, 6, 9 ("Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. 5066")
37. Member ordered home to await the results of disability proceedings. See par. 5320-H.	9 (to the "home or specific location to await results. Then to the final separation point, less the cost to waiting point")
38. Member serving in CONUS who has no dependent and is separated from the service under other than honorable conditions. See par. 5320-I.	HHG transportation & NTS not authorized
39. Enlisted member ordered to a college. See par. 5320-J.	From/to 5 ("or from authorized place of storage"), 6, 9, 11, 15 ("and/or college also"), 18, 21, 30
40. Recalled to active duty after separation from the service/relief from active duty. See par. 5320-K.	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, pars. 5320-A and 5320-B for authorized places.
41. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS authorized. See par. 5318-A.	To/from 5, 6 ("limited"), 9, 13, 18, 21, 26
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS NOT authorized. See par. 5318-B.	5 ("or from authorized place of storage"), 6, (limited) 9, 11, 15, 18, 21, 30
43. Member required to vacate Gov't/Gov't-controlled Qtrs/privatized housing before selecting a home. See par. 5318-G.	9 ("not limited on short move") ("move from temporary to selected home is within the PCS weight limit")
44. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions. See par. 5318-H.	5, 9, 13
45. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions. See par. 5318-I.	9, 13 ("previous HOS") or 15 ("whichever member chooses – HOS or PLEAD")
46. A member on the TDRL discharged or retired. See par. 5318-J.	5, 6, 9 and 13 if still authorized from originally being put on TDRL
47. Member dies after retirement or release, after selecting a home but before HHG transportation. See par. 5318-K1.	9, 13 ("or place selected by dependents NTE member's maximum PCS HHG weight allowance in one lot to HOS")
48. Member dies after retirement or release, before selecting a home. See par. 5318-K2.	9, 13 ("NTE dependents' choice")
49. Member ordered home to await disability retirement. See par. 5318-L.	9 ("to the home or specific location; may re-transport to retirement location NTE PDS to HOS" less the cost to waiting point)
50. HHG transportation under unusual/emergency circumstances. See par. 5278.	9 ("contingent on dependent transportation" in par. Ch 5, Part A3d)
51. Member serving in CONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5310.	9 ("directly related to dependent transportation" in par. 5148), 31
52. Member serving OCONUS who has no dependents and is separated from the service under other than	9, 11, 15

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
honorable conditions. See par. 5298-B.	
53. Member serving OCONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5298-B.	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
54. Early Return of Dependents from a foreign area -- due to official situations in par. 5146. See par. 5276-A1.	To/from 5, 9 (“within authorized allowance or admin wt. limit”), 22, 31
55. Dependents Return to Member’s OCONUS PDS when authorized due to official situations under par. 5146-A3. See par. 5276-A2.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported
56. Early Return of Dependents from an OCONUS PDS due to national interest. See pars. 5100 and 5276-B.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
57. Dependents Return to Member’s OCONUS PDS when national interest reasons no longer exist. See pars. 5100 and 5276-B.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported”
58. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. 5102 and 5102. See par. 5276-C1.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
59. Dependents do not travel to OCONUS PDS. See par. 5276-C2.	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
60. Death of Dependents in OCONUS Areas. See par. 5276-C3.	5 (“up to prescribed weight limit”)
61. Dependent Return Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements. See par. 5276-C6a. Member Serves an IPCOT. See par. 5276-C6b.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported under either par. 5276-C6a or 5276-C6b”
62. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. Order authorizing dependent transportation under pars. 5102-B8a through 5102-B8h. See par. 5276-C8.	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
63. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with/without Discharge. Order authorizing dependent transportation under par. 5102-B8i. See par. 5276-C8.	“HHG transportation may not be authorized for a distance greater than from the member’s last/former OCONUS PDS to the HOR/PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)
64. Authorization following confinement without discharge. See par. 5276-C9.	If transported under par. 5276-C8: 23 (“NTE from HOR/PLEAD to the new PDS”) If not transported under par. 5276-C8: From 19 (“to the new PDS based on the grade held on the PCS order effective date to the new PDS”)

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
4	From Last TDY to New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance.” Par. 4515)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at Gov’t Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	Not Used
25	To CONUS Designated Place
26	From CONUS Designated Place
27	Any Place to Which HHG were Transported at Gov’t Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: UNIFORMED MEMBERS ONLY****SECTION 5: HHG****SUBSECTION b: HHG WEIGHT***Effective for an order issued on/after 1 October 2007***5200 PRESCRIBED WEIGHT ALLOWANCES****A. Higher Weight Allowance Authorization**

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

**B. Authorized PCS Weight Allowances.** Except as provided in pars. 5202 and 5208-A, authorized PCS weight allowances are:

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

**NOTES:**

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

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

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

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

3. A Uniformed Services member appointed from an:

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

is authorized the grade's weight allowance:

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

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

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

whichever is greater.

4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

- a. 17,000 lbs. with dependents or,
- b. 14,000 lbs. without dependents,

for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.

**5202 ADMINISTRATIVE WEIGHT LIMITATION****A. General**

1. **Factors.** Establishing an administrative weight allowance is ordinarily based on the following factors:
  - a. HHG are supplied at the PDS, or
  - b. There is extremely limited space for HHG in Gov't Qtrs/private sector housing, and
  - c. There is limited storage for excess HHG.
2. **Item Allowances**
  - a. Item allowances (within the weight allowances table in this Part), are Service-established for specific locations using par. 5202-A5 weight allowances.
  - b. Uniformity of allowances among the members of all Services (by grade and dependency status) is paramount. Services must coordinate.
3. **Administrative Weight Locations.** Specified administrative weight limitation locations are subject to implementation in Service regulations.
4. **HHG Transportation/NTS.** An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.
5. **Administrative Weight Allowance Restrictions Not Applicable.** Par. 5202-E is usable when established administrative weight allowance restrictions do not apply to a member or location for a particular PCS move.

**B. Gov't-Owned Furnishings Provided.** On a PCS to/from an OCONUS PDS designated as an administratively weight limited location in App W because Gov't-owned furnishings are provided for Qtrs, a member is limited to HHG transportation to the PDS of the amount listed in App W, inclusive of the amount transported as UB IAW par. 5172-H.

**C. Member Married to Employee/Member**

1. In all PCS situations, each member is individually authorized UB transportation, PBP&E, and required medical equipment (par. 5192).
2. If both spouses are members or one is an employee and one is a member, the following situations apply if one or both of them is ordered to a location with an administrative weight allowance reflected in App W:
  - a. **Both Members Currently Assigned to the Same PDS or Nearby PDSs, and New Orders are to the Same PDS or nearby PDSs.** When both members are currently assigned to the same PDS or nearby PDSs in the same area at which they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs at which they will jointly occupy a residence, they are limited to one administrative weight allowance based on the higher ranking member's weight allowance.
  - b. **Both Members Currently Assigned to the Same PDS or Nearby PDSs, but New Orders are to Different PDSs.** When both members are currently assigned to the same PDS or nearby PDSs at which they jointly occupy a residence, but new orders are to different PDSs at which they will occupy separate residences, each member is individually authorized an administrative weight allowance.
  - c. **Members Currently Assigned to Different PDSs, but New Orders are to the Same or nearby PDSs.** When both members are currently assigned to different PDSs and occupy separate residences, but the new

orders are to the same or nearby PDSs at which they will jointly occupy a residence, each member is individually authorized an administrative weight allowance.

d. Member Married To Employee. If one spouse is a member and the other a Gov't civilian employee, the member's administrative weight allowance is based on the higher PCS HHG weight allowance. See par. 5648-A for the Gov't civilian employee spouse.

D. Unaccompanied Tour Administrative Weight Limitation Policy/Request

1. Requests for unaccompanied tour location-based (no Service-based) administrative weight limitations should be:
  - a. Coordinated locally,
  - b. Sent to the Secretarial Process authority of the requesting Service for consideration/coordination (IAW Service procedures), and
  - c. Sent for final review/determination by PDTATAC MAP/CAP.
2. See App W for the list of locations authorized to have administratively reduced weight limits.
3. Each request must specify the:
  - a. Location,
  - b. Proposed administrative weight standard (e.g., 10% or 1,000 pounds), reason(s) for the HHG weight allowance reduction,
  - c. Effective period for the decreased weight allowance, and
  - d. Service(s) affected by the request (required).
4. If there are multiple Services at a location, all services are equally affected. NTS authority applies for HHG that may not be transported.
5. Locations with administratively reduced HHG weight allowances not reflected in App W are invalid.

E. Exceptions

1. General. Administrative weight limitations do not apply to:
  - a. Shipments from non-foreign OCONUS areas to any location there is no administrative weight limitation;
  - b. A member with a weight allowance of less than 2,500 lbs.; or
  - c. A member on duty as a U.S. Defense Attaché.
2. Gov't Furnishings Unavailable. When a Gov't furnishings item, ordinarily provided at a new PDS, is unavailable, the administrative weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase.

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

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

b. The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. 5200.

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

**5204 NET WEIGHT DETERMINATION**A. General

1. The weight allowances are the actual weights of unpacked and uncrated HHG.
2. The weight allowances do not include accompanied baggage transported free of charge or as excess accompanied baggage.
3. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded.
4. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. 5204-B, 5204-C, or 5204-D.

B. Gov't Arranged Move

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

C. DPM Transportation1. Standard Overseas Shipping Boxes. When:

a. HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Gov't owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20% from the difference between the loaded container gross weight and the empty container stenciled weight.

b. Only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50%.

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

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

E. When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. 5204-B, 5204-C, or 5204-D, the weight is 7 lbs. per cubic foot for all shipments.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. 5204-B and 5204-C, the appropriate official may deviate from these allowances.

**5206 EXCESS CHARGES**A. Gov't Responsibility

1. The Gov't may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's weight allowance and collect reimbursement from the member.
2. A Service must be repaid for the cost of transporting a member's HHG in excess of the prescribed weight allowance, unless an increased weight allowance (NTE 18,000 lbs.) has been specifically authorized.
3. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize a higher weight allowance (NTE 18,000 lbs.) for a member below pay grade O-6, but only on a case-by-case basis.
4. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessories, and any other costs that the Gov't paid to move the HHG.

B. Member Responsibility

1. General. The member is still financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the member and/or the AO providing transportation funds were not notified by the TO of the weight status ([CBCA 2076-RELO, 5 October 2010](#)).
2. Transportation. The member is financially responsible for all transportation costs as a result of:
  - a. Exceeding the authorized weight allowance;
  - b. Transportation between other than authorized locations;
  - c. Transportation of articles that are not HHG (See App A1 for HHG);

- d. Transportation in more than one lot (other than a UB shipment authorized under par. 5210-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5208-C);
- e. Member-requested special services, i.e., increased valuation liability cost; and
- f. Transportation related costs that are Gov't-incurred due to the member's/member's agent's negligence (i.e., attempted pickup and/or delivery charges). See [DoD 4500.9-R \(DTR, Part IV\), Chapter 401](#).
- C. Prescribed Weight Allowance. See par. 5200 for prescribed weight allowances.
- 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. Member Payment. Payment from the member for excess charges is IAW finance regulations.
- 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 should notify the member and the AO providing transportation funds.
- G. NTS
1. The Gov't's maximum obligation for NTS is the storage cost of the difference between the member's prescribed weight allowance and the HHG weight transported incident to the same PCS order.
  2. If the HHG weight in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Gov't may pay the costs associated with the excess weight storage if requested to do so by the member.
  3. Excess weight storage costs are the member's financial responsibility (pars. 1015-C2h, 2000-D and 2125).
- H. HHG Transportation in Excess of Authorized Weight Allowance
1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (i.e., nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. 5206-J, must be prorated on the basis that the member pays the portion of the excess net weight ICW the total net weight transported. For example, if a member with a weight allowance of 8,000 lbs. transports 8,500 lbs. of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.
  2. Multiple Shipments Made on a PCS Order
    - a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment that results in the least excess cost to the member.
    - b. Member Assigned to/from Administratively Weight-restricted Area
      - (1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS
        - a- When there is an administrative weight restriction:
          - 1- Multiple shipments to/from that area, and
          - 2- Weight in excess of the administrative weight allowance is transported to/from the OCONUS area,

the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member.

-b- Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

#### I. HHG Transportation other than between Authorized Locations

##### 1. General

a. A member may have HHG transported between any locations.

b. The Gov't's expense (other than from a previous PDS or other authorized point to the new PDS, other authorized location or home of legal heir) is limited to that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Gov't.

c. This also applies to a member on an order from an administratively weight restricted area.

##### 2. HHG Moved from Designated Place at Personal Expense

a. When HHG are transported to a designated place at Gov't expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the member's maximum PCS HHG weight allowance from the designated place to the new PDS.

b. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the member's maximum PCS HHG weight allowance (less the weight of any other HHG transported at Gov't expense) from Detroit, MI.

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

#### J. Transportation of Unauthorized Articles

1. Non-HHG articles (see App A1 for HHG) must be transported apart from authorized HHG.

2. The member should arrange for separate transportation.

3. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles.

4. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. 5206-H.

K. HHG Transportation with Special Routing or Services Provided.

1. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services.
2. Subject to pars. 5206-B2, through 5206-J and upon the member's/heirs' (of a deceased member) written request and agreement to pay any additional cost, the member/heirs may:
  - \*a. Turn over the HHG to a TO for transportation at different times to the same destination;
  - b. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
  - c. Have transportation between any points, limited to the cost in par. 5206-I. However, it must not be applied to HHG if the member is not authorized a HOS move;
  - d. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authority under a PCS order, including separation and retirement ([61 Comp. Gen. 180 \(1981\)](#)).

L. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. 5200. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

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**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 5: HHG****SUBSECTION i: EARLY RETURN OF DEPENDENT(S) (ERD)****5276 HHG TRANSPORTATION ICW ERD****A. From a Foreign/Non-foreign OCONUS Area due to Official Situations****1. General**

a. An order authorizing dependent transportation from a foreign/non-foreign OCONUS area for official reasons in par. 5098, also may authorize:

- (1) HHG transportation within the authorized weight allowance in par. 5200, or
- (2) The administrative weight limitation established by the Service concerned, IAW par. 5202.

b. HHG may be transported from any location and/or from NTS to the designated place.

c. NTS or continued NTS (par. 5216) is authorized.

**2. Dependent Return to the Member's OCONUS PDS**

a. When a member is authorized dependent transportation to the member's OCONUS PDS under par. 5100-B, and when in the Gov't's best interest, HHG transportation may be authorized to the member's OCONUS PDS NTE the cost from the place the HHG were previously transported under par. 5276-A.

b. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS.

c. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

**3. Authority on the Next PCS Order.**

a. Authority for HHG transportation for a dependent(s) under par. 5276-A is in addition to, and has no effect on, the authority for HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)).

b. A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order. For example, a member returns dependents early and 8,000 lbs. of HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 lbs. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 lbs.

**B. National Interest**

1. An order authorizing dependent transportation under par. 5100 also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS.

2. Transportation is authorized between the same places authorized in pars. 5276-A and 5276-C.

C. From OCONUS due to Personal Situations

1. General

- a. An order authorizing dependent transportation under pars. 5102 and 5104 also may authorize HHG transportation within the weight allowances in par. 5200, or the administrative weight limitation established by the Service concerned IAW par. 5202.
- b. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependent spouse is foreign born.
- c. The member is also authorized NTS or continued NTS under par. 5216. Otherwise, an order may be issued providing for early return of HHG transportation only if authorized/approved under par. 5276-C3 or 5276-C4.

2. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

- a. A member, with a dependent(s), on a PCS order to an OCONUS PDS, who transports HHG to the PDS in anticipation of a dependent(s) accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependent(s) does not join the member.
- b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or a dependent(s), and the Gov't.
- c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (65 Comp. Gen. 520 (1986)).

3. Death of a Dependent(s) in OCONUS Areas. After the death of a dependent(s), authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. 5232-D15, NTE the prescribed weight limit.

4. Dependent(s) Currently at Appropriate Destination – an Order Is Not Issued. A dependent(s) who traveled to an appropriate destination IAW par. 5102 without an order, may be authorized HHG transportation provided an order is later issued approving dependent transportation under the conditions in par. 5102, and confirming HHG transportation. Such an order must be supported by the member's commanding officer's determination that:

- a. The dependent traveled to an appropriate location to reside;
- b. The dependent travel meets the conditions in par. 5102, except that a travel order for transportation was not issued;
- c. The OCONUS status of a dependent(s) as command sponsored remains unchanged (not applicable for a member's former dependent(s) whose transportation could have been authorized under par. 5104); and
- d. It is in the Gov't's best interest to issue an order approving dependent transportation to an appropriate destination under par. 5102.

5. Transportation of a Former Family Member Incident to Divorce/Annulment.

- a. The official authorizing transportation of a former family member under par. 5104 may also authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. 5104 for personal travel.

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

- (1) After the final decree of divorce/annulment effective date, or
- (2) Within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS,

whichever occurs first.

c. An extension of the 6 month time limit may be authorized/approved the same as for dependent travel in par. 5104-A.

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

- (1) Final decree of divorce/annulment effective date; or
- (2) Date the member completes personal travel from the OCONUS PDS incident to a PCS,

whichever occurs first

#### 6. Dependent Return Authorized to OCONUS Areas

##### a. Custody Agreement Change or Other Legal Arrangements

- (1) When a member is authorized dependent return transportation to the same/subsequent OCONUS PDS under par. 5104-H1, , return HHG transportation may be authorized through the Secretarial Process, NTE the cost from the place they were previously transported under par. 5276-C.
- (2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

##### b. Member Serves an IPCOT. Incident to the member serving an IPCOT,

- (1) HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place HHG were previously transported under par. 5276-C6b to the member's PDS, when a dependent(s) is returned to the member's OCONUS PDS at:
  - (a) Gov't expense under par. 5102-C, or
  - (b) Personal expense and the dependent(s) is subsequently command sponsored.
- (2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

#### 7. Authority on the Next PCS Order

- a. Authority for HHG transportation for a dependent and a former family member under par. 5276 is in addition to, and has no effect on, the authority for HHG transportation based on dependency status and grade on the member's next PCS order effective date (40 Comp. Gen. 554 (1961)).
- b. A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an order.

c. Examples

(1) A member returns dependents early and 8,000 lbs. HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 lbs. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 lbs.

(2) A member divorces at the OCONUS PDS and transports 5,000 lbs. HHG to the CONUS for the former family. (a) The member remarries before the next PCS order effective date. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 lbs.. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 lbs. The member may transport NTE the authorized weight allowance of 8,000 lbs.

8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other Than Honorable Conditions or Sentenced to Confinement with or without Discharge

a. When an order authorizes dependent transportation under pars. 5102-B8a through 5102-B8h), HHG transportation may be authorized NTE the Gov't cost from the member's last /former OCONUS PDS or the place to which last transported at Gov't expense, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the foreign born dependent's native country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

b. When an order authorizes dependent transportation under par. 5102-B8i, HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD.

c. NTS may not be authorized.

9. Authority Following Confinement without Discharge

a. If a member's HHG are transported under par. 5276-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location at which the HHG are located to the new PDS, NTE the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on that PCS order effective date to the new PDS.

b. If the member's HHG were not transported under par. 5276-C8, HHG transportation is authorized from the location to which last transported at Gov't expense to the member's new PDS, based on the grade held on that PCS order effective date to the new PDS.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 5: HHG****SUBSECTION j: HHG TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES****5278 GENERAL**

A. Authority. Authority for HHG transportation under this section may be contingent on dependents' transportation (see Ch 5, Part A3d) unless otherwise provided for in this Section.

B. Dependent Transportation. When dependent transportation is involved, an order authorizing dependent transportation may also authorize HHG transportation and should cite the specific par. authority under which the transportation is authorized.

C. Travel Order. A travel order providing for HHG transportation/consumable goods transportation must cite the specific par. authority under which the transportation is authorized.

D. Evacuation. For HHG transportation incident to an evacuation, see Ch 6.

E. Administration. The following are guidelines for administering HHG transportation authority:

1. The AO must determine if the authority to authorize/approve requests for HHG transportation is exercised through the Secretarial Process.
2. HHG transportation authorized ICW dependents' transportation in advance of the member's PCS and under par. 5296-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. 6035.
3. When a non-command-sponsored dependent is in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual/emergency circumstances of the particular case justify the expenditure of Gov't funds for this purpose.

**5280 ENTRANCE INTO THE SERVICE**

A. Initial Reporting. A commissioned, reinstated or warrant officer appointed/reappointed in a regular service, and a person enlisted from civil life or an RC is authorized HHG transportation from the HOR or PLEAD to the first PDS IAW par. 5280-B.

B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge/separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

1. HOR/PLEAD;
2. The last or any previous PDS;
3. An authorized storage place; or
4. Any place to which HHG were transported at Gov't expense.

**5282 CALLED/ORDERED TO ACTIVE DUTY**

A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. An RC member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. 5282-B is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR/PLEAD to the first and/or any subsequent duty station for an RC member called/ordered to active duty under the following conditions:

1. Initial active duty for training for less than 180 days,
2. Active duty for training for fewer than 140 days, or
3. Active duty for training for 140 or more days with fewer than 140 days at any one location, or
4. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. 2240-B.

HHG transportation under par. 5282 is subject to the same limitations and requirements as in par. 4505.

C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. An RC member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. 5282-D is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station

1. An RC member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

- a. Active duty for other than training for 180 or fewer days,
- b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or
- c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. 7355-F2b(2).

2. HHG transportation under par. 5282-D is subject to the same limitations and requirements as in par. 4505.

E. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. 5318-A and recalled to active duty, is authorized HHG transportation from the:

1. HOS, or
2. PLEAD, if recalled after selecting a home, or
3. Place to which such HHG were last transported at Gov't expense (including place of NTS) in any event.

F. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including An OCS graduate), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned/appointed if such place is, in fact, the member's first PDS as a commissioned/warrant officer.

**G. Commissioned from Service Academies**

1. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:
  - a. Academy to the officer's HOR,
  - b. Academy to the first PDS, and
  - c. Officer's HOR to the first PDS.
2. HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the order under which they were shipped to the HOR (par. 5174).

**5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT****A. PCS with TDY En Route or while on TDY.**

1. A member, ordered to make a PCS:
  - a. With TDY en route, or
  - b. Without return to the old PDS, while on TDY,is authorized HHG transportation to the new PDS.
2. The member may elect HHG transportation up to the TDY weight allowance to the new PDS via TDY station(s) if HHG are necessary for the member's personal use.
3. Authorized TDY HHG transportation exists regardless of the par. 4505 provisions.
4. The member is also authorized NTS under par. 5232-D1, for the TDY.
- \*5. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination TO, or any other Service-designated official at the TDY station, if necessary.
6. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. 5236) to locations authorized under the basic order.
7. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

**B. PCS Following TDY Pending Further Assignment**

1. A member, whose HHG were placed in NTS at Gov't expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period.
2. An additional 90 days of NTS may be authorized/ approved as under par. 5242 when:
  - a. The new PDS is OCONUS or at a station to which HHG transportation is prohibited/restricted, or

- b. For reasons beyond the member's control the HHG cannot be withdrawn:
  - (1) During the first 90 days after the arrival date at the OCONUS PDS/PDS that HHG transportation is prohibited/restricted, or
  - (2) Within 90 days following TDY completion.
3. HHG transportation from storage to the residence is authorized under par. 5188 when the new assignment is to:
  - a. Sea duty,
  - b. OCONUS duty, or
  - c. Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 5116 is at or in the NTS location vicinity,.

**5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION****A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)**

1. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or
2. NTS
  - a. Upon Service-concerned approval, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an order, to transportation or NTS.
  - b. NTS conversion is at Gov't expense.
  - c. Any storage costs accruing for periods in excess of 180 days are the member's responsibility.
  - d. Unless otherwise provided in par. 5244, no additional HHG storage is authorized before further PCS order is issued.

**B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion. A member under this subpar. is authorized transportation of:**

1. HHG, placed in NTS, to the PDS, and
2. Any HHG not placed in storage under par. 5308.

**C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location (Par. 5286). A member under par. 5286 is authorized transportation of HHG in NTS:**

1. From the place of storage to the HOR/PLEAD upon release from active duty, or
2. To the PDS if retained on active duty (par. 5194-7).

**5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED**

A. Authorization. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or
2. NTS.

B. Transportation from the Designated Place and/or NTS. When the restriction is removed or the member is ordered on PCS to a PDS to which HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

**5290 ORDERED TO A CONUS HOSPITAL**A. General

1. Except when the PDS or hospital from which a member is transferred is OCONUS, the authority for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged.
2. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization.
3. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode.
4. See par. 5316 for HHG transportation on behalf of a member officially reported as injured or ill under [37 USC §554](#).

B. From CONUS Duty Stations or Hospitals

1. A member on active duty, who is transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS.
2. The HHG authority must not exceed the cost from any of the combination of the:
  - a. Last or any previous PDS,
  - b. Place the HHG were last transported at Gov't expense, or
  - c. Place of storage,to the hospital.
3. In lieu of transportation, HHG may be placed in NTS.
4. Part of the HHG may be transported and part placed in NTS (member option).
5. Any HHG in storage when a member is hospitalized may continue in storage.

C. From OCONUS Duty Stations or Hospitals.

1. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation:
  - a. From any authorized place(s) to the hospital,
  - b. To NTS, or
  - c. Part may be transported and part placed in NTS (member option).
2. Any HHG in storage when a member is hospitalized, may continue in storage.
3. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, *is not required*.
4. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. 5290-B applies.

D. Transportation to Another Location

1. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS. Transportation cost may not exceed the cost of transporting the HHG to the hospital.
2. When HHG transportation is from OCONUS, the authority for CONUS transportation is limited to the transportation cost to the hospital from the port through which transportation was made.
3. For overland transportation from Canada and Mexico, the authority is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

E. Hospitalization Completion

1. A member, released from observation and/or treatment and:
  - a. Restored to duty,
  - b. Separated from the Service,
  - c. Relieved from active duty,
  - d. Placed on the TDRL, or
  - e. Retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Gov't expense, or any combination thereof, to a destination otherwise authorized in this Part.

2. HHG previously transported incident to hospitalization may be transported from the place where located. Transportation cost may not exceed the cost from the hospital to the authorized destination.

**5292 ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION****A. Ordered from CONUS PDS**

1. A member, ordered from a CONUS PDS, may place HHG into NTS.
2. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

**B. Ordered from an OCONUS PDS**

1. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report.
2. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown.
3. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS.
4. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS.
5. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order.
6. If the member takes physical possession of the HHG, the Gov't must not transport the HHG (par. 5174).

**C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized**

1. When a member is ordered from an OCONUS PDS to a CONUS/non-foreign OCONUS area for separation processing with HOS authorized under par. 5318-A, HHG may be:
  - a. Transported from the PDS to the place to which ordered to report, and/or
  - b. Placed in NTS.
2. These HHG may be later transported under par. 5318-A.
3. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized.
4. However, the member must agree to bear all costs in excess of transporting the member's maximum PCS HHG weight allowance in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Gov't's cost obligation) ([44 Comp. Gen. 826 \(1965\)](#)).
5. In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination.
6. HHG in NTS, at a designated place/location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.
7. A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

**5294 ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE**A. Authorization

1. A member, whose HHG are in NTS at Gov't expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS.
2. HHG transportation from NTS to the residence also is authorized.

B. Additional Storage Time

1. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. 5242.
2. Additional NTS beyond 180 days may be authorized/approved as in par. 5244.

**5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY**A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted1. General

a. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

- (1) The new PDS,
- (2) A member-specified CONUS location,
- (3) NTS.

b. The combination of transportation for pars. 5296-A1a(1) and 5296-A1a(2) is limited to what would have been allowed for transporting the member's maximum PCS HHG weight allowance in one lot from the old PDS/other authorized location, to the new OCONUS PDS.

c. Excess costs due to a combination of shipment(s) are determined under par. 5206.

d. Upon a subsequent PCS between OCONUS PDSs,

- (1) HHG transportation from the member-specified CONUS location under par. 5296-A1a(2) or
- (2) NTS to the new PDS/place dependents are authorized to travel under par. 5116-A, 5118, 5120 or 5122,

may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month

- a. When a member is ordered to an OCONUS PDS and is advised, in writing, that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.
- b. The remaining HHG may be:
  - (1) Transported for the duration of the OCONUS assignment to a member-designated CONUS location, or
  - (2) Placed in NTS.
- c. When the total UB weight plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility.
- d. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:
  - (1) Or store the HHG not needed to establish the temporary residence; and
  - (2) At Gov't expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the old PDS vicinity.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

- a. When a member ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised, in writing, that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.
- b. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS.
- c. HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:
  - (1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or
  - (2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authority from the old PDS to the designated place.
- d. HHG transportation is authorized from the designated place to the OCONUS PDS when HHG transportation is later authorized to the new PDS, provided that the:
  - (1) Dependents are to be command sponsored, and
  - (2) Member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive..
- e. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. 5206.

f. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

- (1) Or store HHG not needed to establish the temporary residence; and
- (2) HHG needed to establish a temporary residence for the dependents to a place in the old PDS vicinity, at Gov't expense,.

g. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

- (1) Storage and/or the place they were moved under par. 5296-A3d to the new PDS; and
- (2) The place they were moved under par. 5296-A3d to a combination of NTS and the member-designated location in CONUS/non-foreign OCONUS area, as authorized above.

**B. Ordered from Shore Duty to Sea Duty**

1. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

- a. The home port of the unit to which ordered;
- b. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and
- c. NTS.

2. When the home port is OCONUS, par. 5280 or 5286 also applies.

**C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances**

1. When a member is:

- a. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;
- b. Transferred by PCS to serve an OCONUS dependent restricted tour;
- c. Transferred by PCS to a unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (see par. 5116-B for a member with dependents);
- d. Permanently assigned aboard a ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or
- e. Transferred by PCS to a ship/afloat staff referred to in par. 5296-C4 after the ship/afloat staff has been so specified;

2. HHG transportation is authorized to:
  - a. NTS for:
    - (1) C1a and C1b and later to the member's PDS when the restriction is lifted, or upon receipt of dependent entry approval; or
    - (2) C1c, C1d and C1e;
  - b. Any place in CONUS the member designates for:
    - (1) C1a and C1b, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or
    - (2) C1c, C1d and C1e
  - c. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. 5114-D2; 5116-A2, or if authorized/approved through the Secretarial Process;
  - d. The OCONUS location to which dependent transportation is authorized/approved under par. 5114-D3 or 5116-A3 or 5116-A4.
    - (1) Measure subsequent authority from the location to which transported under this authority or from the place HHG are then located, whichever is less.
    - (2) For shipments related to par. 5116-A4, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.
  - e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.
3. Storage of any portion of the HHG is authorized under C2a , and transportation of the remainder under C2a, C2b, C2c, C2d, and C2e.
4. When the prohibition/restriction is removed, or when the member is transferred/assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG:
  - a. Previously stored under C2a, or
  - b. Transported to a destination authorized in C2b, C2c or C2emay be stored in NTS.
5. The remainder, or other HHG acquired before the order effective date may be transported to the member's OCONUS PDS.
6. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances.

1. When a member is transferred by PCS from an OCONUS PDS to:
  - a. An OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;
  - b. A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (par. 5116-b);
  - c. A ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or
  - d. A ship/afloat staff referred to in par. D1c after it has been so specified;

the member is authorized HHG transportation as prescribed in par. D2.

2. A member described in par. D1, above, is authorized HHG transportation from the last or any previous PDS, **or** place of storage to any combination of the following:
  - a. NTS;
  - b. Any CONUS location the member specifies and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;
  - c. Designated place authorized/approved under par. 5114-D2; 5116-a2; or if authorized/approved through the Secretarial Process;
  - d. An OCONUS designated place authorized/approved under par. 5114-D3; 5116-a3 or 5116-a4; or if authorized/approved through the Secretarial Process;
  - e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.
3. The member is authorized HHG transportation to the current PDS when the restriction is lifted **or** when:
  - a. The member is ordered on an OCONUS PCS to which HHG transportation is authorized;
  - b. The member is ordered on PCS from a unit referred to in par. D1b or D1c; or
  - c. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.
4. HHG transportation is authorized to the member's current PDS from the place to which transported under pars. D2a, D2b, D2c, and D2d .
5. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process.
6. HHG transportation, from the last PDS to which HHG transportation was limited/prohibited to the new PDS, should be within authorized weight allowances in Service regulations. That amount, plus the amount transported from the places listed in pars. D2a, D2b, D2c, and D2d, may not exceed the member's weight allowance in par. 5200.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS

1. Except for cases under pars. 5296-C and 5296-D, when a member is:
  - a. Ordered from sea duty/OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or
  - b. Transferred by PCS order from a unit referred to in pars. 5296-C1c, 5296-C1d, 5296-C1e,

the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. 5296-A, 5296-B, 5296-C, 5296-D, or 5296-H.

2. If the member is transferred on a PCS from a station to which HHG transportation was limited/prohibited under par. 5296-C1a, or par. 5296-D1a, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. 5200.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS

1. Except for cases under pars. 5296-D and 5296-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized.
2. At least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.
3. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. 5296-A1a(2) to the new PDS, or from the old PDS to another member-specified location under par. 5296-A1a(2).
4. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.
5. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. 5296-A1a(2), or from the old PDS to another member-specified location under par. 5296-A1a(2).
6. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS.
7. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS.
8. HHG transportation from NTS or from a prior member-specified location under par. 5296-A1a(2) to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.
2. Home Ports Not Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:
  - a. From old home port to the new home port;
  - b. From a former PDS to the new home port;
  - c. From a previously designated place to new home port;
  - d. From NTS to the new home port;
  - e. NTS in lieu of transportation prescribed in par. 5296-G2a, 5296-G2b or 5296-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.

I. Unit Home Port Officially Changed

1. A member assigned to a unit:
  - a. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. 5296-G2.
  - b. Specified as unusually arduous sea duty (par. 5116-B) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. 5116-E and/or NTS.
2. HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See par. 5078.
3. The provision provided for a member in par. 5050-H is not applicable to par. 5296-I.

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS order to that unit at that old home port. See J4 for an exception.
2. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled or revoked.
3. Provisions apply to, but are not limited to, a member who has:
  - a. Delayed HHG transportation to the old home port, or
  - b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

4. HHG transported after a PCS order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made may be authorized.

**K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action**

1. A member involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action, is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.
2. In lieu of transportation, HHG may be placed in NTS.
3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served (par. 5194-7).

**5298 HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**

**A. General**

1. HHG may be transported:
  - a. From any location and/or
  - b. From NTS to a designated place or,
  - c. To a destination in the dependents' native country, if the dependents are foreign-born,.
2. The member is also authorized NTS/continued NTS under par. 5216.
3. An order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. 5298-B and 5276-C2.

**B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge**

1. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:
  - a. Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);
  - b. Sentenced to confinement in a foreign or U.S. civil confinement facility;
  - c. Discharged OCONUS under other than honorable conditions;
  - d. Returned to CONUS for discharge under other than honorable conditions;
  - e. Returned to CONUS to serve a sentence of confinement in civil/military confinement facilities;
  - f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;
  - g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

- h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or
- i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a NTE basis under par. 5298-B, that is the final separation HHG transportation unless the member is restored to duty ([63 Comp. Gen. 135 \(1983\)](#)).

2. The officer exercising special/general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances.

3. HHG transportation should be authorized/approved when in the Gov't's best interest.

4. When authorized/approved, the member is provided transportation for the authorized weight allowance of the grade held:

- a. At the time the HHG are transported, or
- b. When ordered to OCONUS duty,

whichever is greater.

5. If the member has dependents, HHG transportation under pars. 5298-B 1a through 5298-B 1h may be authorized up to the Gov't cost from the:

- a. Member's last/former OCONUS PDS, or
- b. Place to which last transported at Gov't expense,

as applicable to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country the dependents are to reside or are residing.

6. The AO must determine the destination transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances.

7. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR/PLEAD (as the member selects).

8. The Gov't's cost for HHG transportation under par. 5298-B 1i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last/former OCONUS PDS to the HOR/PLEAD (as the member selects).

9. If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Gov't/Gov't-controlled quarters, or to NTS as an alternative to transportation.

C. Following Confinement without Discharge. If a member's HHG:

1. Are transported under par. 5298-B, and following confinement the member returns to duty at a new PDS, HHG transportation is authorized from any location to the new PDS, up to the cost from the member's HOR/PLEAD to the new PDS, based on the grade held on the PCS order effective date to the new PDS.

2. Were not transported under par. 5298-B, HHG transportation is authorized from the location last transported at Gov't expense to the member's new PDS, based on the grade held on the PCS order effective date to the new PDS.

D. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported while awaiting appellate review completion, is restored to duty following the review, HHG transportation is authorized to the new PDS from the location transported when the member was placed on appellate leave.

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

A. General

1. This par. applies when:

- a. A member is ordered to an accompanied tour PDS but later changed to a dependent-restricted tour PDS, or
- b. There is a change in the duty designation from sea duty to unusually arduous sea duty.

2. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

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

C. Change Imposed after HHG Are Turned over to a TO

1. When the change is imposed after HHG are turned over to a TO, the TO, must divert or re-consign HHG to:
  - a. NTS,
  - b. A CONUS designated place, or
  - c. A non-foreign OCONUS designated place if authorized/approved through the Secretarial Process.
2. Some HHG may be placed/retained in NTS, and the remainder transported to the designated place.

D. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the PDS, the member may elect:

1. NTS and/or HHG transportation to a CONUS designated place, or
2. Transportation to a designated place in a non-foreign OCONUS area, if authorized/approved through the Secretarial Process.

E. Subsequent Authority

1. The member may elect NTS or HHG transportation from the place HHG were shipped under par. 5318-C, or from NTS, to the PDS if the PDS is:
  - a. Later changed from a dependent-restricted PDS to an accompanied PDS, or
  - b. Reclassified from unusually arduous sea duty to regular sea duty,
2. At least 12 months must remain on the OCONUS tour/sea duty tour following the date the HHG are scheduled to arrive at the PDS.
3. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

4. The member may elect to keep the HHG at the location they were transported under par. 5300-B or 5300-C until a later PCS at which time that location is the authorized origin of the later shipment to a duty station or NTS.

### **5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE**

#### **A. General**

1. A member assigned to a certain unit is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. 5296-C ([45 Comp. Gen. 208 \(1965\)](#)).
2. This applies to a member whose unit has been officially alerted for movement to an OCONUS dependent-restricted PDS (within 90 days after the alert notice).
3. This also applies to a member who is transferred/assigned to the unit after it has been alerted.

**B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement.** When HHG have been transported/stored under par. 5302-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location/storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

### **5304 CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY**

The personal effects of a cadet/midshipman who dies while enrolled in a Service academy may be transported at Gov't expense to the home of the person legally authorized to receive the effects.

### **5306 MEMBER REDUCED IN GRADE**

**A. Authorization.** A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or
2. When ordered to that PDS,

whichever is greater.

**B. NTS.** NTS authority continues under par. 5212 without regard to the reduction in grade until the member's next PCS order effective date.

**C. Former Grade.** When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite par. 5306 as authority and state the weight allowance prescribed for the member's former grade.

**D. Origin and Destination.** The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

**5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION**

A. Authorization. A member on a tour of less than the prescribed PDS tour length, who used the HHG transportation authority when assigned to that PDS, is authorized HHG transportation from the place the HHG are located to that PDS.

B. Authority Limit

1. *The authority limit is up to the cost from the old to the current PDS.*
2. Authority under par. 5308 is limited to the situation in which a member's tour is extended due to:
  - a. Unusual circumstances and needs of the Service, or
  - b. Failure to transport all HHG to the PDS initially because of the anticipated short assignment time to that station ([B-208861, 10 November 1982](#)).

**5310 HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)**

A. Transportation Allowance. A member, with dependent(s) stationed in CONUS who is sentenced by a court-martial to:

1. Confinement for more than 30 days,
2. Receive a dishonorable/bad-conduct discharge, or
3. Dismissal from a Uniformed Service, or,
4. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. 5148.

B. Transportation Authority. HHG transportation is authorized by a Service-designated authority who determines:

1. The authorized destination, and
2. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

C. Transportation Requests. HHG transportation may be requested by:

1. The member,
2. The member's spouse, or
3. Another dependent (if the member has no spouse, or the spouse is not available).

D. HHG Destination

1. The HHG destination must be a designated place.
2. Foreign born dependents may have HHG transported to a destination in their native country.

E. Transportation Reimbursement. HHG transportation reimbursement may be paid to the:

1. Member, or
2. Dependent or ex-spouse (when the member authorizes payment to either of them ([B-193430, 21 February 1979](#))).

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

1. The court-martial is completed, or
2. Of administrative discharge.

G. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

1. Caused by moving out of Gov't/Gov't-controlled quarters or privatized housing, or
2. As an alternative to shipment when dependents are returned from OCONUS (see par. 5102-B8).

### **5312 HHG TRANSPORTATION INCIDENT TO IPCOT**

A. General. *An IPCOT is not an extension; it is another full tour.*

B. Tours of Duty. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied-to-Accompanied Tour

- a. HHG may be transported from a designated place to the current PDS the IPCOT is to be served if dependents are command-sponsored at the current PDS the IPCOT is to be served.
- b. A member who acquires dependents after the PCS order effective date, but before entering an IPCOT, is authorized HHG transportation to the PDS the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.
- c. HHG acquired after a PCS order effective date but before starting the IPCOT may be shipped using par. 5312 as authority.
- d. The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.
- e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour

- a. Par. 5114-D applies.
- b. A member who acquires dependents after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation.
- c. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

- d. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.
- e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

### 3. Accompanied-to-Accompanied Tour

- a. A member who acquires a dependent after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation, in this case, is from the location of HHG to the current PDS at which the IPCOT is to be served.
- b. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.
- c. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.
- d. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

### **5314 CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT**

The Secretarial Process may authorize/ approve consumable goods transportation for a tour extension/IPCOT at a PDS in an area listed in App F.

### **5316 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

***NOTE:*** See par. 5152 for related dependent transportation.

#### A. General

- 1. This par. prescribes HHG transportation authority of an active duty member:
  - a. Officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status ([37 USC §54](#)), and
  - b. Who dies while entitled to basic pay ([37 USC §406\(f\)](#)).
- 2. For a member who dies after retirement or release from active duty, see par. 5318-K.

#### B. Limitations

- 1. Destination. HHG transportation may be authorized/approved under this par. only if a reasonable relationship exists between the applicant's circumstances and the requested transportation destination.
- 2. Weight
  - a. ***HHG weight limitations in par. 5200 do not apply.***
  - b. The HHG weight of a member of the Defense Services is subject to the 18,000 lbs. (net) weight limitation imposed by [37 USC §406\(b\)\(1\)\(D\)](#).

### 3. Time

a. HHG transportation authority under this par. terminates if HHG are not turned over to a TO/carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay.

b. If HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (par. 5000-B6).

c. If the decedent's estate becomes the subject of litigation during the authorized time limit, HHG may be transported within 1 year from the final court decree date.

d. Effective for deaths occurring on or after 6 January 2006 the following apply:

(1) A active duty member entitled to basic pay dies on/after 6 January 2006 – the Secretary Concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.

(2) A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's retirement date (when the member first accrued the right to select a home) to choose a "home of selection."

(3) Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.

Member died 10 January 2006 -- Family had until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.

Member died 3 January 2006 -- Family had until 30 June 2006 to choose a HOS move.

Member on active duty died on 3 January 2006 -- Family had 1 year to make a HOS.

Member on active duty dies on 10 January 2006 -- Family had until 9 January 2009 to choose a HOS.

### C. When Authorized

#### 1. General

a. When official notice is received that the member is dead, injured/ill and the anticipated period of hospitalization/treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or absent for a period of more than 29 days in a missing status, HHG transportation is authorized to:

(1) A member's HOR,

(2) The dependents' residence (including the member's spouse in the case of a member-married-to-member couple),

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

b. Subject to par. 5316-B, special routing and services are authorized under par. 5206-K when desired by the:

- (1) Member (if injured/ill),
- (2) Member's dependents,
- (3) Next of kin, or
- (4) Other person authorized to receive custody of the HHG.

c. When dependents reside OCONUS at the time the member on permanent duty OCONUS dies, OCONUS:

- (1) HHG may be transported to NTS under par. 5212, and/or
- (2) A part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the authority for a final HHG move.

d. Within the time limit established in par. 5316-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. 5316-B1.

e. If the dependents take physical possession of the HHG at the interim location, they must agree to be financially responsible for all costs in excess of the transportation cost of the 18,000 lbs. maximum HHG weight allowance in one lot from the OCONUS origin to the final destination via that interim location.

f. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination.

g. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Gov't expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

## 2. Additional Moves

a. Change in Status. HHG transported under par. 5316-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. 5316-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year

(1) HHG transported under par. 5316-C1 may again be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move.

(2) If a mobile home was previously moved under par. 5414-A, HHG may be transported under par. 5316-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. 5316-A is:

- a. Not known, or
- b. Subject to litigation or,
- c. Known, but the person has not been located and notified to take custody of the HHG,

the HHG may be stored or continued in storage until a proper disposition can be made.

2. SIT

a. SIT of HHG turned over for transportation within the time limits in par. 5316-B may be authorized/ approved under par. 5236.

b. *SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.*

3. NTS

a. Upon Death. Upon dependent request, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. 5232-D17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. 5232-D18.

c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. 5232-D19.

E. Missing Status Termination

1. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Gov't expense for the time limit in par. 5232-D20.

2. When the member is not returned to active duty, the transportation authority of HHG placed in NTS under par. 5316-D3b is determined under pars. 5320, 5318 or provisions in par. 5316 which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member

1. If an active duty member is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. 5316-C.

2. The 1-year time limit and the requirement for additional time in par. 5316-B2 do not apply.

3. HHG transportation is in lieu of any other transportation authorized in par. 5316-C.

4. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse.

5. See par. 5316-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. 5316.

### **5318 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

See pars. 5068 and 5140 for related member/dependent transportation.

#### A. HOS Authorized

1. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. 5206), from storage, or any combination thereof, to the member's HOS (under par. 5068) when the member is:

- a. Retired for physical disability or placed on the TDRL (without regard to length of service);
- b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days ([B-160488, 14 February 1967](#));
- c. Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- d. Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

2. Except for a member undergoing hospitalization, medical treatment, education/training, or in other deserving cases (pars. 5318-D, 5318-E, and 5318-F), HHG must be turned over for transportation within 1 year following active duty termination.

3. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost savings ([54 Comp. Gen. 1042 \(1975\)](#)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. 5320 when the member:

1. Is retired without pay;
2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
3. Has less than 8 years of continuous active duty immediately preceding discharge with severance/separation pay, or is involuntarily released to inactive duty with readjustment/separation pay.

#### C. Storage

1. General. A member/dependent, authorized HHG transportation under par. 5318-A or 5318-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. 5318-D and 5318-H.

2. One-Year Period Extended because of Hospitalization/Medical Treatment. A member undergoing hospitalization/medical treatment on date of active duty termination, or for any period of time during the 1-year period following such date, is authorized NTS under par. 5318-D. Also see par. 5000-B6.

3. SIT

a. SIT of a shipment from NTS under par. 5318-A or 5318-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

- (1) Necessary because of conditions beyond the control of the member, or dependent (if applicable);
- (2) Such conditions arise after transportation from NTS; and
- (3) Authorized/approved IAW Service regulations.

b. Any portion of a member's HHG not placed in NTS may be placed in SIT under par. 5236 as part of HHG transportation under par. 5318-A or 5318-K.

D. Member Undergoing Hospitalization/Medical Treatment

1. of Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. 5318-A) and storage is authorized (par. 5318-C).

b. Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. During 1-Year Period after Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization/treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. 5000-B6).

b. The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization/treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further time limit extension for NTS is not authorized.***

E. Member Undergoing Education/Training

1. General. A member authorized HHG transportation under par. 5318-A who:

- a. On the active service termination date is undergoing education/training to qualify for acceptable civilian employment, or
- b. Begins such education/training during the 1-year period following active service termination, or during the longer period authorized/approved under par. 5318-D (if applicable),

is authorized HHG transportation until 1 year after the education/training is completed, or 2 years after the active duty termination date, whichever is earlier. There is no authority to extend NTS beyond the 1 year from active duty termination date, except IAW pars. 5318-D and 5318-H.

2. Further Time Limit Extension for HHG Transportation. A further time limit extension for HHG transportation, may be authorized/approved through the Secretarial Process (par. 5000-B6).

F. Other Deserving Cases

1. An extension of the 1-year time limit in par. 5318-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit.

2. A time limit extension may also be authorized/approved through the Secretarial Process, if in the Service's best interest, or to the member's benefit and not more costly/adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. 5318-D and 5318-E.

3. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

4. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process ([B-126158, 21 April 1976](#)).

5. Extensions do not extend the Gov't's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. 5318-D.

6. The delayed HHG transportation under par. 5318-F must be incident to the member's separation from the Service ([B-207157, 2 February 1983](#)).

7. See par. 5000-B6 for restrictions to time limit extensions.

G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home.

1. A member authorized HHG transportation under par. 5318-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

2. The member's PCS weight allowance applies for this short distance move.

3. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

**H. Recalled to Active Duty before Selecting a Home.**

1. A member, eligible to select a home under par. 5318-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. 5318-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage.
2. If the member is ordered on:
  - a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,
  - b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.
3. If the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. 5318-C) and HHG transportation (par. 5318-A) to a HOS.
4. The HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status).
5. If the member dies after reversion to retired status, par. 5318-K applies.

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

**J. Member on the TDRL Who Is Discharged or Retired.** A member on the TDRL, when discharged with severance pay/retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

1. Is not authorized HHG transportation ICW such discharge/retirement; but
2. May be eligible for HHG transportation to:
  - a. HOS (par. 5318-A),
  - b. Storage (par. 5318-C), or
  - c. Extensions (par. 5000-B6)

granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. 5318-D, 5320-E, and 5318-F).

**K. Member Dies after Retirement/Release****1. After Selecting a Home**

- a. If a member, authorized HHG transportation to a HOS under par. 5318-A, dies after selecting a home under par. 5068, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each.
- b. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS.

d. Par. 5318 also applies when the member completed travel to the HOS.

2. Before Selecting a Home.

a. If a:

(1) Member, authorized HHG transportation to a HOS under par. 5318-A, dies before selecting a home under par. 5068, or

(2) Home has been selected before HHG transport and the member's travel to the HOS,

the HHG may be transported at Gov't expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. 5068-A, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits for a member in par. 5318 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement

1. A member:

a. Found by a physical evaluation board unfit to perform the duties of their grade, and

b. Who is ordered home/to a specific location to await another order ICW disability retirement (for the Gov't's convenience) is authorized HHG transportation to the home/specific location.

2. Shipments transported under par. 5318-L may be re-transported when a retirement/other order is ultimately issued.

3. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point ([32 Comp. Gen. 348 \(1953\)](#)).

**5320 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

**NOTE:** See pars. 5066 and 5138 for related member/dependent transportation.

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under par. 5066, is authorized HHG transportation to the location the member elects, from the following:

a. The last or any previous PDS,

- b. A designated place, or
  - c. An authorized place of storage.
2. The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation of the member's maximum PCS HHG weight allowance from the authorized origin to the place the member elects under par. 5066. Also see par. 5206-I.
  3. If, under par. 5206-I, the member elects HHG transportation to other than the place selected IAW par. 5066, excess costs are computed on the basis of the cost that would have been incurred by the Gov't for transportation of the member's maximum PCS HHG weight allowance in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Gov't, to that place.
  4. The following are exceptions to the general rule in par. 5320-A1:
    - a. Separated from the Service or relieved from active duty to continue in the Service (par. 5320-C);
    - b. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. 5320-D);
    - c. In an RC and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. 5320-E);
    - d. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. 5320-I); (For a member stationed in CONUS who has dependents, see par. 5310; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, see par. 5298-B.); or
    - e. Separated under conditions in par. 5318-A.

#### B. Storage

1. NTS. A member who is authorized HHG transportation under par. 5320-A, 5320-F or 5320-H is authorized NTS. The authority begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. 5320-G.
2. SIT
  - a. SIT of HHG transported from NTS under pars. 5320-A, 5320-F or 5320-H is authorized only when:
    - (1) Necessary because of conditions beyond the member's control;
    - (2) Such conditions arise after HHG transportation from NTS; and
    - (3) Authorized/approved IAW Service regulations.
  - b. Any HHG not placed in NTS may be placed in SIT under par. 5236 ICW transportation under par. 5320-A, 5320-F or 5320-H.

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

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated/relieved from active duty due to enlistment expiration or prescribed term of service and who, on

the following day, reenters the Service at the station at which separated/relieved with no change of PDS, is not authorized HHG transportation or NTS.

E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training.

1. An RC member who is ordered to:
  - a. Initial active duty for training for less than 6 months;
  - b. Active duty (including active duty for training) for less than 20 weeks; or
  - c. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty.

2. An RC member under par. E is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty from the:
  - a. Member's last duty station, or
  - b. Place to which such HHG were last transported at Gov't expense, to the:
    - (1) HOR, or
    - (2) PLEAD or active duty for training.

3. NTS is not authorized.

F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty

1. A member authorized HHG transportation under par. 5320-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.
2. The member's PCS weight allowance applies to this short distance move.
3. HHG transportation is authorized, within the time limit in par. 5320-G and the member's weight allowance, from the local temporary residence to the member-elected place under par. 5066.

G. Time Limit

1. Authority for HHG transportation terminates on the 181st day following separation from the Service/relief from active duty, unless a written application for HHG transportation is turned in to a TO/designated representative before the expiration of the 180th day.
2. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission.
3. The TO/designated representative determines "practicability" based on the facts and circumstances in each case.

4. In hardship cases, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process.
5. A time limit extension for transportation does not extend the Gov't's obligation for storage costs for longer than the period authorized/approved under par. 5320-B (for NTS) or par. 5238 (for SIT).
6. Following the NTS expiration, the HHG must be transported as soon as possible to the final destination.

#### H. Member Ordered Home to Await the Results of Disability Proceedings

1. A member, who is:
  - a. Found by a physical evaluation board unfit to perform the duties of the member's grade, and
  - b. Not authorized a HOS move under par. 5068, but
  - c. ordered home/to a specific location to await the disability proceedings results, for the GOVT's convenience

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results.

2. Authority for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par.5320.
3. The authority, upon final results of physical disability proceedings, is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation/relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

#### I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions.

1. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS.
2. For a member stationed in CONUS who has a dependent, see par. 5310.
3. For a member stationed OCONUS, see par. 5298-B.

#### J. Enlisted Member Ordered to a College

1. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:
  - a. The last or any previous PDS,
  - b. A designated place, or
  - c. An authorized place of storage
2. Transportation may be between other places.
3. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations.

4. The member is authorized storage as in par. 5320-B above.

**K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty**

1. A member, authorized HHG transportation under par. 5320-A, who is recalled to active duty after separation from the Service/relief from active duty, and who has HHG in NTS under par. 5320-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service/relieved from active duty provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service/relieved from active duty under honorable conditions, the member is authorized NTS under par. 5320-B and HHG transportation (par. 5320-A) to a location the member elects under par. 5066.

4. The HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated/released from active duty, following the recall to active duty.

**\*5321 HHG TRANSPORTATION FOR DEPENDENT(S) RELOCATING FOR PERSONAL SAFETY**

See par. 5153.

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**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION b: OCONUS POV TRANSPORTATION****5330 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 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. **(ADAPTED FROM JTR)**

**5332 ELIGIBILITY**

POV transportation may be authorized for member/dependent(s) use when ordered to make a PCS:

1. From a CONUS PDS to an OCONUS PDS,
2. Between two OCONUS PDSs,
3. From an OCONUS PDS to a CONUS PDS, or
4. A change in a ship's home port is authorized.

**5334 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.

**5336 POV SIZE LIMIT**

- A. Vehicle Weight Limit. When authorized, one POV, NTE 20 measurement tons, may be transported at Gov't expense.
- B. Excess Vehicle Weight. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (pars. 1015-C2h, 2000-D and 2125) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
- C. Excess Cost Collection. Excess cost collection is IAW Service regulations.
- D. Car Ferry Transportation. This par. does not apply to travel aboard car ferries.

**E. Combining POV Weight Limitations when Member Married to Member**

1. The 20 measurement tons limitation may be combined to transport one larger POV at Gov't expense in lieu of transporting two POVs for an eligible member married to member couple during the transfer of both members, each under a PCS order.
2. Payment for transporting the vehicle may not exceed the total cost the Gov't would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

**5338 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 member 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 member's expense.

**5340 SHIPMENT METHODS****A. Gov't/Commercial Transportation**

1. Transportation of a POV may be by Gov't/commercial means as authorized by law.
2. A member traveling with the vehicle via ferry is IAW Ch 3, Part I.
3. POV transportation by air is not authorized at Gov't expense ([54 Comp. Gen. 756 \(1975\)](#)).

**B. Personally Procured Transportation**

1. An eligible member, who has not transported a POV at Gov't expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Gov't representative (e.g., the TMO or ITO).
2. Reimbursement must not exceed the cost that would have incurred if the Gov't had arranged the transportation ([51 Comp. Gen. 838 \(1972\)](#)).
3. The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. 5034) and does not constitute POV transportation.
4. Additional reimbursement authority exists under other limited circumstances (par. 5362-E).

**5342 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS**

POV shipment may be authorized even though the POV can be driven between the OCONUS PDSs. For example, a member PCSing from Germany to Italy may be authorized POV shipment.

**5344 TRANSPORTATION AUTHORIZED**

A. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

1. POV unloading port/VPC serving the new PDS;
2. POV unloading port/VPC serving another authorized place (see pars. 5346, and 5362-A);
3. New PDS if authorized/approved by the Secretarial Process for locations requiring approval; or
4. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

B. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

C. Upon Separation/Retirement. For POV transportation upon separation/retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. 5068-A1.

D. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation is authorized to/from the appropriate port/VPC.

**5346 TRANSPORTATION NOT AUTHORIZED**

A. POV Transportation when Transportation to the New PDS Is Not Permitted. A member:

1. Who is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because:
  - a. POV transportation is not permitted to the new PDS;
  - b. The member serves a dependent restricted/unaccompanied tour and elects not to have a POV transported to the new PDS; or
  - c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (par. 5114-C1);
2. Is permitted transportation of one POV, intended for the member's or dependents' use, from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:
  - a. Any place in CONUS the member designates, if the old PDS is OCONUS;
  - b. Alaska, Hawaii, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Ch 5, Part A3; or
  - c. Any OCONUS location to which dependent transportation is authorized under par. 5116-A3; or
  - d. POV transportation to locations justified under par. 5116-A4 must be authorized/approved by the Secretarial Process.

**B. Subsequent Transportation.** A member:

1. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/ VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
2. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. 5346-A, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. See par. 5322-A.

**5348 RESTRICTED POV TRANSPORTATION**

Transportation of a POV to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined necessary by the Service concerned;
2. Determined necessary for reasons of national interest by the Secretary Concerned or higher authority; or
3. Directed by that country's government.

**5350 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.

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. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Gov't for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/ VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

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

1. The PCS order is amended/modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the Gov't for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

**5352 POV TRANSPORTATION TO/FROM PORTS**

A. POV Transportation from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided POV transportation from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. POV Transportation between OCONUS Port/VPC and OCONUS PDS

1. General. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided POV transportation between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

- a. A travel hazard exists between the port/VPC and PDS;
- b. The member is physically unable to drive between the port/VPC and PDS; or
- c. The conditions of the member's order/assignment are such that it is prudent for overland transportation to be provided.

2. Examples

- a. Example 1. The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.
- b. Example 2. The member is assigned to an OCONUS country. That country's Gov't requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

**5354 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**

A. General

1. A member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC.
2. The Service concerned designates the ports, IAW par. 5350.
3. No authority exists under this subpar. when POV transportation to the new PDS is not permitted (par. 5346).
4. For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
5. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. 5068-A1.
6. See pars. 5074-A, 5088, 5090 and Ch 5, Part A3d for authorized PCS allowances when dependents do not travel to/from the new/old PDS when delivering/picking-up a POV.

B. POV Delivery/Pick-up Separate from PCS Travel

1. Round-Trip Transportation Payment. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. 2600) from the:
  - a. Old PDS to the designated POV loading port/VPC; and
  - b. Designated POV unloading port/VPC to the new PDS.
2. Travel Time. Travel time, computed under par. 5012, is allowed for the round trips to deliver and pick-up a POV under par. 5354-B.

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

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member/dependent(s) who travel via the POV loading port/VPC is authorized:
  - a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
  - b. Reimbursement for transportation (pars. 3320, 3310, 3320 and 5014) from the POV loading port/VPC to the passenger port.
2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:
  - a. Old PDS to the passenger port for self and dependents; and
  - b. Passenger port to the designated POV loading port/VPC for self.
3. Travel Back to the Passenger Port. ***Reimbursement for travel back to the passenger port is not authorized.***

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member/dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route.
  - a. Member Travel and Transportation Allowances. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:
    - (1) MALT (par. 2605-B) for the official distance from the old PDS to the TDY station(s) en route plus per diem (par. 5026);
    - (2) MALT (par. 2605-B) for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. 5026); and
    - (3) PCS allowances for direct travel from the designated POV port/VPC to the passenger port.
  - b. Dependent(s) Travel and Transportation Allowances. If a dependent:
    - (1) Accompanies the member and/or delivers the POV to the designated POV port/ VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-C.

2. POV Pick-up from POV Port/VPC ICW TDY En Route.

a. Member Travel and Transportation Allowances. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

- (1) PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
- (2) MALT at the rate in par. 2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and
- (3) MALT at the rate in par. U605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

- (1) Accompanies the member and/or picks up a POV from the designated POV port/VPC, dependent travel and transportation allowances are IAW par. 5092.
- (2) Picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-D.

### **5356 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 a member not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

B. Exception. This does not apply to alternate port transportation authorized by the Secretary Concerned.

### **5358 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT Gov't EXPENSE ARRIVES LATE**

A. General. This par. applies to Gov't authorized movement of a POV for a member/dependent(s) under:

1. PCS orders,
2. Unusual/emergency circumstances, and/or
3. Various other situations that may not be directly related to a PCS.

B. Designated Delivery Date. A POV has not "arrived" at the authorized destination if it is not available for delivery to the member on/before the designated delivery date.

C. Mandatory Expense Reimbursement. If the member/dependent(s) POV, transported at Gov't expense for their use does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned *must* have the member reimbursed for expenses incurred to rent a motor vehicle for member/dependent(s) use.

D. Reimbursement Limitations

1. Reimbursement, by law, may not exceed \$30/day beginning the day a member first rents a motor vehicle after the designated delivery date, and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first.
2. The maximum reimbursement is \$210. See par. 5358-E for examples.

E. Examples1. Example 1

Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$00</b>

2. Example 2

Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$210</b>
(15 to 21 June – 7 days @ \$30/day = \$210.00)	

3. Example 3

Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
<b>Member Reimbursement Amount Authorized:</b>	<b>\$210</b>
(7 days vehicle rental @ \$30/day = \$210)	

4. Example 4

Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
<b>Maximum Reimbursement Amount Authorized:</b>	<b>\$60</b>
(30 & 31 Jan – 2 days @ \$30/day = \$60)	
(Authority does not start until after the RDD.)	

**5360 REPLACEMENT POV SHIPMENT**

A. General. When a POV, transported to an OCONUS area at Gov't expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV.

B. Conditions. POV replacement may be permitted only if the:

1. POV being replaced:

- a. Has deteriorated due to severe climatic conditions, or
- b. Was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)).

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

**5362 POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES**

A. Official and Personal Situations

1. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

a. A member with dependents:

- (1) Ordered on PCS to an OCONUS PDS; and
- (2) Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member.

b. The Secretarial Process may authorize/approve the transportation when return transportation is in the best interest of the member/dependent(s), and the U.S. ([65 Comp. Gen. 520 \(1986\)](#)).

2. Authority on Next PCS. A member who transports a POV under par. 5362-A1 has no further POV transportation authority on the PCS from that PDS.

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. When the conditions in par. 5102-B8, apply, a member:

a. Whose PDS is OCONUS, and

b. Who is not authorized POV transportation ICW early return of dependents because dependents are not returned to CONUS under par. 5102-B8 (i.e., the member has no dependents; dependents returned at personal expense without an order; dependents are not returning to CONUS, etc.)

*is authorized POV transportation* to the designated POV unloading port/VPC serving the member's HOR/PLEAD.

B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependent transportation under par. 5144, is authorized POV transportation under par. 5346.

D. PDS Evacuation. See pars. 6040 and 6105.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at Gov't Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at Gov't expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton/vehicle restriction does not apply to this subpar.*

d. Member Injured or Ill

(1) If a member is reported injured or ill, the allowances provided in this subpar. are authorized only when a prolonged (140 or more days) hospitalization period/treatment is anticipated as shown by a statement, accepted by the Service concerned, as being from competent authority at the receiving hospital.

(2) Both POVs must be transported to the same destination.

2. POV Transported by Other than the Gov't

a. In lieu of having the Gov't transport the POV(s), the member, the dependent, next of kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – *but not a mileage payment* - is authorized); or

- (2) Arrange transportation of the POV(s) and receive reimbursement.

***NOTE: Both POVs must be driven/transported to the same destination.***

b. The total reimbursement cannot exceed the cost that would have been incurred had the Gov't transported/stored the POV(s). Service claims regulations has Gov't damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

### 3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late

a. If the POV(s) of the member/dependent, transported at Gov't expense, does not arrive at the authorized destination by the designated delivery date, the provisions in par. 5348-E apply.

b. If two POVs are transported at Gov't expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

### 4. Storage

a. NTS. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at Gov't expense until such time as proper disposition can be made.

b. Storage in Transit (SIT).

(1) SIT of one or both POV(s) may be authorized/approved (using the provisions of par. 5236) provided the POV(s) is/are turned over for transportation within the time limits in par. 5316-B3.

(2) ***SIT in excess of 180 days, in such cases, is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

### 5. Additional Moves

a. Status Change. A POV transported under par. 5362-E1 may again be moved under par. 5362-E1 when official notice is received that the member's status has changed from one to another of those listed in par. 5362-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. 5362-E1 may again be transported under par. 5362-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

\*F. POV Transportation for Dependent(s) Relocating for Personal Safety. See par. 5153.

**5364 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the Gov't must be collected ( pars. 1015-C2h, 2000-D and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

**5366 POV TRANSPORTATION TIME LIMITATION****A. Incident to Separation from Service or Relief from Active Duty**

1. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty.
2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty.
3. The 180 day time limit may be extended by the Secretarial Process.
4. A time extension must be for a specific additional time period.
5. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.
6. See par. 5000-B6 for time limit extension restrictions.

**B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay**

1. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination.
2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination.
3. The 1 year time limit may be extended by the Secretarial Process.
4. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases. See pars. 5318-D, 5318-E, and 5318-F.
5. See par. 5000-B6 for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in the JTR or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS order remains in effect and prior to receipt of another PCS order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).

**5368 TRANSPORTATION INCIDENT TO DIVORCE**

A. POV Legally Awarded to Former Spouse. When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's former spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part A6.

B. Conditions. This applies to cases not coming under par. 5362-A, and is subject to the member's written request and agreement to pay any excess costs involved ([61 Comp. Gen. 180 \(1981\)](#)).

C. End of Transportation Authority. Transportation under this par. exhausts the authority for POV transportation under the member's PCS order.

**5370 FACTORS AFFECTING POV TRANSPORTATION**

A. POV Transportation May Be Deferred. An eligible member electing to not transport a POV at Gov't expense may, upon assignment to a new PDS to which a transportation authority exists, transport the POV from the POV loading port/VPC, whichever provides the greater authorization, serving the:

1. PDS from which the member elected not to use the POV transportation authority, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS.

B. Error. A POV, transported by the Gov't to a wrong destination, must be reshipped or transshipped to the proper destination at Gov't expense.

C. Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS order may be reshipped or transshipped to the proper destination, including the old PDS, at Gov't expense if the PCS order is later amended, modified, canceled, or revoked.

D. Transportation before an Order Is Issued

1. General. POV transportation is permitted (pars. 5334 and 5362), before a PCS order is issued to an eligible member, provided the request is supported by a:

- a. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;
- b. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;
- c. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. 5370-D1a.

2. Time Limitation. The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued.

3. Order Issuance. Information furnished to the member ICW the issuance of a PCS order before determination is made to issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) *is not* advice that the order would be issued ([52 Comp. Gen. 769 \(1973\)](#)).

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**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: UNIFORMED MEMBERS ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION c: POV STORAGE****5372 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 traveler's expense) until the POV is delivered to the traveler.
- B. Member 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. A traveler is financially responsible for storage and/or transportation of additional POVs.

**5374 DEFINITION**

The following definition is used *only* for the purposes of this Section:

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawaii , the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

**5376 GENERAL**

- A. General. POV storage is in lieu of POV shipment.
- B. Scope
1. This Section prescribes POV storage allowances for eligible members:
    - a. Ordered to a foreign/non-foreign OCONUS (par. 5374) PDS to which a POV is not permitted to be transported, or
    - b. Sent TDY for more than 30 days to a contingency operation.
  2. This section also covers allowances associated with:
    - a. Travel to and from designated storage facilities,
    - b. POV storage preparation,
    - c. Actual storage costs,
    - d. POV preparation for removal from storage, and
    - e. Costs associated with delivery to the next authorized destination (par. 5344).
  3. See App A for the definition of a contingency operation.

**5378 ELIGIBILITY**

A. General. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS area (par. 5374) PDS; and the
  - a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the U.S. preclude shipment/entry of a POV at Gov't expense into that foreign/non-foreign OCONUS (par. 5374) PDS; or
  - b. POV would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (par. 5374) PDS;
2. Sent TDY for more than 30 days to a contingency operation (App A); or
3. Sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage.

B. Storage. The Services, through their Secretarial processes, may designate POV storage facilities.

1. Gov't -procured Storage Available

- a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.
- b. A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost, NTE the Gov't 's constructed storage cost.

2. Gov't -procured Storage Not Available. The member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs when:

- a. Gov't-procured storage:

- (1) Is not available, or
- (2) Has not been designated, or

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

C. PCS Order Effective Date. A member is eligible for POV storage:

1. ICW a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997.
2. Upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.

**5380 STORAGE IN LIEU OF SHIPMENT**

A. General. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited.

B. Limitations. A member who stores a POV at Gov't expense:

1. Is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.

2. May ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS.
3. May not continue to store the POV, at Gov't expense, while shipping another POV to the subsequent OCONUS PDS. This is based on the shipping allowance to the subsequent OCONUS PDS.
  - a. Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.
  - b. Example 2: A member PCSs to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.
4. May not ship a POV that is removed from storage before departing PCS/entering an IPCOT.
5. Who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.

### 5382 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

#### A. General. If a Service elects:

1. To transport the POV to and/or from the storage location, the member may elect to personally arrange POV transportation. This is the member's option.
2. ***Not to transport the POV to and/or from the storage location.***, the member personally arranges the transportation to and/or from the selected storage facility.

#### B. Gov't -procured Transportation Available to and/or from Storage Facility

1. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.
2. When Gov't -procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is reimbursed for the actual transportation cost NTE the Gov't's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the Gov't's constructed transportation cost.
3. For an OCONUS Traveler, the member is reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/ vehicle port) NTE the Gov't's constructed transportation cost of shipping/transporting the POV.

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

Travel time computed under par. 5012 is allowed for the round trips to deliver and/or pick-up a POV under par. 5382-A.

D. Delivery/Pick-up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
2. ***Vehicle storage transportation reimbursement may only be paid as mileage (par. 2600) and is only for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.*** This limitation does not apply to a member who stored a vehicle commercially with Gov't reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.
3. A roundtrip is authorized to:
  - a. Deliver the POV to the storage facility, and
  - b. Pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup is:
  - a. Not concurrent with PCS travel, or
  - b. ICW TDY on a contingency operation.
5. For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR/PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR/authorized HOS of the member under par. 5068-A1.

E. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travel via the designated storage facility are authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.
2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

F. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

G. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. 5374) PDS with TDY en route, is authorized:
  - a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. 5026);
  - b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
  - c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

2. Pick-Up in ICW TDY En Route. An eligible member, who picks up a POV from a designated storage facility ICW PCS travel to/from an en route TDY station, is authorized:
  - a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;
  - b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and
  - c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.
3. Dependent Travel and Transportation Allowances. When a dependent(s):
  - a. Accompanies the member and/or delivers the POV to the designated storage facility, dependent travel and transportation allowances are computed using par. 5092.
  - b. Picks up the POV from the designated storage facility without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5382-F.

#### 5384 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. 5378).

B. Personally-procured POV Storage

1. Commercial Storage Facilities

- a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).
- b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. 5378).
- c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service-designated storage facility.

Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service-designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

- a. General. *Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.*
- b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.
- c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

**5386 FACTORS AFFECTING POV STORAGE**A. Order Amended, Modified, Canceled, or Revoked.

1. A POV stored or shipped after PCS order receipt/notification of deployment on a contingency operation may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Gov't expense, if the PCS/contingency operation notification order is later amended, modified, canceled, or revoked.
2. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions for HHG transportation in par. 5194 apply to this subpar..

B. Storage before an Order is Issued. POV storage is permitted before a PCS order/contingency operation order/notification is issued to a member. A written statement must support the storage request:

1. From the PCS/contingency operation designating AO or the designated representative that the member was advised before such an order/notification was issued, that it would be issued, and
2. Signed by the shipping applicant agreeing to be financially responsible for:
  - a. The entire storage cost if the PCS order/contingency order/notification to authorize storage is not issued later, and
  - b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. 5386-B1 (or return to the current PDS if the contingency order/notification is not issued).
3. The length of time before a PCS order/contingency operation notification is issued, during which a member may be advised that the PCS order/notification is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order/contingency operation notification is actually issued.
4. General information furnished to the member concerning PCS order/contingency operation notification issuance before the determination is made to actually issue the order/notification (e.g., eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. 5374) duty, anticipated contingency departure date, etc.) is not advice that the order/notification is to be issued ([52 Comp. Gen. 769 \(1973\)](#)).

C. Time Limitation. Unless otherwise prescribed in the JTR, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons ([45 Comp. Gen. 589 \(1966\)](#); [B-183436, 22 July 1975](#)).**5388 RESTRICTIONS**A. Vehicle Size

1. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage cost caused by the vehicle's excess size (pars. 1015-C2h, 2000-D and 2125).
2. The Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member/dependents(s) require the oversized POV for medical reasons.
3. Excess costs are collected IAW Service regulations.

**B. Combining POV Size Limitation when Member Married to Member**

1. The size restriction in par. 5388-A may be ignored for storing one larger vehicle at Gov't expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage.
2. Payment for storing the vehicle may not exceed the Gov't's total cost if each member had stored a vehicle within the maximum standard size.

C. **Other Excess Storage Costs.** Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (pars. 1015-C2h, 2000-D and 2125).

**5390 CONTINUED POV STORAGE****A. Continued POV Storage for Active Duty Members.**

1. A POV may remain in storage at Gov't expense for up to 90 days after the member returns from:
  - a. An OCONUS PDS (par. 5374) to which the POV could not be shipped, or
  - b. TDY on a contingency operation.
2. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

**B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay****1. Separation from Service or Relief from Active Duty**

- a. A member, separated from the Service/relieved from active duty who has a POV in storage under par. 5378, is authorized continued POV storage until the 180th day after the active duty termination date, *unless specifically prohibited in par. 5320*.
- b. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

**2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay.**

- a. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. 5378, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death).
- b. The authority and circumstances in par. 5318 apply for extending the 1-year storage limit.
- c. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

3. **Pickup/Delivery Out of Storage.** Pickup/delivery out of storage is authorized at Gov't expense, regardless of time in storage (as long as the member's order is valid). This includes storage that has been converted to storage at the member's expense.

**5392 FUNDS ADVANCE**

Authorized POV storage costs may be paid in advance.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION d: POV TRANSPORTATION ICW ERD****5394 POV TRANSPORTATION ICW ERD**

*\*NOTE: See par. 5153 for POV transportation for a dependent relocating for personal safety.*

**A. OCONUS Dependent Transportation Authorized**

1. An order authorizing dependent transportation from OCONUS (under pars. 5098, 5100, 5102, and 5104) also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which the dependent is authorized to travel.
2. Diversion or re-assignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date the dependent is authorized to travel. See pars. 5098, 5100, 5102, and 5104.

**B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued.** When a dependent travels from the member's OCONUS PDS to an appropriate destination under circumstances enabling an authorized order (par. 5102), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an order is supported by the member's commanding officer's determination IAW par. 5276-C4 and later issued:

1. Directing dependent travel under the conditions of par. 5102, and
2. Providing POV transportation to the designated POV VPC/unloading port ordinarily serving the location that dependent travel would have been authorized.

**C. Ex-Family Member Travel Incident to Divorce/Annulment.**

1. If ex-family member travel under par. 5104 is authorized, POV transportation also may be authorized.
- \*2. The POV must be turned over to a TO within 1 year after the final decree of divorce or annulment effective date.

**D. Dependent Return to OCONUS Areas Authorized.** Return POV transportation to OCONUS is not authorized even if a dependent is permitted to return to the OCONUS PDS at Gov't expense (par. 5098, 5100, or 5102).

**E. Authority on the Next PCS.** A member who transported a POV under par. 5394-A, 5394-B or 5394-C has no further POV transportation authority from the last or any previous OCONUS PDS to CONUS.

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**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 7: MOBILE HOME TRANSPORTATION****5396 SCOPE**

- A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move.
- B. Mobile Home Definition. See App A.
- C. Additional Allowances. Transportation of the TDY HHG weight allowance under Ch 4, Part I, for TDY en route, is authorized in addition to mobile home allowances.
- D. Limitations
1. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. 5420-I).
  2. The member may not request/accept payment, for PCS HHG weight allowance transportation at Gov't expense for PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation.
  3. The member may receive mobile home transportation allowances to a designated place IAW par. 5404 and may later transport UB/HHG or transport a mobile home IAW par. 5404.
- E. 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 (par. 5420-I), and
    - c. Unaccompanied baggage/HHGto the new PDS for the member's use, cannot exceed the Gov'ts 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs.
  2. 'Best Value' Transportation
    - a. The member's maximum cost authorization (Armed Forces and NOAA) is determined by using the 'Best Value' methodology for the channel times the member's authorized maximum HHG weight amount for grade/dependency status. ***FOR PHS: The Gov't's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.***
    - b. Constructed mobile home transportation is always the 'Best Value' transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.
  3. 'Best Value' Determination. For details on 'Best Value' costs are determined see the [USTRANSCOM website](http://ustranscom.com).

4. Example. A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.

### 5398 ELIGIBILITY

A. General. A member 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 member's PCS order effective date;

C. Mobile Home Used as Residence. The member certifies that the member/member's dependents intend to use the mobile home as a residence at the location to which it is being moved. See par. 5404-D for exceptions.

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the member's (or dependent's/heir's) expense and to the Gov't's satisfaction to withstand the transportation rigors. See par. 5404-F for mobile home body and chassis preparation costs that are reimbursable or that may be performed at Gov't expense; and

E. Authorized Movement. The member is ordered on a PCS between authorized locations (par. 5404), or mobile home transportation is authorized under par. 5420, 5414 or 5424.

### 5400 FUNDS ADVANCE

1. Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured.

2. The advance is NTE the estimated amount allowable.

3. An advance may not be paid directly to a carrier.

### 5402 GEOGRAPHIC LIMITATIONS

A. Origin/Destination Points. A member (or dependent/heir) may only be authorized mobile home transportation allowances:

1. Within CONUS,

2. Within Alaska,

3. Between CONUS and Alaska,

4. Through Canada en route between Alaska and CONUS,

5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

7. 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.

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. Mobile home transportation is limited to the cost to the Gov't to transport the member's PCS HHG weight allowance between the old and new PDSs.

#### 5404 TRANSPORTATION

A. Definition. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. A member married to member couple may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Gov't may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS order.

C. Member Married to Employee. When one spouse is a uniformed member and the other an employee, and each has a separate PCS order, they may combine their PCS HHG weight allowances (par. 5638).

D. Single Member/Concurrent Travel Performed

1. A member:
  - a. Without dependents, or
  - b. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,is authorized the same mobile home transportation to a selected point as authorized in par. 5404-E.
2. A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependent(s) (or single member) is at an OCONUS PDS other than in Alaska.

E. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska

1. General. When a dependent(s) is authorized to travel to/from the designated place/selected point in CONUS or Alaska to a new PDS (which is neither in CONUS nor Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (par. 5420-I) to:
  - a. The border crossing/appropriate port,
  - b. Designated place, or
  - c. Selected point.
2. UB/HHG Transportation. The member also may transport UB and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS.
3. Gov't's Cost Liability. The Gov't's cost liability to transport:
  - a. The mobile home,
  - b. Any HHG removed from the mobile home (par. 5420-I), and
  - c. UB/HHG to the new PDS for the member's use,

is NTE the Gov't's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.

4. Example. Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 lbs. of HHG. The member transports a mobile home and 1,000 lbs. of HHG (using par. 5420-I) from the old PDS to Cleveland, OH, and 4,000 lbs. of HHG to the new PDS in Germany. The amount that the Gov't pays to transport the mobile home and the 1,000 lbs. of HHG to Cleveland, and the 4,000 lbs. of HHG to Germany may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance of 12,000 lbs. from the old CONUS PDS to the new PDS in Germany.

F. Return from a PDS neither in CONUS nor Alaska

1. General. A member is authorized mobile home transportation:

- a. Within CONUS or Alaska and,
- b. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
- c. The selected point in CONUS or Alaska to the new PDS.

2. Gov't's Cost Liability. The Gov't's cost liability to transport:

- a. The mobile home,
- b. Any HHG removed from the mobile home (par. 5420-I), and
- c. UB/HHG

to the new PDS for the member's use is NTE the Gov't's cost to transport the member's PCS weight allowance between the old and new PDSs.

3. Example. See par. 5404-E.

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

H. Delayed/Deferred Mobile Home Transportation

1. The member may elect not to move a mobile home when authorized.
2. Mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders, up to the greater of the distances:
  - a. To the new PDS from the former PDS from which the mobile home was not moved, or
  - b. From the current PDS from which the member is being ordered.
3. Example. See par. 5144.

**5406 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION**

A. Authorized Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under Ch 5, Part A7 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or SIT costs (see pars. 5406-E, 5408-A, and 5408-G) IAW pars. 5396-C and 5422.

B. Reimbursement. Reimbursement:

1. Must not exceed the amount in par. 5396-C.
2. For SIT and dry storage are authorized in par. 5422.

C. Transportation Arrangements. The member is responsible for making personally procured transportation arrangements for the mobile home.

D. Paying the Carrier. When paying the carrier the member 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's (i.e., the member or dependent/heir);
3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and
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 member or dependent/heir.

E. Transportation Costs

1. Preparation Fees. See par. 5408-E for preparation fees allowed as transportation costs.
2. Costs Allowed. Reimbursement is authorized for the carrier's charges for:
  - a. Actual mobile home transportation (NTE charges approved by the Surface Transportation Board) or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
  - 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 the carrier service charges for obtaining such permits; and
  - d. Pilot (flag) car or escort services, if required by law.
3. Costs Not Allowed. 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;
  - 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 member; and
  - d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

**5408 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER.**

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5408-E, 5406-E3, 5408-E, and 5408-H. Compute distance IAW par. 2650.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. 2650.

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. 2650.

E. Preparation

1. Reimbursable Costs. In addition to the allowances in pars. 5408-A through 5408-G, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin inside Alaska/CONUS for transportation/resettling at the destination inside Alaska/CONUS.

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. 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 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 double wide 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. RESERVED

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat)

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:

- a. Fuel/oil used for propulsion of the boat;
- b. Pilots/navigators in open water;
- c. A crew;
- d. Harbor pilot charges;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating 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. 2600) for the official distance between the points authorized, or
2. Is for actual transportation costs subject to the limitation in pars. 5408-E, 4306-E3, 5408-G, 5408-E, and 5408-H; and
3. Must not exceed the amount in par. 5396; and
4. Is authorized for SIT in par. 5422.

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. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H; or
2. Is the automobile mileage rate (par. 2600) per overland mile for the official distance between the authorized points; and
3. Must not exceed the amount in par. 5396; and
4. Is authorized for SIT in par. 5422.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is for actual transportation costs, subject to the limitations in pars. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H;
2. Must not exceed the amount in par. 5396; and
3. Is authorized for SIT in par. 5422.

**5410 GOV'T PROCURED TRANSPORTATION**

A. Arrangements. The Gov't arranges the member'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 member'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 member 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 member may not:

1. Receive any other allowances for the transportation involved, or
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;
5. Municipal, state, and/or local permits; and
6. Preparations fees (see par. 5408-E).

G. Costs Not Allowed. The member 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 member's control;
2. Special handling requested by the member;
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 member 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.

#### **5412 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS**

The allowances in pars. 5406 and 5408 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

#### **5414 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the U.S. who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status and to a member who dies while authorized basic pay.

##### B. Transportation

1. General. Transportation is authorized by one, or a combination, of the following:
  - a. Gov't-arranged transportation;
  - b. Personally arranged transportation via a commercial transporter;
  - c. Transportation by a means other than Gov't arranged or personally arranged.
2. Transportation/Incidental Costs. Mobile home transportation/incidental costs under this subpar. are at Gov't expense. The ceilings prescribed elsewhere in this Part do not apply.
3. Advance Payment. Transportation payments authorized by par. 5414-A may be made in advance IAW Ch 2, Part E.
4. Authorized Location. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. 5316, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:
  - a. Dead;
  - b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
  - c. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year

1. A mobile home transported under par. 5414-B4b may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when, through the Secretarial Process, it is determined the circumstances justify an additional move.

2. If HHG were previously transported under par. 5304, a mobile home may be transported under par. 5414-C.

D. Death of a Member. When a member with a mobile home dies on active duty, one dependent of the member is authorized mobile home transportation allowances from the mobile home location on date of death to a place designated by that dependent, provided:

1. The mobile home is used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or

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

E. Time Limit Extension. An extension of the time limits in pars. 5414-D2 and 5414-D3 may be authorized/ approved through the Secretarial Process.

**5416 EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

A. General. Mobile home transportation involving excess costs may be made IAW pars. 1015-C2h, 2000-D and 2125.

B. Gov't Financial Responsibility. The Gov't is obligated only for the total authorized cost.

C. Transportation Arrangements. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part.

D. Authorized Circumstances

1. General. Transportation of mobile homes which involve excess cost may be initially paid by the Gov't (but excess costs subsequently reimbursed by the member/heir) when a member is:

a. Discharged, resigns, or separates from active duty resulting in a non-pay status, or

b. Deceased, or

c. Authorized by Service regulations.

2. Member/Heir Financial Responsibility. The member/heir is financially responsible to repay the Gov't for all excess mobile home transportation costs incurred.

**5418 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (Gov't or economy) on which the mobile home is located, is authorized Gov't-procured transportation/ reimbursement for the expenses incurred (including SIT under par. 5422) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,
2. Moving it to another location, and
3. Installing it at the new site ([52 Comp. Gen. 69 \(1972\)](#)).

Also see par. 5408-E.

C. Non-reimbursable Expenses. See par. 5410-G.

D. Cost Constraints. *The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs. of HHG.*

E. Ownership. The member/dependent) must own the mobile home when it is moved.

#### **5420 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. 5298-A and 5298-B:
  - a. To a designated place in CONUS, or
  - b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. Ch 5, Part A7 are met.

2. Transportation

- a. Mobile home transportation under this subpar. is in lieu of transporting HHG except as authorized in par. 5208-D3.
- b. The order authorizing dependent transportation (under pars. Ch 5, Part A3d, pars. 5276 and 5424) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. 5278 the transportation is authorized.
- c. After a mobile home is transported due to dependent travel/ transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.

3. Member Assigned to Full PCS Weight Allowance Area. The Gov't's financial responsibility for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place.

4. Example. Dependents return from Hawaii and 1,000 lbs. of HHG are transported from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 lbs. of HHG from Hawaii to Detroit.

5. Member Assigned to Administratively Weight-restricted Area

- a. The mobile home may be transported from a point in CONUS/Alaska to the designated place.
- b. The Gov't's financial responsibility for mobile home and HHG transportation is IAW the basic authorization (par. 5398) to transport the member's PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from:
  - (1) The member's last PDS in CONUS (or Alaska), or
  - (2) The CONUS port (or Alaska) through which the member's HHG from OCONUS would be transported to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice

1. A member authorized HHG transportation under par. 5306 is authorized mobile home transportation to a designated place in CONUS/Alaska, if the conditions in par. 5398 are met.
2. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS/Alaska.
3. When the PDS is in Canada, Mexico, or Central America, authorization is IAW par. 5402-D.

C. Mobile Home Transportation Incident to Tour Extension

1. A member on a tour of short duration (less than the prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Gov't expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS.
2. The authorization is limited to that situation when the tour is extended due to:
  - a. Unusual circumstances, and
  - b. The needs of the Service.
3. This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment ([B-208861, 10 November 1982](#)).

D. Breakdown/Damage/Destruction of a Mobile Home En Route

1. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported.
2. The member may subsequently transport HHG IAW par. 5208-D5.
3. See Ch 5, Part A7 for mobile home transportation cost limitations.

E. Improper Shipments

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

2. The member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

F. Order Amended, Modified, Canceled, or Revoked.

1. General. When a member's mobile home is transported under par. 5406-C or 5408-B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances:

- a. To the original destination (as if the transportation was completed),
- b. To the point the mobile home was intercepted en route and then to the ultimate new PDS,
- c. To another place authorized in this Part, or
- d. For return to the old PDS, as appropriate.

2. Example. The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS, the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

G. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the *last* PDS may be authorized at any combination of the point of origin, in transit, or at destination.

H. Transportation before an Order Is Issued

1. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. 5406-C or 5406-A before a PCS order is issued, in the same manner as HHG under par. 5208-E.

2. The member is authorized reimbursement under par. 5406-A only if a PCS order is later issued.

3. The member should retain the AO's/designated representative's written certification (par. 2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

I. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Gov't expense under par. 5208-D5.

**5422 STORAGE IN TRANSIT (SIT)**A. General

1. *The law precludes more than 180 days of SIT.*
2. SIT is storage authorized with mobile home transportation.
3. This storage is cumulative and may accrue at any combination of origin, in transit, or destination.

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

5. In computing the storage periods, the actual storage period governs, regardless of billing practices.

6. The SIT cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance.

*7 Except as provided in pars. 5422-C and D, the member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported.*

#### B. SIT Time Limits

##### 1. SIT - First 90 Days

a. A member is authorized mobile home SIT at Gov't expense for 90 days with any authorized mobile home transportation.

b. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. 5422-B.

##### 2. SIT - after the First 90 Days

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

b. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

- (1) Serious illness of the member;
- (2) Serious illness or death of a dependent;
- (3) Directed TDY after arrival at PDS;
- (4) Non-availability of suitable permanent location for mobile home; or
- (5) Acts of God.

#### C. Order Amended, Modified, Canceled or Revoked

1. Order Amended/Modified. After the date the mobile home was released to a TSP or the Gov't for shipment/SIT, a member whose PCS order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the amended/modified order effective date. After that the amended/modified PCS order establishes the storage allowance.

2. Order Canceled/Revoked. A member on a PCS order, that is canceled/revoked after the date a mobile home is released to a TSP or /the Gov't for shipment/SIT, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in SIT when the PCS order is received, is authorized continued SIT (regardless of the time limit prescribed in par. 5422-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

#### 5424 MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD

##### A. General

1. Mobile home transportation in lieu of shipping HHG (par. 5208-D3) is authorized IAW Ch 5, Part A7 to a member authorized HHG transportation under pars. 5276-A1, 5276-B, and 5276-C1, 5276-C2, 5276-C3, 5276-C7, and 5276-C8:
  - a. To a CONUS designated place, or
  - b. From a point outside CONUS and Alaska to a designated place in Alaska,
2. The order authorizing dependent transportation under Ch 5, Part A3c also may authorize HHG/mobile home transportation and should specify which of the above cited par. 5276 paragraph(s) authorizes the transportation.
3. When a mobile home is transported due to the early return of a dependent(s), no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Gov't pays for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance from the OCONUS PDS to the designated place.

Example. Dependents return early from HI, and 1,000 lbs. of HHG are transported from HI to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authority for mobile home transportation is based on what it would have cost to move 11,500 lbs. of HHG from HI, to Detroit.

##### C. Member Assigned to Administrative Weight Restricted Area

1. General. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Gov't's cost for transporting the mobile home may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance, minus the weight of HHG transported from OCONUS, from the:
  - a. Member's last CONUS PDS (or Alaska), or
  - b. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (Example 1).
2. Exception. If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependent(s) returns early from the administrative weight restricted area, the mobile home may be transported at Gov't expense from the point it was located when it could have been transported at Gov't expense to the member's last PDS in CONUS or Alaska. The constructed Gov't cost for this mobile home transportation is based on the member's PCS weight allowance on the order effective date from that station (Example 2).

### 3. Examples

a. Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early and 1,000 lbs. of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500-pound PCS weight allowance remaining. The member's authority for mobile home transportation is computed based on what it would have cost to transport 11,500 lbs. of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

b. Example 2. A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 lbs. 1,000 lbs. of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early to a designated place in Detroit, MI, and 1,000 lbs. of HHG/UB are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance and 8,000 lbs. remain on the weight allowance that may be transported within CONUS on the early return travel order. The member's mobile home transportation allowances are computed based on what it would have cost to move 7,000 lbs. of HHG from Fort Lewis and 1,000 lbs. from Fort Carson. In the computation, 7,000 lbs. is used from Fort Lewis to Detroit because the member was only authorized 8,000 lbs. when assigned from Fort Lewis and had transported 1,000 lbs. at that time to Fort Carson. The remaining 1,000 lbs. that is authorized transportation within CONUS on the early return travel order from Germany is used in the computation for the distance from Fort Carson to Detroit as more advantageous to the member than the CONUS port (Bayonne, NJ) to Detroit.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART A: **UNIFORMED MEMBERS ONLY******SECTION 9: TEMPORARY LODGING****5434 CONUS TEMPORARY LODGING EXPENSE (TLE)**

A. Purpose. TLE is an allowance intended to *partially* pay members for lodging/meal expenses incurred by a member/ dependent(s) while occupying temporary lodging *in CONUS* ICW a PCS.

B. TLE Authorized

1. General. A member is authorized TLE reimbursement NTE the number of days authorized in par. 5434-D:

- a. Before leaving the old CONUS PDS, designated place (App A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS;
- b. After arriving at the new CONUS PDS, designated place , and the member's first PDS, if the member is reporting there from HOR or initial technical school;
- c. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS);
- d. For the elapsed time between PDSs when per diem is not payable;
- e. When the member's PCS order is cancelled or revoked after the member occupies temporary Qtrs. The member is authorized TLE reimbursement up to the maximum number of days allowable;
- f. Upon initial arrival at a CONUS PDS and waiting for Gov't Qtrs assignment, or while completing arrangements for other permanent living accommodations when Gov't Qtrs are not available.
- g. For an acquired dependent(s) for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired, or
- h Incident to a move when entering active duty to the first PDS.

2. TLE Location. The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place , and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

3. Examples

a. If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- (1) Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- (2) At a designated place (App A1) en route; and/or
- (3) Near the new PDS before (or after) the member checked into the new activity at the new PDS.

b. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- (1) The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- (2) A designated place en route as described in the 8-day example.

C. TLE Not Authorized. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part A3c); or
- \*5. On behalf of dependent(s) relocating for personal safety (par. 5153); or
6. When ordered to ITDY, or
7. When a Selected Reserve member is authorized limited PCS allowances from home to duty station IAW par. 7400.

D. Time Limitations

1. CONUS. TLE reimbursement is limited to 10 days for a member who:
  - a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (par. 9150); or
  - b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS; or
2. OCONUS. TLE reimbursement is limited to 5 days for a member who:
  - a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (par. 9150); or
  - b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS designated place, but not OCONUS (par. 9150).

E. Temporary TLE Increase

1. General. The maximum temporary TLE increase period is 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or
  - b. A sudden increase in the number of members assigned to the PDS.

2. TLE Temporarily Increased Locations:

<u>Location</u>	<u>Effective Dates</u>	<u>Number of TLE Days</u>
NONE		

3. Limitations

a. Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location.

b. On departure from an extended TLE location, the '10-day' or '5-day' TLE length rules apply.

4. Reimbursement Criteria. Reimbursement for a location authorized a temporary TLE increase (par. 5434-E2) is based on the following criteria:

a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.

b. The member is eligible for 5 or 10 days, whichever is applicable per par. 5434, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

5. Examples

a. Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).

b. Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

F. Temporary Qtrs1. General. Temporary Qtrs for the member/dependent(s):

a. Must be a temporary residence; and

b. Must be in the vicinity of the old and/or new PDS/designated place ; and

c. May be allowed if assigned family type Gov't Qtrs are not occupied because:

(1) HHG have not been shipped from the old PDS; or

(2) HHG have not been received at the new PDS; or

(3) Gov't Qtrs are undergoing repair/renovation; or

(4) HHG have been packed, picked up and/or shipped from the losing PDS; or

(5) For similar reasons.

2. Lodging Receipts. Lodging receipts are required by [DoD FMR 7000.14-R, Volume 9](#).

3. Lodging with Friends/Relatives. When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

G. Reimbursement

1. Member Married to Member. When both spouses are members:

- a. Each may be reimbursed up to \$290/day, and
- b. Both may not claim the same dependent(s) for TLE on the same days, and
- c. One member may not claim the other member for TLE payment, and
- d. TLE *may be paid*, in addition to TQSE for civilian employees, (Ch 5, Part B9) as long as TLE and TQSE payments cover different expenses. *Duplicate payment for the same expenses is not authorized.*
- e. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

2. Per Diem Rate. The *locality* per diem rate based on the PDS (or designated place , HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

3. Maximum TLE Reimbursement. :

a. General

- (1) A member may be reimbursed a maximum of \$290/day for TLE expenses when the member and dependent(s) occupy temporary Qtrs on the same or different days ([B-221732, 10 April 1987](#)); and
- (2) A member may choose the days TLE is claimed when occupying temporary Qtrs on different days than the dependent(s); and
- (3) Dependent(s) may occupy temporary Qtrs on different days, but TLE is determined as if lodgings were occupied on the same days; and

b. Gov't Qtrs

- (1) A member should use adequate and available Gov't Qtrs on the U.S. Installation from which departing and/ or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival.
- (2) There is no requirement to use Gov't Qtrs in the vicinity of a designated place (see App A).
- (3) For TLE purposes, when Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost or locality lodging rate, whichever is lower.
- (4) Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.
- (5) Availability/non-availability must be documented by the member by one of the following:
  - (a) Confirmation number provided by the Service's lodging registration process; or
  - (b) The date the member attempted to make reservations, and the phone number and name of the billing office PoC; or

(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the Gov't Qtrs PoC(s).

4. Reimbursement Example:

- a. A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April).
- b. The member's dependent(s) also occupy temporary Qtrs for 12 days (18 to 29 April).
- c. The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.
- d. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290/day.

5. Reimbursement Computation

- a. Step 1: Determine the Daily Lodging Ceiling and M&IE Rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary Qtrs	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**NOTES:** The above percentage factors are used for both lodging and M&IE unless:

1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
  2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).
- b. Step 2: Determine the Lodging Cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.
- c. Step 3: Determine the Gross Daily Equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.
- d. Step 4: Determine the Applicable Daily Rate. Compare \$290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

H. TLE Computation Examples. The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only (current Standard CONUS per diem rate, par. 2025).

1. Member with No Dependents

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	65% x \$46 = \$29.90
Lodging	65% x \$83 = \$53.95
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$53.95 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

2. Member with 3 Dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$129 (\$83/ \$46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate).	
M&IE	160% x \$46 = \$73.60
Lodging	160% x \$83 = \$132.80
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80 vs. \$132.80 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$80.00 = \$153.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$153.60.	\$290 vs. \$ 153.60 \$153.60/day x 8 days = \$1,228.80

3. Member Married to Member with 2 Dependents

A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$129 (\$83/ \$46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that Gov't Qtrs are not available. The members are authorized TLE, computed as follows:	
<b>Member #1</b> <b>(with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$46 = \$46 100% x \$83 = \$83
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$83 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
<b>Member #2</b> <b>(with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	100% x \$46 = \$46 100% x \$83 = \$83
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$83 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$46 + \$50 = \$ 96
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.	\$290 vs. \$96 \$96/day x 6 days = \$576
The daily rate paid to each member is \$96. The combined daily amount paid to both members is \$192.00 (\$96 + \$96). The combined amount paid to both members for 6 days is \$1,152 (\$192/day x 6 days or \$576 + \$576).	

4. Member Married to Member with 2 Dependents, when Each Member Claims the 2 Dependent Children for Different Days

<p>A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at \$120/night (\$110 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Gov't Qtrs are not available. <b><i>NOTE: In this example, each member claims the two dependent children but for different days.</i></b> The members are authorized TLE, computed as follows:</p>	
<b>Member #1</b> <b>(with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate).	
M&IE	125% x \$56.00 = \$ 70.00
Lodging	125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.25 \$186.25/day x 10 days = 1,862.50
<b>Member #2</b> <b>(with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate).	
M&IE	125% x \$56.00 = \$70.00
Lodging	125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.	\$290.00 vs. \$186.26 \$186.25/day x 10 days = 1,862.50
<p>The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$3,725 (\$1,862.50 + \$1,862.50).</p>	

5. Member with a Spouse and 2 Dependent Children

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136.00 (\$90/ \$46). The member certifies that Gov't Qtrs are not available at either PDS. The member is authorized TLE computed as follows:

<b>OLD PDS</b>	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$71.00 = \$113.60 160% x \$161.00 = \$257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$195 vs. \$257.60 \$195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$113.60 + \$195 = \$308.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$308.60 \$290/day x 2 days = \$580
<b>NEW PDS</b>	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	160% x \$46.00 = \$73.60 160% x \$90.00 = \$144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$144 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$73.60 + \$85.00 = \$158.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.	\$290 vs. \$158.60 \$158.60/day x 6 days = \$951.60
The member is authorized a total of \$1,531.60 (\$580 + \$951.60) for TLE.	

6. Member Occupies Temporary Qtrs at New PDS and Spouse and Dependent Children Occupy Temporary Qtrs at Old PDS

A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April) at \$52/night (\$47 plus \$5 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18 to 29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$132 (\$86/ \$46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that Gov't Qtrs are not available at either location. The member is authorized TLE, computed as follows:

	<b>Member (New PDS)</b>	<b>Dependent(s) (Old PDS)</b>
1. Determine max rate (Given percent x locality rate) M&IE Lodging	65% x \$46.00 = \$29.90 65% x \$83.00 = \$53.95	100% x \$46.00 = \$46.00 100% x \$86.00 = \$86.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$53.95 \$52.00	\$60.00 vs. \$86.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$29.90 + \$52 = 81.90	\$46.00 + \$60.00 = 106.00
Combined Total:	\$81.90 + \$106.00 = \$187.90	
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$187.90.	\$290.00 vs. \$187.90 \$187.90/day x 10 days = \$1,879.00	

7. Member with Spouse and 3 Dependent Children (2 Rooms Occupied)

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.	\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

I. Funds Advance

1. General. An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS.
2. CONUS Advance. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS.
3. OCONUS Advance. The advance is limited to the maximum amount for 5 days if the new PDS is OCONUS.

**5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)**

TLA is an allowance intended to *partially* pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. See Ch 9, Part C for information on TLA.

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **CIVILIAN EMPLOYEES ONLY**

#### SECTION 1: GENERAL

##### 5500 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 (see 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. 5560.

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. 5500-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures

- a. An election under par. 5500-B1 must be in writing and signed by all affected employees.
- b. When employees elect separate benefits under par. 5500-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. 5818-E10 and 5780.

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

**5502 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. 5520) 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. 5560),
- (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.

**5504 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:

<b>TABLE 1 ELIGIBILITY TABLE</b>										
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 &amp; 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, &amp; 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 &amp; 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 &amp; 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 &amp; 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, &amp; 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 &amp; 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. 4955 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. 5908-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. 1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 1260.

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

<b>TABLE 2</b> <b>NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS</b>	
<b>Column 1</b> 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> <sup>1</sup>	<b>Column 2</b> 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) (par. 5558) ( <a href="#">FTR, Part 302-4</a> ).  2. Per diem for employee only (par. 5592) ( <a href="#">FTR, Part 302-4</a> ).  3. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).  4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (Ch 5 Part D) ( <a href="#">FTR, Part 302-8</a> ).  5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, §302-10.2</a> ) <sup>2</sup> .	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ) <sup>3</sup> .

**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 the 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

<b>TABLE 3 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS</b>	
<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> <sup>1</sup>	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) Ch 5 Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. Per diem employee only (par. 5592) ( <a href="#">FTR, Part 302-4</a> ). 3. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 4. NTS (extended storage) of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-8</a> ). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS ( <a href="#">DSSR, Sec. 241.2</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR ( <a href="#">Gov't Civilians - Foreign Areas, Sec. 120</a> ). 3. FTA (Subsistence Expense), ( <a href="#">DSSR Sec. 242.3</a> ) 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 B is *not* authorized for new appointee movement to the first PDS.
- b. The MEA in Ch 5, Part B 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 (Ch 5, Part B) ([FTR, Part 302-12](#)).
- d. The RIT allowance is *not* authorized for a new appointee assigned to first PDS (Ch 5, Part B) ([FTR, Part 302-17](#)).

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

<b>TABLE 4 TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS</b>	
<b>Column 1</b>	<b>Column 2</b>
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>
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. MEA when moving a household (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ). 3. Sell & buy residence transactions or lease termination expenses (Ch 5, Part B) ( <a href="#">FTR, Part 302-11</a> ). 4. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 5. NTS (extended storage) of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-8</a> ). <sup>1</sup> 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, Part 302-10</a> ). 7. RIT Allowance (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ).	1. HHT - per diem, & transportation, employee & spouse only (Ch 5, Part B) ( <a href="#">FTR, Part 302-5</a> ). 2. TQSE (Ch 5, Part B) ( <a href="#">FTR, Part 302-6</a> ). 3. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 4. Relocation service company use (Ch 5, Part B) ( <a href="#">FTR, Part 302-12</a> ). 5. Property management service use (Ch 5, Part B) ( <a href="#">FTR, Part 302-15</a> ). 6. Home marketing incentive (Ch 5, Part B) ( <a href="#">FTR, Part 302-14</a> ).

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

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

<b>TABLE 5 TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS</b>	
<b>Column 1</b>	<b>Column 2</b>
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>
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. MEA when moving a household (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ). 3. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 4. NTS (extended storage) of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-8</a> ). 5. RIT Allowance (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ) <sup>1</sup> ..	1. TQSE under Ch 5, Part B 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. 2. The FTA, Pre-Departure Subsistence Expense Portion ( <a href="#">DSSR, Sec. 242.3</a> ) 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. 3. TQSA ( <a href="#">DSSR, Sec. 120</a> ) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 5. Property management service may be authorized for an employee who qualifies under Ch 5, Part B ( <a href="#">FTR, Part 302-15</a> ). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) ( <a href="#">FTR, Part 302-12</a> ). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) ( <a href="#">FTR, Part 302-14</a> ).

**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

<b>TABLE 6</b>	
<b>TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS</b>	
<b>Column 1</b>	<b>Column 2</b>
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"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (Ch 5, Part B) (<a href="#">FTR, Part 302-4</a>).</li> <li>2. MEA when moving a household (Ch 5, Part B) (<a href="#">FTR, Part 302-16</a>).</li> <li>3. Sell &amp; buy residence transaction expenses or lease termination expenses (Ch 5, Part B) (<a href="#">FTR, Part 302-11</a>)<sup>1</sup>.</li> <li>4. Transportation including SIT of HHG (Ch 5, Part B) (<a href="#">FTR, Part 302-7</a>).</li> <li>5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) (<a href="#">FTR, Part 302-8</a>).</li> <li>6. RIT Allowance (Ch 5, Part B) (<a href="#">FTR, Part 302-17</a>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (Ch 5, Part B) (<a href="#">FTR, Part 302-9</a>).</li> <li>2. TQSE (Ch 5, Part B) (<a href="#">FTR, Part 302-6</a>) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under <a href="#">DSSR Sec. 120</a> 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.<sup>1</sup></li> </ol>

**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

<b>TABLE 7 TRANSFER BETWEEN OCONUS OFFICIAL STATIONS</b>	
<b>Column 1</b>	<b>Column 2</b>
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) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ). 3. MEA (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ). 4. NTS (extended storage) of HHG (par. 5312) ( <a href="#">FTR, Part 302-8</a> ). 5. RIT (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ). 2. Property management services (Ch 5, Part B) ( <a href="#">FTR, Part 302-15</a> ). 3. TQSE if new PDS is in the U.S. (Ch 5, Part B) ( <a href="#">FTR, Part 302-6</a> ) <sup>1</sup> .

**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

<b>TABLE 8 RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION</b>	
<b>Column 1</b>	<b>Column 2</b>
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) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ). 2. Per diem for employee only (par. 5108) ( <a href="#">FTR, Part 302-4</a> ). 3. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ).

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

<b>TABLE 9</b> <b>LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION</b> <b>(par. 5110) (FTR, §302-3.304)</b>	
<b>Column 1</b> Relocation allowances that DoD Component must pay or reimburse	<b>Column 2</b> Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ).  2. Per diem for the employee only (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ).  3. Transportation & SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).  4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, Part 302-10</a> ).	1. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ).

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

<b>TABLE 10</b> <b>TEMPORARY CHANGE OF STATION (TCS)</b> <b>(Ch 5, Part B) (FTR, §302-3.400)</b>	
<b>Column 1</b> Relocation allowances that DoD Component must pay or reimburse	<b>Column 2</b> Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (Ch 5, Part B) ( <a href="#">FTR, Part 302-4</a> ).  2. MEA (Ch 5, Part B) ( <a href="#">FTR, Part 302-16</a> ).  3. Transportation including SIT of HHG (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).  4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) ( <a href="#">FTR, Part 302-10</a> ).  5. POV shipment (Ch 5, Part B) ( <a href="#">FTR, Part 302-9</a> ).  6. RIT Allowance (Ch 5, Part B) ( <a href="#">FTR, Part 302-17</a> ).	1. HHT expenses (Ch 5, Part B) ( <a href="#">FTR, Part 302-5</a> ).  2. TQSE (Ch 5, Part B) ( <a href="#">FTR, Part 302-6</a> ).  3. Property management services (Ch 5, Part B) ( <a href="#">FTR, Part 302-15</a> ).

M. Table 11: Assignment under the Gov't Employees Training Act

<b>TABLE 11</b> <b>ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT</b> <b>(5 USC §4109)<sup>1</sup> (par. 4955)</b>
1. Transportation of employee & immediate family member(s) (Ch 4, Part K) ( <a href="#">FTR, Part 302-4</a> ).
2. Per diem for the employee (Ch 4, Part K) ( <a href="#">FTR, Part 302-4</a> ).
3. Movement of HHG & SIT (Ch 5, Part B) ( <a href="#">FTR, Part 302-7</a> ).

**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.*

**5506 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. 5578-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. 5558 for procedural requirements applicable to new appointees.

**5508 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.

**5510 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.

**5512 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. 5678.

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.

#### **5514 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. 5518.

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

#### **5516 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. 5516-B3 and 5516-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5502.
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. 5516-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. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.
- b. When the gaining activity elects to pay movement costs, see par. 5520 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. 5516-C2 applies.
5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-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. 5572-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.

**5518 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. 5518-C.
4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-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. 1030 and 2000 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. 5908-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.

## 5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. 5156),
2. Per diem for the employee and dependents (par. 5592-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 B.

B. Allowance Restrictions. PCS allowances in par. 5520-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 B), and/or
2. POV shipment (Ch 5, Part B).

## 5522 PCS MOVEMENTS ([FTR Part 302-3](#))

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 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.

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **CIVILIAN EMPLOYEES ONLY**

#### SECTION 10: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

##### 5814 GENERAL

- 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 B7 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.

##### 5816 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. 5558 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. 4955.

## 5818 REIMBURSEMENT

### \*A. 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 GSBCA [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. 1260.

### \*B. 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. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-B2, when the 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;

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. 5576-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.

\*C. Maximum Payment

- \*1. The AO may authorize/approve MEA in excess of the amount in par. 5818-B 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. 5818-B must be justified.

\*D. 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. 5764.;
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. GSBICA 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 (GSBICA [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 (GSBICA [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 (GSBICA [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 (GSBICA [16351-RELO, 1 April 2004](#));

\*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.

\*E. 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.

\*F. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in [DoD FMR 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 B: **CIVILIAN EMPLOYEES ONLY**

#### SECTION 12: HHT

##### 5860 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 D 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.

##### 5862 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. 2650).

##### 5864 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. 5558 applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. 4955 instead of per diem/AEA while at the training location; or
3. Employee's children, [GSBCA 16907-RELO, 14 August 2006](#).

**5866 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. 5878).

D. AEA. AEA is not authorized for HHT (par. 5884-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. 5884-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's overall reimbursement for both HHT trips is limited to \$800. The excess HHT trip cost of \$400 is the employee's personal financial responsibility

**5868 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 order has been issued ([CBCA 3612-RELO, 13 March 2014](#)).

**5870 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. 5518).

**5872 HHT AUTHORIZATION** ([FTR §302-5.5](#))

- A. General. After considering par. 5874-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. 5884-B1) or a lump sum (par. 5884-B2);
  3. The appropriate HHT duration (NTE the maximum IAW par. 5878);
  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.

**5874 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. 5874-B through 5874-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.

## 5876 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.

## 5878 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.

## 5880 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. 2605 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).

## 5882 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. 3330 regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. 2605 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.

## 5884 SUBSISTENCE

- A. General
1. HHT subsistence expenses are ordinarily reimbursed under the ‘Lodging Plus’ method as in par. 5884-B1.
  2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2. The following are factors in determining whether or not to offer lump sum reimbursement:
    - a. Administration Ease. Per diem payment under par. 5884-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. 5884-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. 5884-B1 or 5884-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. 4130 and 5592, 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. 5884-B2a or 5884-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. 5884-B2a or 5884-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. 5884-B1) or the lump sum option (par. 5884-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. 2025 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. 5884-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 =	*\$928.00
Travel day back to the PDS:	$75\% \times \$46 =$	+ \$ 34.50
<b>Total Per Diem for Employee</b>		<b>\$1,067.00</b>
<u>Spouse’s Per Diem</u>		
Using par. 5592-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 4130.		
<b>Total Per Diem for Spouse</b>	$75\% \times \$1,067.00$ (employee’s per diem) =	<b>\$800.25</b>
<u>Total Per Diem Payment</u>		
Employee’s per diem		\$1,067.00
Spouse’s per diem		+ \$800.25
<b>Total Per Diem for Employee and Spouse</b>		<b>*\$1,867.25</b>

3. **Example 2.** The employee is authorized a lump sum HHT. See par. 5884-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.

<b>Situation A:</b>		
*The employee elects the 10-day HHT with per diem computed under the Lodging Plus computation method (par. 5884-B1). Using par. 5592-A, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. <b>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.</b>		
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
<b>Total Per Diem for Spouse</b>		<b>*\$1,130.00</b>

<b>Situation B:</b>		
The employee elects the lump sum HHT (par. 5884-B2b) for the spouse. <i>No lodging receipts are required.</i>		
<b>Total Lump Sum Subsistence for the Spouse</b>	\$201 x 5 (lump sum for one person)=	<b>\$1,005.00</b>

5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the Lodging Plus computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. *The employee must provide lodging receipts.*

<b>Employee's Per Diem</b>		
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
<b>Total Per Diem for Employee</b>		<b>\$1,111.50</b>
<b>Spouse's Per Diem</b>		
Using par. 5592-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. 4130.		
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
<b>*Total Per Diem for Spouse</b>		<b>\$ 930.50</b>
<b>Total Per Diem Payment</b>		
Employee's Per Diem		<b>\$1,111.50</b>
Spouse's per diem		+ \$ 930.50
<b>Total Per Diem for Employee and Spouse</b>		<b>*\$2,042.00</b>

#### 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. 4130.
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. 4130.
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.*

#### 5886 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.

#### B. Subsistence Expenses

1. 'Lodging Plus' Method. An employee paid per diem under par. 5884-B1, using the 'Lodging Plus' method must itemize lodging expenses and have lodging receipts. See par. 2710 and DoD FMR 7000.14-R, Volume 9.
2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. 5884-B2, does not require itemization or receipts for payment.

#### 5888 STATUS WHILE ON HHT

An employee is in a travel status (App A) while performing house hunting travel during the authorized absence period.

**5890 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. 5890 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.

**5892 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. 5884-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. 5884-B2 is a *payment*, not an advance.

**5894 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. 5810.

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. 5796.

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## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **CIVILIAN EMPLOYEES ONLY**

#### SECTION 13: TEMPORARY CHANGE OF STATION (TCS)

##### 5896 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.

##### 5898 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. 2800-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. 5900.
- 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. 4955); or
  5. Employee assigned to/from a State or local Gov't under the Inter-Governmental Personnel Act ([5 USC §3372](#)) (par. 7805).

##### 5900 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.

**5902 TCS ALLOWANCES** ([FTR §302-3.412](#), and [§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. 5534-C1b for per diem);
  - c. Transportation and dependent per diem (Ch 5, Part B3);
  - \*d. HHG transportation and SIT (Ch 5, Part B5);
  - \*e. MEA (Ch 5, Part B10);
  - f. Mobile home transportation instead of HHG transportation (Ch 5, Part B7);

- g. POV(s) transportation (Ch 5, Part B6);
- h. RIT allowance (Ch 5, Part B16); and
- \*i. Storage of POV ICW support of Contingency Operations only (par. 5742).

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 B12);
- 2. TQSE, while occupying temporary lodging (Ch 5, Part B9);
- 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 B5d).

a. HHG may be in NTS for the TCS duration.

\*b. The TO 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 at the Employee's Old PDS Residence, for the TCS Duration

\*a. See Ch 5, Part B15b.

\*b. See FTR [§302-3.418](#), [§302-3.419](#), and [§302-3.420](#).

\*c. 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. 5902-A and 5904-B, except property management services (par. 5904-B6) and a HHT (par. 5904-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.

**5904 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. 5902) 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. 4130-B), and dependent(s) (Ch 5, Part B3) 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 B3) 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 B9) *may be authorized but is not mandatory* in extraordinary circumstances;
4. Real estate expenses (Ch 5, Part B14);
5. Residence-related relocation service expenses *may be authorized but is not mandatory* (Ch 5, Part B15);
6. Property management expenses *may be authorized but is not mandatory* (Ch 5, Part B15b);
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 B6 (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.

#### **5906 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. 5900-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 B: CIVILIAN EMPLOYEES ONLY****SECTION 14: REAL ESTATE ALLOWANCES****SUBSECTION a: GENERAL****5908 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. 5908-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. 5934-D1 within the applicable time limitation and par. 5928-E provisions.
- b. The reimbursement, including the amount previously paid for PM services, may not exceed the reimbursement limitations in par. 5912-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. 5908-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. 5908-C. See par. 5518 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. 5908-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. 5908-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. 5908-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. 5566 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. 5836-E2a(1) (former member of U.S. armed forces).
- b. A locally hired employee in par. 5836-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. 5836-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. 5908-D4a to be eligible for expense reimbursement in par. 5908-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. 5522 is required for reimbursement of residence transaction expenses authorized under par. 5908.

## 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. 5908-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/fl10052879.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/iglpdf64/151692.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](#)).
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](#)).

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](#)). *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. 5908-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. 5908-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. 5908-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. 5908-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](#), and [GSBCA 16943-RELO](#))

- (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. 5908-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. 5908-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. 5908-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. 5908-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. 5908-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. 1260.

**5910 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. 5908-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. 4955;
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. 5566) 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.

**5912 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% of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1% 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. 5912-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. 5912-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. 5912-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. 5914.

B. Reimbursement Limit. Total reimbursements must not exceed:

1. 10% of the actual sale price of the residence at the old PDS, and

2. 5% of the purchase price of a residence at the new PDS.

**5914 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. 5914-A2 and 5914-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. 5908-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. 5908-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. [DoD FMR Vol. 9, Chapter 6](#).

**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 [Washington Headquarters Service DoD Forms Program](#).

**5916 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 [DoD FMR, Volume 9](#) 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. 1260.***

**5918 RETURN FROM MILITARY DUTY**

See par. 5562 for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART B: CIVILIAN EMPLOYEES ONLY****SECTION 14: REAL ESTATE ALLOWANCES****SUBSECTION c: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART****5922 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)

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

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	B-200615 (06/15/81)

		(1981)	
B-194974 (05/05/81)	B-199944 (04/16/81)	B-198060 (11/10/80)	B-198468 (10/17/80)
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 B: CIVILIAN EMPLOYEES ONLY****SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION****SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES****5556 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. 5558-B, or,
  - b. Following the most recent Presidential election, but before selection/appointment, in the case of an individual described in par. 5556-A1c.
3. The restrictions in par. 5566 (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. 5558-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 B11.
2. Service Requirements. See par. 5840.
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. 1260. 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. 1260,
- (2) Lease Penalty Expense Portion. [DSSR, Section 242.4](#) and par. 1260, 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. 1260.

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](#).

### 5558 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. 5820-E regarding service agreement requirements for appointments to an OCONUS position.
5. See par. 5840-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. 5558-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. 5556-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. 5560)); 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. 5516 and 5560.

C. DoD Component Responsibility. *Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. 5508.*

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. 5556-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 B2 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. 5534-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 B3.

3. MALT if a POC is used.

4. HHG transportation and SIT. See Ch 5, Part B4.

5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part B4.

\*6. Mobile home transportation. See Ch 5, Part B7.

7. POV shipment when authorized by the DoD Component. See Ch 5, Part B6.

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 B12);

3. TQSE (Ch 5, Part B9);

4. MEA (Ch 5, Part B10); **NOTE:** *Ch 5, Part B7 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](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 B14);
6. Lease breaking expense (except as in par. 1260-D); and
7. Relocation service (Ch 5, Part B15).

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. 5556-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.

**5560 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. 5566 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. 5820-E for agreement requirements when a transfer is to an OCONUS position.

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B2 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. 5516 for funding of allowances authorized under Ch 5, Part B2.

H. Employee Separated due to Function Transfer Example. 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](#)).

## 5562 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 B16, 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. 5566 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 JTR 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 B10),

b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part B14),

c. A HHT, but only if authorized in the order, under Ch 5, Part B12, and

d. TQSE, but only if authorized in the order under Ch 5, Part B9.

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. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered ([B-173758, 8 October 1971](#)).

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

**5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS**A. 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. 5516.**5566 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. 5558-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. 5566-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. 5566-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. 5566-B or 5566-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. 5566-B and 5566-C, as applicable.

3. *Non-compliance of the new residence location is grounds for denial of the various allowances.*

4. See Ch 5, Part B16 for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

**5568 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. 5568-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. 5568-D2 or 5568-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. 5568-B. See par. 5658 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.

**5570 TDY STATION BECOMES PDS**

See par. 4800.

**5572 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. 5574 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. 5516-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. 5520 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. 5598.
- (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. 5558.

(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.

**5574 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT**A. Applicability1. 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. 5574-A1, provided the employee:

- a. Satisfied the eligibility criteria in par. 5574-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 Criteria1. General

- a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. 5574-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. 5574-A and 5068, 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. 5574-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. 5574-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. 5574-A.
2. Allowable expenses and provisions of these regulations that apply are as follows:
  - a. Travel and transportation expenses, including per diem, under par. 5500 for the employee;
  - b. Transportation expenses under par. 5578, 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 B5) 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 Destination1. General

- a. The expenses listed in par. 5574-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. 5566 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. 2415).
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 B: CIVILIAN EMPLOYEES ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)****5596 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 (pars. 1015-C2h, 2000-D and 2125).

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. 5840-C and App Q3. See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and 5840-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.

**5598 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. 5596-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. 2710 and DoD FMR 7000.14-R, Volume 9 for receipt requirements.

**5600 TRAVEL AND TRANSPORTATION LIMITATIONS****A. Authorization**

1. ERD travel under Ch 5, Part B3 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. 7065.

**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. 2710 and DoD FMR 7000.14-R, Volume 9.****5602 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 B: CIVILIAN EMPLOYEES ONLY**

**SECTION 5: HHG**

**SUBSECTION b: HHG WEIGHT**

**5646 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. 5634-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.

**5648 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 authorized 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. 1237 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.

#### **5650 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.

## 5652 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\(a\)\(4\)](#)).

3. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessories and any other costs that the Gov't paid to move the HHG.

### 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 TO 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. 5646 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. 5646 . 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 B: CIVILIAN EMPLOYEES ONLY****SECTION 5: HHG****SUBSECTION c: TRANSPORTATION****5654 FACTORS AFFECTING HHG TRANSPORTATION**

- A. Combining Weight Allowances for Employee Married to Employee Couple. See par. 5500-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 B7.
- 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. 5518, 5564, or 5908-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. 5564 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. 5564 ICW HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDSa. 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. 5564 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. 5690) 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. 5572-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. 5672-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. 5674.***

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.*

#### 5656 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. 5280)
- b. When air transportation of UB is used, par. 5286-B4 or par. 3110 applies.
- c. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

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

###### 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. 7010-I and 7010-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. 2310 - 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](http://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.

<b>CONSIDERATIONS (FTR §302-7.15)</b>		
<b>Method</b>	<b>Advantages</b>	<b>Disadvantages</b>
<b>Commuted Rate</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Gov't cannot take advantage of special discounts offered.</li> <li>2. An accurate cost estimate depends on weight estimate accuracy.</li> <li>3. Commuted rate method does not apply to intrastate moves; and</li> <li>4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.</li> </ol>
<b>Actual Expense</b>	<ol style="list-style-type: none"> <li>1. The Gov't may take advantage of special discounts offered.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>

- 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](#).

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART B: **CIVILIAN EMPLOYEES ONLY**

#### SECTION 5: HHG

##### SUBSECTION d: NON-TEMPORARY STORAGE (NTS)

###### 5658 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. 5558) 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 90<sup>th</sup> 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

<b>EXAMPLE 1</b>	
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. 5658-E2b)
Command approves storage extension to the 90 <sup>th</sup> 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. 5658-E2b))

\*b. Example 2

<b>EXAMPLE 2</b>	
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. 5658-E2) Employee's eligibility ended: 4 August month after the month (August) the employee's eligibility ended was: September 2 <sup>nd</sup> month after the month the employee's eligibility ended was: October
Command approves storage extension to the 90 <sup>th</sup> 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. 5658-E2b))

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

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.

**5660 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS** ([FTR §302-8.200-203](#))

A. General

1. If an employee'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 employee 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 TO 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. 5660-C3) Employee's eligibility ended: 31 August 2009 1 <sup>st</sup> month after the month (August) the employee's eligibility ended was September; 2 <sup>nd</sup> month after the month the employee's eligibility ended was: October
Command approves storage extension to the 60 <sup>th</sup> 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. 5660-C3))

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

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

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

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 TO;

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

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. 5596.
  - (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.

**5662 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. C065-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. 7065-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.

#### **5664 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. 5674 no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART B: CIVILIAN EMPLOYEES ONLY****SECTION 5: HHG****SUBSECTION h: CONSUMABLE GOODS****5694 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 F1 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 B: CIVILIAN EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION a: CONUS POV TRANSPORTATION****5696 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.

**5698 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](#).

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](#).*

## 5700 SHIPMENT METHODS

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

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. 5698).

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. 7815) 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 B: CIVILIAN EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION b: OCONUS POV TRANSPORTATION****5702 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 employee named on the relocation travel order (FTR §302-9.301).

**5704 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.

**5706 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](#).

**5708 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). An employee 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 (pars. 1015-C2h, 2000-D and 2125).

**5710 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 (pars. 1015-C2h, 2000-D and 2125).

**5712 SHIPMENT METHODS**

A. Gov't Arranged POV Transportation

- \*1. The TO 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.

**5714 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. 5704.

C. Car Ferry. See Ch 3, Part I for oceangoing car ferry use.

**5716 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. 5704, and
  2. Signs a service agreement in par. 5820.
- C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
  2. Signs a service agreement in par. 5820.
- 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. 5704-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. 5706-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. 5706-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. 5820; or

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.

**5718 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. 5704 or par. 5820, unless determined that it is in the Gov't's interest ([CBCA 827-RELO, 4 October 2007](#)).

**5720 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. 5704-E.

**5722 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. 5704-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. 5704-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. 5704-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.

**5724 POV TRANSPORTATION TO/FROM PORTS**

A. 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. 5704-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.

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.

#### **5726 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**

A. Employee 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.

5. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. 2605 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. 5726-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. Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$35 for between port/VPC and airport transportation = \$81.
- 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 is \$180; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$295 for the one-way transportation cost of \$180 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. 2605 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

- 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.

**5728 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.

**5730 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.

**5732 REPLACEMENT POV SHIPMENT****A. 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. 5732-B or 5732-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.

**5734 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 \(1986\)](#)).

**5736 EXCESS COST COLLECTION**

Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-D and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

**5738 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 B: CIVILIAN EMPLOYEES ONLY****SECTION 7: MOBILE HOME TRANSPORTATION****5744 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](#).

**5746 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. 5750).

**5748 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](#)).

**5750 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.

**5752 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](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.

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 (pars. 1015-C2h, 2000-D and 2125).

**5754 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION**

**A. Authorized Transportation**. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. 5746-A may transport a mobile home at personal expense and be reimbursed for transportation costs IAW pars. 5754-E, 5756, and 5650-G).

**B. Reimbursement**. Reimbursement is NTE the amount in par. 5752-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);
- \*3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and
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. 5756-E3 for preparation fees allowed as transportation costs.

2. Costs Allowed. Reimbursement is authorized (*NTE the amount in par. 5754-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. 5754-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.

#### **5756 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER**

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5754-C, 5754-D, and 5650-B. Compute distance IAW par. 2650.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. 2650.

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. 2650.

E. Preparation (FTR, §302-10.204).

1. Reimbursable Costs. In addition to the allowances in pars. 5756, 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. 5752-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 POC1. 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. 5754-E ([FTR, §302-10.201](#)).

b. The Service/Defense Agency concerned pays the transportation preparation/resettling costs (par. 5756-E) at the destination ([FTR, §302-10.202\(b\)](#)).

c. A POC PCS mileage allowance is paid IAW par. 2605 ([FTR, §302-10.201](#)).

d. Distance computation ([FTR, §302-10 Subpart B](#)) is determined by the DTOD (par. 2650).

2. Preparation Costs Allowed ([FTR, §302-10.204](#)). See par. 5756-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. 2600) for the official distance between the points authorized, or

2. Is for actual transportation costs subject to the limitation in pars. 5754-E, 5754-E3, and 5756-E; and

3. Must not exceed the amount in par. 5752-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. 5754-E, 5754-E3, and 5756-E. or

2. Is the automobile mileage rate (par. 2600) per overland mile for the official distance between the authorized points; and

3. Must not exceed the amount in par. 5752-A.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E. and
2. Must not exceed the amount in par. 5752-A.

**5758 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;
5. Municipal, state, and/or local permits; and
6. Preparations fees (see par. 5756-E3).

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. 5758-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.

**5760 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS ([FTR, §302-10.203](#))**

The allowances in pars. 5754 and 5756 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

**5762 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 B: **CIVILIAN EMPLOYEES ONLY**

#### SECTION 8: PET QUARANTINE

##### 5764 GENERAL

This Part clarifies pet quarantine reimbursement and/or transportation for PCS moves.

##### 5766 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. 5818-D7.

##### 5768 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. 5818-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](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. An employee 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. An employee 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 employee'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., employee pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee'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](#).

**5770 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT**

When employee and/or dependent transportation includes a pet shipment, see the **NOTE** in App P1-A6a.

**CHAPTER 5: PERMANENT DUTY TRAVEL****PART B: CIVILIAN EMPLOYEES ONLY****SECTION 9: TEMPORARY LODGING****SUBSECTION a: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)  
GENERAL INFORMATION****5772 PURPOSE**

Except as prescribed in par. 5636-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*.

**5774 GENERAL**

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

- \*1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c, and
- \*2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b.

B. Foreign Transfer Allowance (FTA). See [DSSR Section 240](#) in par. 1260 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. 5688-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 DoD FMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. 2705.

f. See GSBCEA 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. 5774-D5c below for an exception based on clerical error.

#### c. Travel Order Error

(1) IAW GSBCEA [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) GSBCEA [16793-RELO, 23 Jan 2006](#) 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," GSBCEA [16437-RELO, 22 Sep 2004](#).

### 5776 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 (GSBCEA [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. 5802-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 GSBCA [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.

### 5778 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. 5518.

### 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. 4905-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. 4955; 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. 5560.
- c. TQSE for PPP is authorized, in part, IAW procedures outlined in Ch 5, Part B8; 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.*

**5780 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 Ch 9, Part C) and TLE (see Ch 5, Part A) 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 B15.

**5782 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 B: CIVILIAN EMPLOYEES ONLY****SECTION 9: TEMPORARY LODGING****SECTION b: LUMP SUM TQSE (TQSE(LS))****5784 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](#)).

**5786 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 order.

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](#))*

## 5788 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. 5774-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](#))

**5790 ELIGIBILITY PERIOD**

The AO determines what TQSE(LS) time period is necessary and authorized *NTE 30 days*.

**5792 RECEIPTS AND SUPPORTING DOCUMENTATION**

Receipts and supporting documentation are not required for TQSE(LS) payment.

**5794 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.

**5796 COMPUTATION**

A. HHT. *The number of days paid or reimbursed for a HHT are not deducted from TQSE(LS)*. See Ch 5, Part B13 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. 5786-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
<b>Total TQSE(LS) Pmt</b>						<b>\$7,140</b>

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. 5796-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. 5796-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 6: EVACUATIONS****PART A: UNIFORMED MEMBERS ONLY****SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS****SUBSECTION b: DEPENDENT TRANSPORTATION****6020 DEPENDENT TRANSPORTATION**

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

B. Command-sponsored Dependent and Dependent Student at/in the OCONUS PDS Vicinity at the Time an Evacuation Is Authorized/Ordered. A command-sponsored dependent and/or a dependent student authorized to travel under par. 7155-D, who is at/in the member's PDS vicinity when the evacuation is authorized/ ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent is residing 'in the PDS vicinity' when residing in the foreign area, or non-foreign OCONUS area, within which the PDS is located. When a member resides with the dependent and commutes to the PDS from a place located in an adjacent country (except the United States), the dependent also is residing in the member's PDS vicinity. A dependent, who was moved at Gov't expense to the member's OCONUS PDS and who became age 21 at the PDS, is a dependent for this Part. Further, such dependent, and any dependent transported under par. 6020-B who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's OCONUS PDS under par. 6020-I1a.

C. Dependent Residing at/in an OCONUS Station Vicinity (Other than Member's Duty Station) at the Time an Evacuation Is Authorized/Ordered. A dependent who is residing at/in the vicinity of a member's former duty station following the member's assignment elsewhere, or who resides at/in the vicinity of a duty station (other than the member's duty station) incident to an authorization/order ICW the member's unaccompanied tour of duty, when an evacuation of the duty station at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs such travel. A dependent, who was moved at Gov't expense to the member's former duty station or a duty station (other than the member's duty station) and who became age 21, is a dependent for this Part. Further, such dependent, and any dependent transported under par. 6020-C who turns age 21 at the safe haven or designated place while the member is serving at the OCONUS PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated.

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

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

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

When a dependent is attending school in the United States and the member is authorized transportation for that dependent to the PDS under par. 7155-D, the safe haven or designated place, as applicable, replaces the member's PDS as the destination authorized under par. 7155-D. If the dependent student joins other family members at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place, as applicable, under this Part. If the dependent student is the member's only dependent, and if CONUS is named in the evacuation authorization/order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within CONUS that the dependent student or member selects. Such transportation has no effect on the dependent student travel authorization between the school and the member's OCONUS PDS under par. 7155-F.

E. Command-sponsored Dependent and Dependent Student En Route to the Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's OCONUS PDS is authorized/ordered, and the member's command-sponsored dependent, or dependent student traveling under par. 7155-D:

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

must be requested to remain where they are (their interim safe haven) awaiting a decision to authorize their onward travel to the PDS, to another safe haven, or to a designated place. For a dependent with a port call, the official issuing the port call must ascertain the appropriate action to take in each case from the member's Service headquarters and furnish timely notification to the dependent concerned. For a dependent without a port call, the Service member's AO determines the appropriate action to take in each case and furnishes timely notification to the dependent concerned. The dependent is authorized transportation from the place at which evacuation notification was received to the safe haven or the designated place, whichever the official implementing the State Department evacuation instructions considers appropriate. A dependent, who has disestablished a residence after receipt of a port call or official authorization to travel to the member's OCONUS PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's OCONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has neither received a port call nor official authorization to travel to the member's PDS is not authorized any transportation under this Part.*** See par. 6025-F for safe haven allowances payable.

F. Command-sponsored Dependent and Dependent Student at Safe Haven Are Authorized/Ordered to Move to Another Safe Haven or to a Designated Place. When competent authority directs or authorizes/approves a command-sponsored dependent or dependent student evacuated to a safe haven under par. 6020 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

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

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

1. General. Travel and transportation allowances provided in par. 6020-H2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated under Chapter 6, Part A, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. 6020-H may be paid in advance.

2. Travel and Transportation Allowances

a. Member as Escort. While a member is performing escort duty under par. 6020-H to escort the dependent(s) between the OCONUS PDS and the safe haven or designated place, the member is authorized travel and transportation allowances as for all other TDY.

b. U.S. Gov't Civilian Employee as Escort. While a U.S. Gov't civilian employee is performing escort duty under par. 6020-H, the employee is authorized the allowances in regulations issued by the employee's agency or department for TDY. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort, see par. 7210.

c. Person Other Than Member or Civilian Employee as Escort. A person other than a member or U.S. Gov't civilian employee, whose travel is authorized as an escort for a dependent(s) under par. 6020-H, is issued an ITA. See App E. Individuals designated to travel as escorts are authorized travel and transportation allowances in the same manner as authorized for a U.S. Gov't civilian employee.

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

1. Command-sponsored Dependent and Dependent Student

a. Transportation to the Member's PDS. When the situation at the OCONUS PDS permits, for the DoD Services, the USD(P&R) can authorize an evacuated dependent who is a command-sponsored dependent or dependent student to travel to the member's OCONUS PDS. For the non-DoD Services, that authority is vested in the Secretarial Process. When that authority has been granted, a command-sponsored dependent at a safe haven or designated place is authorized transportation to the member's current OCONUS PDS provided the member has at least 60 days remaining in the tour at the OCONUS PDS on the dependent's scheduled arrival date there. If less than 60 days remain in the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be allowed unless authorized by the Secretarial Process. Transportation so authorized must not exceed transportation from the safe haven or designated place, whichever applies. A dependent evacuated to a safe haven or designated place under par. 6020-B, who had become age 21 at the OCONUS PDS before the evacuation, or who turned age 21 while at the safe haven or designated place, is the member's dependent for the purpose of return transportation to the member's OCONUS PDS. An evacuated dependent who was at a member's previous PDS or an OCONUS designated place incident to the member's unaccompanied tour is authorized return transportation to the location from which evacuated under these conditions.

b. Travel for Medical/Passport Reasons Prerequisite to Return to Member's PDS. A command-sponsored dependent required to travel from the safe haven location or designated place to obtain a passport or for medical screening prerequisite to returning to the member's PDS, is authorized one of the following for authorized round-trip travel:

- (1) Gov't-owned or Gov't-procured transportation, or
- (2) Transportation-in-kind, or
- (3) Reimbursement for the actual cost of personally-procured commercial transportation, limited to what it would have cost to provide Gov't-procured transportation, or
- (4) The automobile TDY mileage rate for the official distance when a POC is used.

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

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

**CHAPTER 6: EVACUATIONS****PART A: UNIFORMED MEMBERS ONLY****SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS****SUBSECTION d: HHG TRANSPORTATION****6035 HHG TRANSPORTATION**A. General

1. HHG. A member with a dependent is authorized HHG transportation (including UB as defined in App A) as noted below incident to a dependent's evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored for the member at Gov't expense minus any weight of HHG otherwise already in storage at Gov't expense. When a dependent selects a designated place outside the U. S., any tax consequences (ex., import tax) that result from transporting HHG there are the member's/dependent's responsibility. ***NTS of HHG in excess of 18,000 lbs is not authorized at Gov't expense.*** A member who personally procures the HHG transportation authorized below is authorized reimbursement IAW par. 5210-D, unless the member has a PCS authorization/order, in which case reimbursement is under pars. 5210-D or 5210-E.

2. UB. UB items may be transported separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 or older, and 175 lbs for each dependent under age 12. The 1,000-lb expedited shipment mode limitation (and exception authority) in par. 5210-B applies to a UB shipment made under this Part. The 1,000-lb limitation applies to the total UB transported for the member's family. See par. 6035-B.

3. Air Freight Allowance and Air Freight Replacement Allowance. An air freight allowance for UB may be authorized/approved as in par. 6035-A2 for authorized/ordered departure from and return to PDS trips. If the air freight allowance is not used to transport UB because of circumstances beyond the evacuee's control, an air freight replacement allowance (in lieu of an air freight allowance for travel from the PDS) may be authorized/approved to help defray costs of items ordinarily part of the authorized air freight shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: \$250; two evacuated dependents: \$450 (total); three or more evacuated dependents: \$600 (total). No receipts are required for this allowance. ***NOTE: Even when the air freight replacement allowance is authorized incident to travel from the PDS, evacuees are still eligible for an air freight allowance when/if they return to the PDS.***

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

***NOTE: Non-temporary storage also may be appropriate for vacating Gov't quarters to meet an unusual Service operational requirement. See par. 5222--B1c.***

1. A Dependent Is Directed to Move to Safe Haven. When a dependent is directed to move to a safe haven under par. 6020, the member is authorized transportation of:

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

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

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

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

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

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

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. 6035-B1.

2. A Member Who Personally Arranges for HHG Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. 6035-B. Additional necessary expenses for sorting, repacking, and additional shipment of HHG as covered in par. 6035-C1 are added to the Gov't's costs for comparison computation.

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

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

- a. UB,
- b. HHG (other than UB items) which had been transported to the former safe haven under par. 6035-B or 6035-C, and
- c. Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependent's comfort and well-being at the safe haven,

between safe havens.

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

- a. UB,
- b. HHG (other than UB items) which had been transported to the former safe haven under par. 6035-B, 6035-C, or 6035-D1, and
- c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,
- d. HHG at the member's PDS, and/or
- e. HHG in NTS

to the designated place. This includes short distance HHG transportation from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. 6035-D2.

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

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

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. 6035-D3. The member is also authorized short distance HHG transportation from one address to another address in the same city, town, or metropolitan area for:

- a. UB transported to the safe haven,
- b. HHG (other than UB items) which had been transported to the safe haven under par. 6035-B, 6035-C, or 6035-D1, and
- c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,

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

a. Member Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. 6020-I, the member is authorized transportation of:

- (1) UB,
- (2) HHG (other than UB items) which had been transported to the safe haven under par. 6035-B, 6035-C, or 6035-D1,
- (3) Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven, and/or
- (4) HHG, acquired by the dependent, which are authorized/approved by the Service Concerned as necessary replacements of like items lost or destroyed at the OCONUS PDS ICW the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at/in the OCONUS PDS vicinity, or the member's HHG at the safe haven may be placed in NTS for the member's tour remainder at the OCONUS PDS, as appropriate. HHG cannot be transported to the member's OCONUS PDS under par. 6035-D4 unless at least 12 months remain to be served at the member's OCONUS PDS after the date the HHG are scheduled to arrive there or unless the Secretarial Process authorizes an exception to that 12-month requirement.

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

- (1) UB and other HHG (other than the UB items) which had been transported to the safe haven under par. 6035-B, 6035-C, or 6035-D1, and
- (2) Authorized HHG and UB acquired while at the safe haven for the evacuated dependent's comfort and well-being at the safe haven,

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

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

1. Member Not in Receipt of a PCS Authorization/Order from an Evacuated Area. When a command-sponsored dependent is authorized to travel from the designated place to the member's PDS under par. 6020-11a, the member is authorized transportation of:

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

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

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

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**CHAPTER 6: EVACUATIONS****PART A: UNIFORMED MEMBERS ONLY****SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS****SUBSECTION b: DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS****6090 DEPENDENT TRANSPORTATION IN VARIOUS SITUATIONS**

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

B. At/in the Vicinity of the PDS at the Time an Evacuation Is Authorized/Ordered. A dependent, who is at/in the PDS vicinity when the evacuation is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent transported under par. 6090-B who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's CONUS PDS under par. 6090-H.

C. Residing at/in Vicinity of a PDS (Other Than Member's Current PDS) at the Time an Evacuation Is Authorized/Ordered. A dependent who resides at/in the vicinity of a:

1. Member's former PDS following the member's assignment elsewhere, or
2. PDS (other than the member's current PDS) incident to an order ICW the member's unaccompanied tour of duty,

when an evacuation of the PDS at/in the vicinity of which the dependent resides is authorized/ordered, is authorized transportation to a safe haven or to a designated place competent authority directs such travel. A dependent who was moved at Gov't expense to the member's former PDS or a PDS (other than the member's current PDS) and who became age 21 is a dependent for this Part. Further, such dependent, and any dependent transported under par. 6090-C, who turns 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the location from which evacuated. ***NOTE: A dependent who travels from the safe haven or designated place, at personal expense, to another location outside of the member's present PDS to include back to a former PDS, is not authorized travel and transportation allowances. COLA and BAH are based upon the member's PDS unless waived by Secretarial Process.***

D. Temporarily Absent from a Member's PDS when an Evacuation Is Authorized/Ordered. A dependent who has established a residence at/in the vicinity of the member's CONUS PDS but who is temporarily absent from the PDS for any reason when the evacuation is authorized/ordered, is retained in a safe haven status at the place at which the dependent is located when the evacuation is authorized/ordered, or furnished transportation to another safe haven or a designated place, whichever competent authority considers appropriate. Safe haven allowances begin on the date return travel to the PDS would have begun had the return not been prevented by the evacuation. Only one departure is permitted per evacuee under an evacuation order/authorization.

E. En Route to the Member's CONUS PDS when an Evacuation Is Authorized/Ordered. When an evacuation of the member's CONUS PDS is authorized/ordered, the member's dependent, who has disestablished the family's residence and moved to temporary accommodations in preparation for performing such travel to the member's PDS, is requested to remain where they are located (as an interim safe haven) awaiting a decision regarding onward travel to the PDS, to another safe haven, or to a designated place. The dependent is authorized transportation from the place at which notification of the evacuation was received to the safe haven or designated place, whichever the Service, DOD Agency or OSD official implementing evacuation instructions considers appropriate. A dependent, who has disestablished a residence in preparation for the authorized PCS travel to the member's PDS, and who has moved or must move to temporary accommodations before beginning the travel to the member's CONUS PDS, has departed from the former residence and is en route to the member's PDS. "Disestablishment of a residence" includes a situation in which a house is sold and a contract signed which specifies a date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated. ***A dependent who has not received an authorization to travel to the member's PDS is not authorized any transportation or reimbursement for self-procured transportation under this Part.*** See par. 6095-F for safe haven allowances payable.

F. Dependent at Safe Haven Ordered/Authorized to Move to Another Safe Haven or to a Designated Place. When competent authority directs/authorizes a dependent evacuated to a safe haven under par. 6090 to move from that safe haven to another safe haven or to a designated place, dependent's transportation is authorized/approved to that new safe haven or designated place.

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

1. General. Travel and transportation allowances provided in par. 6090-G2 are payable to a member, a U.S. Gov't civilian employee, or a person who travels under an official order or travel authorization as an escort for a dependent evacuated under Ch 6, Part B, who is incapable of traveling alone between the member's PDS and the safe haven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized. The travel and transportation allowances authorized by par. 6090-G may be paid in advance.

2. Travel and Transportation Allowances

- a. Member as an Escort. A member is authorized TDY travel and transportation allowances when escorting the dependent between the CONUS PDS and the safe haven or designated place under par. 6090-G.
- b. U.S. Gov't Civilian Employee as an Escort. A U.S. Gov't civilian employee is authorized the TDY allowances of the agency or department funding the travel when escorting a dependent under par. 6090-G. For travel and transportation allowances for a U.S. Gov't civilian employee designated as an escort and funded by DOD, see par. 7185.
- c. Person other than a Member or a Civilian Employee as an Escort. A person other than a member or U.S. Gov't civilian employee, authorized to escort a dependent under par. 6090-G, is issued an ITA. See App E. An individual designated to travel as an escort is authorized the TDY travel and transportation allowances authorized for a U.S. Gov't civilian employee.

H. Subsequent Dependent's Transportation Authorization when the Evacuation Status Is Canceled for a Member's PDS. For DOD Services, the USD (P&R), may authorize an evacuated dependent to travel to the member's PDS when the situation at the CONUS PDS permits. For the non-DOD Services, that authority is vested in the Secretarial Process.

I. Dependent Transportation Incident to Limited Evacuation. Transportation allowances for a dependent incident to an authorized/ordered limited evacuation are limited to:

1. Transportation for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't quarters) and return; or,
2. Reimbursement on a mileage basis, at the rate in par. 2805-C1, when a dependent uses a POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't quarters) and return. Reimbursement for POC use is to the vehicle operator and no reimbursement is allowed for passengers.

For safe haven allowances incident to a limited evacuation, see par. 6095-D.

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**CHAPTER 6: EVACUATIONS****PART A: UNIFORMED MEMBERS ONLY****SECTION 2: AUTHORIZED/ORDERED EVACUATION OR LIMITED EVACUATION WITHIN CONUS****SUBSECTION d: HHG TRANSPORTATION****6100 HHG TRANSPORTATION**A. General

1. HHG. A member with dependents is authorized HHG transportation (including UB as defined in App A) as noted below incident to a dependent's evacuation from the member's PDS. Up to 18,000 pounds of HHG may be moved and/or stored at Gov't expense, minus any HHG weight otherwise already in storage at Gov't expense. *When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from transporting HHG there are the member's/dependent's responsibility. NTS of HHG in excess of 18,000 lbs is not authorized at Gov't expense.* A member who personally procures the HHG transportation authorized below is authorized reimbursement IAW par. 5210-D, unless the member has a PCS authorization/order, in which case reimbursement is under par. 5210-D or 5210-E.

2. UB. UB items may be transported separately from other HHG in an amount NTE 350 lbs for each dependent age 12 and older, and 175 lbs for each dependent under age 12. The 1,000-lb expedited shipment mode limitation (and exception authority) in par. 5210-B, apply to a UB shipment made under this Part. The 1,000-lb limitation applies to the sum of the UB transported for the member's family. See par. 6100-B.

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

***NOTE: NTS also may be appropriate for vacating Gov't quarters to meet an unusual Service operational requirement. See par. 5222-B1c.***

1. A Dependent Is Directed to Move to a Safe Haven. When a dependent is directed to move to a safe haven under par. 6090, the member is authorized transportation of:

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

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

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

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

1. Gov't-Arranged HHG Transportation. Competent authority must make every reasonable effort to stop the onward movement of HHG to the member's PDS when a member's HHG are en route to the PDS via a Gov't-arranged move, or have been turned over to the Gov't for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and, if the dependent is directed to:
  - a. Travel to a safe haven, UB for the dependent and HHG items which competent authority authorized/approved as needed for the evacuated dependent's comfort and well-being at the safe haven may be diverted to the safe haven, and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for transportation to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.;
  - b. Move to a designated place, HHG may be diverted to the designated place and/or the shipment (or remainder of the shipment) may be diverted to NTS. When a HHG shipment contains HHG that must be earmarked for both NTS and for shipment to the dependent, the sorting of such shipment to send part of the HHG to NTS and part to the dependent is accomplished at Gov't expense.
  - c. Remain in place at the old PDS, a temporary withdrawal of HHG which competent authority authorizes/approves as being needed for the dependent's comfort and well-being at the old PDS, and/or transportation of the remainder to NTS and/or the OCONUS PDS for member's use. The sorting of such HHG and repacking and transportation is accomplished at Gov't expense when the dependent is authorized to either proceed to the evacuated PDS or move to a designated place.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized/ordered, the member is authorized HHG transportation under par. 6100-B.

2. A Member Who Personally Arranges for HHG Transportation. When a member personally arranges for HHG transportation by any means and those HHG are en route to the PDS when the evacuation is authorized/ordered, efforts to direct the HHG to the safe haven, designated place, and/or NTS as appropriate remain the member's personal responsibility. If the HHG subsequently arrive at the member's PDS, the member is authorized HHG transportation under par. 6100-B. Additional necessary expenses for sorting, repacking, and additional transportation of HHG as covered in par. 6100-C1 are added to the Gov't's costs for comparison computation.

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

1. Dependent Moves Between Safe Havens. When a dependent is authorized/directed to proceed from between safe havens, the member is authorized transportation of:
  - a. UB,
  - b. HHG (other than UB items) which had been transported to the former safe haven under par. 6100-B or 6100-C, and
  - c. Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependent's comfort and well-being at the safe haven,

between safe havens.

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

- a. UB from the safe haven,
- b. HHG which had been transported to the former safe haven under par. 6100-B, 6100-C, or 6100-D1, and
- c. Authorized HHG acquired while at the safe haven which competent authority authorizes/ approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,
- d. HHG at the member's PDS, and/or
- e. HHG in NTS

to the designated place. This includes short distance HHG transportation from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. 6100-D2.

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

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

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under par. 6100-D3. The member is also authorized short distance HHG transportation from one address to another address in the same city, town, or metropolitan area for:

- a. UB transported to the safe haven,
- b. HHG (other than UB items) which had been transported to the safe haven under par. 6100-B, 6100-C, or 6100-D1, and
- c. Authorized HHG (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven,

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

a. Member Not in Receipt of a PCS Authorization/Order from the Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. 6090-F, the member is authorized transportation of:

- (1) UB from the safe haven location,
- (2) HHG items (other than UB items) which had been transported to the safe haven under par. 6100-B, 6100-C, or 6100-D1,
- (3) Authorized HHG items (other than UB items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependent's comfort and well-being at the safe haven, and/or

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

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

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

(1) UB and HHG items (other than UB items) which had been transported to the safe haven under par. 6100-B, 6100-C, or 6100-D1, and

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

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

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

1. Member Not in Receipt of a PCS Authorization/Order from an Evacuated Area. When a dependent is authorized to travel from the designated place to the member's PDS under par. 6100-F, the member is authorized transportation of:

a. HHG (includes UB) transported to the designated place under Ch 6, Part B,

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

c. HHG in NTS

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

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

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

1. 5262-E1, 5222-B1, and 5222-C1 for Gov't quarters; and

2. 5264-A1 and 5222E1 for private sector housing.

## CHAPTER 6: EVACUATIONS

### PART B: **CIVILIAN EMPLOYEES ONLY**

#### SECTION 1: EVACUATION TRAVEL

##### 6500 LEGAL BASIS

###### A. Transportation Authority

1. Title 5 USC §5725 provides authority for Gov't expense transportation for an employee's dependents and HHG to a safe haven location when an evacuation is authorized/ordered.
2. See Ch 6, Part B3a for foreign area evacuations.
3. See Ch 6, Part B3b for U.S. and non-foreign OCONUS area evacuations.

###### B. Pay and Allowances

1. [DoDI 1400.25, Vol. 1250](#) DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part B3a, DSSR, Section 615 for foreign area evacuations.
3. See Ch 6, Part B3b, OPM regulations, Section 550.404 for U.S. and non-foreign OCONUS area evacuations.

###### C. Department of State (DoS) Standardized Regulations (DSSR)

1. DoDI 1400.25, Vol. 1250 DoD Civilian Personnel Management System: Overseas Allowances and Differentials, adopted the provisions of the Department of State (DoS) Standardized Regulations (DSSR), Ch 600, "Payments during an Ordered/Authorized Departure".
2. See Ch 6, Part B3 for an annotated extract of DSSR, Ch 600, modified to relate to a DoD civilian employee.
3. The DoS regulations apply for evacuations from, or within, any foreign area. See App A for "foreign area".

###### D. Memorandum of Agreement. Memorandum of Agreement, dated 14 July 1998, DoD (USD (Policy)) on the protection and evacuation of U.S. citizens and nationals and designated other persons from threatened areas overseas addresses:

1. Policy objectives,
2. Interagency checklist and other related documents,
3. Responsibilities,
4. Authority to invoke an emergency evacuation plan,
5. Responsibility for military operations, and
6. Organization for emergency evacuation planning.

E. Office of Personnel Management (OPM) Regulations

1. OSD/CPD adopted OPM regulations, 5 CFR, Part 550, Subpart D, Payments during Evacuation.
2. See Ch 6, Part B3b for DoD implementation of 5 CFR, Part 550, Subpart D.
3. OPM regulations apply to U.S. and non-foreign OCONUS area (see App A) evacuations.

**6505 FOREIGN AREA EVACUATION**A. Applicable Regulations. See Ch 6, Part B3a.B. Authorizing/Ordering an Evacuation

1. DoS determines when an evacuation from a foreign area is necessary.
2. The SECDEF, after consultation with the Secretary of State, may authorize the evacuation of all DoD noncombatants, in appropriate circumstances, such as:
  - a. A Presidential declaration of national emergency, or
  - b. Directed reinforcement of U.S. Armed Forces in a theatre, or
  - c. To accommodate force protection or antiterrorism considerations,
3. SECDEF authority does not apply to noncombatants attached to DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel that form an integral part of the U.S. Country Team, and others as determined between the Combatant Commander and the Chief of Mission. See Memorandum of Agreement between DoS and DoD, 14 July 1998.
4. A commander of a COCOM or the senior commander in the country concerned or the DoD Attaché is responsible for authorizing/ordering an evacuation of the area when U.S. citizens are endangered but:
  - a. Timely communication with the DoS is not possible,
  - b. There is no DoS presence in the area concerned, and/or
  - c. Time and communications do not permit the Commander to receive authorization from the SECDEF (USD (P&R)) without jeopardizing the U.S. citizens.
5. The DoD (USD (P&R)) is primarily responsible for evacuations at the U.S. Naval Base, Guantanamo, Cuba (DoDD 3025.14, 26 February 2013).
6. PoC for DoD evacuations is the Civilian Advisory Panel (CAP) member for Army, Navy, Marine Corps, or Air Force, and the OSD for DoD agencies. The directory lists office symbols and phone numbers for CAP members.

C. Authorized Transportation

1. Transportation for an employee and/or dependents may be authorized from the employee's PDS to a safe haven pending a determination as to the:

- a. Return to the PDS from which evacuated;
- b. Transfer or reassignment of the employee to another PDS;
- c. Return to actual residence; or
- d. Transportation to the final safe haven.

***NOTE: If it is known at the time of evacuation, or later when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).***

2. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Subsistence Expense Allowance (SEA). See Ch 6, Part B3a for SEA.

E. Actual Expense Allowance (AEA). *AEA in Ch 4, Part C is not authorized/approved for evacuations from foreign OCONUS areas.*

**6510 CONUS/NON-FOREIGN OCONUS AREA EVACUATION**

A. Applicable Regulations. See Ch 6, Part D and par. 6510-D.

B. Authorizing/Ordering an Evacuation. The following officials may authorize/order an evacuation:

1. The SECDEF, or the Secretary's designated representative (USD (P&R)) for employees of a DoD Component and the employees' dependents (*PoC: The Civilian Advisory Panel member for Army, Navy, Marine Corps, or Air Force and the OSD Civilian Advisory Panel member for DoD agencies. The [directory](#) lists office symbols and phone numbers for Civilian Advisory Panel members.*);
2. The Secretary of the Army, Navy, or Air Force, or the Secretary's designated representative, for civilian employees of the respective Service and the employees' dependents;
3. The head of a DoD Component (see App A) or designated representative;
4. The commander of a U.S. Installation (see App A) or designated representative; and
5. The commander, director, head, chief or supervisor of an organization or office.

C. Authorized Transportation

1. Except as indicated for limited evacuations in par. 6510-D, transportation for an employee and/or dependents and HHG may be authorized from the employee's PDS to a safe haven pending a determination as to:
  - a. Return to the PDS from which evacuated;
  - b. Transfer/reassignment to another PDS; or
  - c. Return to actual residence (applicable to an employee serving a prescribed tour of duty at an OCONUS location under a service agreement).
2. If it is known at the time of evacuation or later, when a determination is made, that the employee and/or dependents are not to return to the evacuated PDS, transportation for the employee and/or dependents and HHG may be authorized from the PDS or safe haven to the employee's next PDS (or actual residence if there is no PCS for an employee serving at an OCONUS PDS under a service agreement).
3. Transportation from the initial safe haven to a final safe haven may be authorized through the Secretarial Process.

D. Limited Evacuation

1. A limited evacuation is intended for those circumstances when it is necessary to evacuate an employee and/or dependents temporarily from the PDS vicinity to the nearest suitable accommodations.
2. When an official designated in par. 6510-B authorizes/orders a limited evacuation, transportation allowances are limited to:
  - a. Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be Gov't Qtrs) and return; or,
  - b. Reimbursement on a mileage basis, at the applicable rate in par. 2600, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be Gov't Qtrs) and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers.

E. Per Diem/Subsistence Expense

1. Per Diem/Subsistence Expense Allowances. See Ch 6, Part B3b, Section 550.405.
2. Actual Expense Allowance (AEA). *AEA in Ch 4, Part C is not authorized/approved for evacuations from U.S. or non-foreign OCONUS areas.*

**6515 SAFE HAVEN**

- A. OCONUS Foreign Area Evacuation. See SAFE HAVEN in Ch 6, Part B3a, par. 610(I).
- B. CONUS/Non-Foreign OCONUS Area Evacuation. See SAFE HAVEN in Ch 6, Part B3b, par. 550.402(g).
- C. U.S. Evacuation. If the fifty U.S. and the District of Columbia are named in the evacuation authorization/order as the safe haven, an evacuee must select the exact safe haven location within the fifty U.S. and the District of Columbia to which traveling at Gov't expense.
- D. Limited Evacuation. When a limited evacuation is authorized/ordered, the safe haven is the nearest available accommodations location, which may be Gov't Qtrs, determined to be suitable by the appropriate authority in par. 6510-B who authorized/ordered the limited evacuation. See par. 6510-D.

**6520 EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION**

\*A. Eligibility. If it is necessary to evacuate the employee and/or dependents from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized if the POV was:

1. Transported/authorized to have been transported, at Gov't expense to the PDS under this Part, or
- \*2. Driven by the employee/immediate family member to the PDS at which POV use was in the Gov't's interest.

B. Location. POV storage may be at a place determined to be reasonable by the DoD Component concerned whether the POV is already located at, or being transported to, the post of duty ([FTR, §302-9.401](#)).

C. Expenses

1. Allowable expenses for the emergency storage of the traveler's POV 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. The cost of insurance carried on the POV, while in storage, is the employee's financial responsibility.

**6525 ADVANCE FOR POV TRANSPORTATION AND EMERGENCY STORAGE ([FTR §302-9.11](#))**

An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

**6530 POV SHIPMENT**

*There is no authority to ship a POV ICW an evacuation.* A POV may be shipped at Gov't expense IAW the provisions in Ch 5, Part B6b, ICW an employee's PCS to a new PDS or upon return of the employee serving under a service agreement to the actual residence following separation from the OCONUS PDS.

**6535 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)**

*TQSE is not authorized for an evacuation.* See Ch 5, Part 5B9.

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## CHAPTER 7

### SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

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## CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

### PART A: TRAVEL ICW LEAVE

#### SECTION 10: RENEWAL AGREEMENT TRAVEL (RAT)

##### 7065 RAT LEAVE (CIVILIAN EMPLOYEES ONLY)

A. General. An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *See pars. 7065-C and 7065-D for an employee serving tours of duty in AK or HI.*

***NOTE:*** *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

##### B. Eligibility Requirements for All OCONUS Areas

1. Eligibility. An employee must meet the requirements in par. 7065-B2 to be eligible for the allowances in par. 7065-A.
2. Requirements. Prior to departure from the OCONUS PDS an employee must have:
  - a. Satisfactorily completed the prescribed tour of duty (par. 5840-C and App Q3 for prescribed tours of duty), and
  - b. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. 7065-N1, 7065-N2, and 7065-N3 and return and any additional cost paid by the Gov't as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
  - c. (For HI or AK) Eligibility under pars.7065-C and 7065-D.

C. Employee Stationed in AK or HI on 8 September 1982. An employee whose status on 8 September 1982 was any of the situations below, involving a PDS in AK or HI, continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within AK or HI (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in AK or HI; or
2. En route to a PDS in AK or HI under a written service agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in AK or HI.

##### D. Employee Assigned, Appointed, or Transferred to a Post of duty in AK or HI after 8 September 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in AK or HI after 8 September 1982, unless the DoD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in AK or HI.
2. This authority may be used only when required to fulfill DoD Component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill

remote area positions.

3. DoD Component written material must prescribe criteria and guidelines to determine the need for RAT.
4. The DoD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in AK or HI must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either AK or HI. *An employee must be advised in writing of this limitation.*

***NOTE:*** *The successive tours must be in the same State. A tour in HI followed by a tour in AK, or vice versa, does not qualify.*

E. Allowable Travel and Transportation

1. An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS.
2. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. 7065-C).
3. See par. 2400 for the mandatory use of CTOs/TMCs for transportation arrangements.
4. See par. 7065-L for per diem.

\*5. *POC mileage is not authorized for RAT while on an OCONUS tour (FTR, §302-4.301).*

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. 7065-P, RAT may be denied only when the employee:
  - a. Is being processed for separation, or
  - b. Is going to be involved in a RIF, or
  - c. Has a removal action pending, or
  - d. Has been reassigned to a U.S. position, or
  - e. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

2. RAT Delay

a. General

- (1) *Delay may not be imposed on a DoDEA teacher.*
- (2) RAT at Gov't expense may not be denied to an employee who has earned it except IAW par. 7065-F1.
- (3) The time at which leave is granted (to perform RAT) is subject to appropriate personnel written

material.

(4) RAT ordinarily is performed between OCONUS tours of duty (par. 5842-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander ([B-232179, 6 October 1989](#)) subject to leave being granted IAW personnel written material.

b. Delay at Management's Request

(1) Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if:

- (a) The employee is engaged on a project that is scheduled for completion within a reasonable time,
- (b) There is a temporary personnel shortage, or
- (c) For other good reasons.

(2) Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

c. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. 5840-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

- (1) The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
- (2) 12 months.

d. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (par. 5840-C5).

e. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by an OCONUS Service Limitation

**Example:** An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

G. Travel in Family Units not Required. An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for

teachers IAW par. 7065-P.

H. RAT Non-Cumulative. RAT must be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement ([35 Comp. Gen. 101 \(1955\)](#)). ***RAT authorization is not cumulative from one period of service to another if not used.***

I. Baggage Transportation

1. General. Travelers should transport minimal baggage with them during RAT. The maximum baggage allowance that may be authorized at Gov't expense for an employee and dependents returning to the actual residence to take leave between overseas tours of duty is determined by whether the baggage is accompanied or unaccompanied.

2. Excess Baggage

- a. Excess accompanied baggage weight allowance for each traveler is 100 lbs./person (gross weight).
- b. The 100 lb. weight limit does not include free checkable accompanied baggage.

3. Unaccompanied Baggage (UB). UB:

- a. Is authorized for up to 100 lbs./person (net weight).
- b. Does not accompany the traveler, but is transported separately by air (e.g., via postal service, FEDEX, etc.).

J. UB of a DODEA Teacher Authorized an Extended Leave of Absence. A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 lbs. of UB for each eligible adult, and
2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Up to 100 lbs. excess accompanied baggage is authorized ICW/in addition to this shipment IAW par. 7065-I. Transportation under par. 7065-J is in place of UB the employee may be authorized to transport under the provisions of par. 7065-I.

***NOTE: See par. 5656-B for UB ICW PDT.***

K. HHG SIT. See Chapter 5, Part B for up to 90 days of HHG SIT.

L. Per Diem

1. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. ***No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty.*** However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route ***directly*** between old and new OCONUS duty stations. See par. 7065-E for allowable travel and transportation allowances.

***NOTE: AEA in Ch 4, Part C may not be authorized/approved for RAT/PCS travel.***

2. Per Diem Computation Example. The following example illustrates the method for per diem computation incident to RAT:

<b>Renewal Agreement Travel</b>			
<i>NOTE: See the <a href="#">Standard CONUS per diem rate</a> or par. 2025 for the current Standard CONUS per diem rate.</i>			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. See par. 5550-B.			
4. Maximum per diem rate at time of travel \$129 (\$83/ \$46) and OCONUS PDS per diem rate is \$239 (\$131/ \$108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$46 (M&IE) =	\$ 34.50
	9/2- 9/30	No per diem	0.00
	10/1	75% x \$108 =	\$ 81.00
	10/1 – 10/2	75% x \$108 (M&IE) =	<u>\$ 81.00</u>
<b>Total Reimbursement</b>			<b>\$196.50</b>
6. Par. 5550-B applies and the destination M&IE rate (\$46) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. 5550-B2a & 5550-B3.			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

M. Leave Status during Absence from Duty. The written material concerning leave of a Service or DoD Component applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. 7065-P.

N. Alternate Destination

1. Authorization

a. An employee/dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:

- (1) A CONUS/non-foreign OCONUS location, or
- (2) The country of the employee's actual residence.

b. Either destination listed above is an official travel destination.

c. Contract city-pair airfares may be available for use. *If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for all excess cost.*

d. The policy constructed airfare (App A1) is to be used for constructed cost purposes (App P1-B1, [FTR §301-10.112](#) and [62 Comp. Gen. 596 \(1983\)](#)).

2. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

a. Example 1

Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city-pair airfare between OCONUS Location A and CONUS Location B.	
The policy constructed airfare (App A1) between OCONUS Location A and CONUS Location B (incorporating some city-pair airfare connections):	\$1,200
Employee desires to utilize RAT to CONUS Location C.	
City-pair airfare to/from CONUS Location C:	\$1,400
Least expensive policy-constructed airfare to/from CONUS Location C:	\$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city-pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is \$1,600 of which <b>\$1,200 is reimbursable.</b>	

b. Example 2

Employee's PDS is OCONUS Location A and the actual residence is CONUS Location B.	
Round trip city-pair airfare trip cost:	\$980
Employee desires to utilize RAT to/from CONUS Location C.	
Round trip city-pair airfare to/from CONUS Location C:	\$840
Since transportation to/from CONUS Location C is less expensive than the transportation to/from the actual residence in CONUS Location B, the employee is authorized city-pair airfare to/from CONUS Location C (\$840) NTE the \$980 cost to the actual residence.	

3. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

4. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

- a. Does not meet the conditions in par. 7065-P,
- b. Is merely routed through the country of actual residence en route to another country, or
- c. Travels to various points for personal reasons (e.g., a "travel tour").

5. Administration. An alternate destination:

- a. Is determined in advance of travel and stated in the order,
- b. Omitted from the order may be later added to the order as an amendment, or
- c. May be specifically approved on the reimbursement voucher if permitted by finance written material.

6. Reimbursement. RAT reimbursement for travel to an alternate destination is NTE the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

O. Limitations

1. HHG. There is no authority (ICW RAT) for HHG transportation except for necessary UB IAW pars. 7065-I and 7065-J. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused ([38 Comp. Gen. 653 \(1959\)](#)).
2. Unaccompanied Dependents. See par. 7065-G for an unaccompanied dependent's travel and transportation authority.
3. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.
4. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*
5. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

P. DoD Education Activity (DoDEA)Teacher

1. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.
2. Exceptions
  - a. General
    - (1) A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
    - (2) Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
    - (3) Par. 7065-G (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.
    - (4) The exceptions in par. 7065-P1 may be authorized/approved during a period of continuous service as provided in pars. 7065-P2B and 7065-P2C
  - b. Reassignment at Management's Request
    - (1) Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.
    - (2) The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.
    - (3) Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

(4) The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

c. Attendance at an Accredited College/University

(1) When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

- (a) Under an agreement to attend an accredited college/university,
- (b) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or
- (c) Pursuing other specific professional preparations meeting current DoDEA requirements, or
- (d) Attending courses that are required for continued certification in the teacher's home State.

(2) The renewal agreement is signed before leaving the OCONUS area.

(3) The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

(4) The teacher becomes financially responsible for previously Gov't-paid travel costs, when travel was at Gov't expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:

- (a) Course(s) completion, or
- (b) Reasons for not completing the course(s).

(5) A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. 7065-P1 begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

d. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence.

Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

(1) Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,

(2) Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and

(3) Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:

- (a) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
- (b) Evidence that the course of study is not feasible through other means,
- (c) Proof/acceptance of the course of study, and
- (d) Information regarding successful course completion.

e. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. Personnel written material applies for pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

3. HHG Storage between School Years. See par.5662-A.

a. Conditions. See par. 5662-A for HHG storage between school years.

b. In Addition to SIT. Authority for storage between school years (par. 5662-A) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

c. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*

d. Administrative Arrangements

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

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

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

e. Indebtedness Notification. Appropriate financial written material addresses indebtedness and appropriate notification so that collection action can be taken.

f. Consecutive School Terms in Different Locations

(1) If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for transportation to the new PDS.

(2) The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

(3) Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

Q. Dependent Transportation

1. When Authorized

a. Dependent transportation may be authorized ICW the employee's RAT.

b. Subject to the conditions in this Part, the dependent transportation costs is NTE the Gov't's cost for transportation to the employee's authorized destination.

c. In these cases, dependent transportation may be as provided in par. 7065-Q.

2. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:
  - a. Traveled to the OCONUS PDS within the prescribed 1- year limit, or
  - b. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.
3. Authorization Limitations. A dependent:
  - a. At the OCONUS PDS may:
    - (1) Accompany the employee, and/or
    - (2) Travel before/after the employee *but only after the employee has met RAT eligibility requirements and the renewal agreement is in place*.
  - b. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.
  - c. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
  - d. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.
  - e. *May be authorized RAT only when the employee performs RAT ([35 Comp. Gen. 101 \(1955\)](#)).*
4. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.
5. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. The dependent may return to the OCONUS PDS after the leave, when the employee:
  - a. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and
  - b. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

R. Relocation Allowances Table. This table lists allowances ICW RAT, and provides references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

<b>RENEWAL AGREEMENT TRAVEL (RAT)                      RELOCATION ALLOWANCES</b> ( <a href="#">FTR, Part 302-3.209</a> )	
<b>Relocation Allowances that the DOD Component                      Must Pay/Reimburse</b>	<b>Relocation Allowances that the DOD Component                      Has Discretionary Authority to Pay/Reimburse</b>
1. Transportation for employee and immediate family member(s). See Ch 5, Part B and <a href="#">FTR, Part 302-4</a> .  2. Per diem for employee only. See par. 7065-L and <a href="#">FTR, Part 302-4</a> .	1. HHG shipment to PDS. See par. 7065-O.  2. Dependent Transportation to PDS. See par. 7065-G.

S. Travel and Transportation Funding

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS

a. Losing Activity Costs. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD Component, the losing OCONUS activity must pay the costs en route to the actual residence (see App A) or alternate point until return travel begins.

b. Gaining Activity Costs. The gaining OCONUS activity in the same or another DoD Component must pay:

- (1) Costs en route from the actual residence/alternate point to the new OCONUS PDS.
- (2) Transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).
- (3) All PCS costs when an employee transfers between activities funded by DoDEA.

3. Obtaining a Position while on Leave in the U.S.

a. An employee:

- (1) Who:
  - (a) Returns to the U.S. under a renewal agreement, and
  - (b) Arranges a move to a PDS in the U.S. while on leave,
- (2) Is authorized reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence in the OCONUS service agreement.

- b. The losing OCONUS activity must pay the travel and transportation costs to the new PDS, NTE the cost to the actual residence.
- c. If the Gov't incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.
- d. Additional travel and transportation costs to the new PDS *may* be paid by the gaining activity. If the gaining activity *does not authorize* a PCS move, the losing activity *must amend the order* to provide for return from the losing activity to the actual residence for separation.
- e. Travel and transportation expenses for separation are funded IAW par. 5516-D.

T. RAT Eligibility Table. The following eligibility table is ICW RAT for round-trip travel between overseas tours of duty for leave purposes, when return is to the same PDS or another PDS in the same locality.

<b>RAT Eligibility Table</b>	
Agreement Required	Yes
Employee & Dependent Transportation	Yes (No advance)
Employee Per Diem	Yes (No Advance)
Dependent Per Diem	No
HHT Per Diem & Transportation	No
TQSE	No
MEA	No
Sell & Buy Residence Lease Termination	No
HHG SIT	No
NTS of HHG	Allowed only for DoDEA teachers between school years

## CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

### PART K: RESERVE COMPONENT (RC) TRAVEL

#### UNIFORMED MEMBERS ONLY

##### 7355 ACTIVE DUTY WITH PAY ([48 Comp. Gen. 301 \(1968\)](#))

A. Applicability. This par. applies to an RC member called/ordered to active duty:

1. For any reason, *and*
2. With pay, *and*
3. Under an order that provides for return to home/PLEAD.

B. Travel and Transportation Allowances when a Member Commutes

1. Allowances Not Authorized. Travel and/or transportation allowances are *not authorized* for travel between the home/PLEAD and the place of active duty when:

- a. Both are in the corporate limits of the same city/town;
- b. The member commutes daily between home/PLEAD and the place of active duty; or
- c. The AO/Installation commander determines that both are within reasonable commuting distance of each other IAW par. 2800-B; and the duty involved permits commuting.

2. Allowances Authorized. A member, commuting under pars. 7355-B1b and 7355-B1c, is authorized the applicable automobile/motorcycle mileage rate (par. 2600) for one round trip between the duty station *and*:

- a. Home,
- b. Place of unit assignment, or
- c. Place from which called (or ordered) to active duty.

3. Actual Expense Allowance Authority

a. Circumstances. ICW par. 7355-B1c, AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member must remain overnight and Gov't Qtrs and/or a Gov't dining facility/mess are unavailable.

b. Authority. The member is authorized AEA for all meals and Qtrs (par. 4230); except for the meal ordinarily procured when commuting.

4. Local Travel. Payment for local travel in/around the member's active duty location may be authorized (Ch 2, Part L).

C. Per Diem/AEA for Certain Active Duty Periods

1. Per Diem/AEA Not Authorized. There is no authority for per diem/AEA, under par. 7355-E, for a:
  - a. Member performing AT when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
  - b. Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both Gov't Qtrs (other than temporary lodging facilities) and a Gov't dining facility/mess are available;
  - c. Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses with a break in active duty between courses and both a Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available; or
  - d. PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).
2. Per Diem/AEA Authorized. Per diem is payable to a member who is TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course for which per diem is authorized.

3. Lodging Service Charges

- a. An RC member performing ADT, who is not authorized per diem/AEA, may be:
  - (1) Reimbursed for lodging service charges when transient Gov't housing is occupied, or
  - (2) Provided lodging in kind.
- b. ***Reimbursement for other than service charges for Gov't Qtrs use (App A) is not authorized.***

D. Physical Examination ICW a Call/Order to Active Duty with Pay

1. Authorized Allowances. A member, called/ordered to active duty with pay and required to take a physical examination before proceeding to the first PDS, is authorized PCS allowances:
  - a. From the place the order is received/addressed to the place of physical examination (whichever is less), ***and***
  - b. As directed in the order:
    - (1) Return to the place the order is received/addressed, ***or***
    - (2) Proceed to the new PDS, ***or***
    - (3) Return to the place the order is received/addressed and then proceed to the new PDS.
2. Authorized Travel. Travel required ICW these examinations is IAW par. 7355-E.

E. Active Duty for Training (ADT)

1. Travel and Transportation Allowances

a. Fewer Than 140 Days. TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when the ADT period is fewer than 140 days *at any one location* (except par. 2240). This includes travel to and from multiple duty locations provided ADT is fewer than 140 days at all locations.

b. 140 or More Days. PCS travel and transportation allowances are payable (Ch 5) when the ADT period is 140 or more days *at any one location* (except par. 2240). This includes travel to and from multiple duty locations if ADT is 140 or more days at one location.

2. Per Diem/AEA

a. Fewer Than 140 Days. Per diem/AEA is payable:

(1) At the training location except when par. 7355-B or par. 7355-C applies; and

(2) For the entire training period when the original period must be extended due to unforeseen circumstances for fewer than 140 days (including the days remaining on the existing order and the number of days added by the extension).

b. 140 or More Days. Per diem/AEA is not payable:

(1) At the training location when the duty is for 140 or more days at one location, or

(2) When during an ADT of fewer than 140 days, the duty must be extended for unforeseen circumstances and the extended period is 140 or more days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty.

*Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.*

3. Extension Examples. See par. 2240.

F. Active Duty for Other than Training

1. Travel and Transportation Allowances

a. 180 or Fewer Days

(1) TDY travel and transportation allowances are payable (Ch 2 and Ch 4) when active duty for other than training is for 180 or fewer days *at any one location* (except par. 2240) including duty at multiple locations provided duty is 180 or fewer days at all locations.

(2) PCS allowances are payable (Ch 5) if the current station becomes the PDS.

b. More than 180 Days. PCS travel and transportation allowances are payable (Ch 5) when active duty for other than training is more than 180 days *at any one location*. This includes travel to and from multiple duty locations if duty is more than 180 days at one location.

2. Per Diem/AEA

a. 180 or Fewer Days. Per diem/AEA is payable:

- (1) At the duty location except when par. 7355-B or 7355-C applies; and
- (2) For the entire active duty for other than training period when the original period must be extended due to unforeseen circumstances for 180 or fewer days (including the days remaining on the existing order and the number of days added by the extension).

b. More than 180 Days

(1) Per diem/AEA is *not* payable:

- (a) At the duty location when the duty is for more than 180 days at one location, except as in pars. 7355-F2b(2) and 7355-F3, or
- (b) When the extended period is for more than 180 days (including the days remaining on the existing order and the number of days added by the extension) starting from the date of the order directing the extended duty. See par. 2230-C for non-training active duty TDY exception.

*Gov't Qtrs and/or Gov't dining facility/mess availability does not change this determination.*

(2) Per diem/AEA may be authorized (except when station allowances and/or OHA for the duty location are paid IAW par. 9145 or 10428) when active duty for other than training is for more than 180 days at one location (with or without an extension) if the call to active duty or the extension is determined by the Secretarial Process to be required by:

- (a) Unusual circumstances,
- (b) Emergency circumstances,
- (c) Contingency Operations, or
- (d) Exigencies of the Service concerned,

3. Time Limitations. See par. 2230.

4. Extension Examples. See par. 2240.

G. TDY Per Diem Computation. Per diem/AEA is payable (Ch 4) when a member is ordered TDY away from the PDS in par. 7355-E2b(1).

**7360 ACTIVE DUTY WITHOUT PAY**

A. Standby Reserve. Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs ADT without pay.

\*B. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician ([10 USC §10216](#)) on leave from technical employment and performing active duty without pay ([5 USC §6323\(d\)](#)) outside the U.S.

C. Others. Except as in par. 7360-B, an RC member who performs duty without pay (par. 7355) may be authorized/approved to receive:

1. The applicable automobile/motorcycle mileage rate for travel to and from the duty station including travel required ICW a qualifying physical examination, or conditions precedent to the duty involved, and/or
2. Reimbursement for occasional meals and/or Qtrs (par. 4230).

*The member is not authorized per diem and AEA at the duty station ([44 Comp. Gen. 615 \(1965\)](#); [46 Comp. Gen. 319 \(1966\)](#)).*

### 7365 INACTIVE DUTY TRAINING (IDT) WITH PAY

A. General. The following definitions apply to par. 7365:

1. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.
2. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station (par. 2800-B).

B. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

1. Travel and Transportation Allowances Not Authorized. Travel and transportation allowances are not authorized for:

a. IDT at the :

- (1) Training duty station,
- (2) Drill site,
- (3) Assigned unit city/town location,
- (4) Local area of the assigned unit or home, or

b. Travel between home and the:

- (1) Assigned unit (except in par. 7365),
- (2) Unit training assembly place, or
- (3) Place of duty instead of a unit training assembly.

2. Transportation Reimbursement

a. Reimbursement may be authorized/approved (Ch 2, Part L) for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

b. When the member travels between home and an alternate duty/work site, TDY mileage is paid only for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

**Example 1:** A member's home is Springfield, VA. The assigned unit (usual drill site) is Ft. Belvoir, VA (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$.575/mile = \$11.50.

**Example 2:** A member's home is St. Louis, MO. The assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes the metro train to the Pentagon. The member drills at an alternate duty site (Andrews AFB, MD) which is inside the local Washington, DC, area (DoDD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$.575/mile = \$9.20.

C. Travel from Home/Assigned Unit to TDY Station

1. Authority. A member directed to travel from the home/assigned unit to a TDY station is authorized Ch 4 TDY allowances.

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

**Example:** A member's home is Location E. Assigned unit is Location F. TDY is Location G. The member travels directly from home (Location E) to TDY location (Location G). The member is due travel cost from home to TDY location (Location E to Location G) limited to the travel cost from the assigned unit to the TDY location (Location F to Location G).

D. Travel from a Location other than Home/Assigned Unit to a TDY Station

1. Authority. A member directed to travel from a location, other than the home/assigned unit, to a TDY station is authorized Ch 4 TDY allowances.

2. Transportation Reimbursement. When a member travels directly from another location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

**Example:** A member's home is Location E. Assigned unit is at Location F. TDY is Location G. The member is authorized to travel from another location (Location H) where the member is on business for a civilian job. The member is due travel cost from Location H to Location G (TDY location) limited to travel cost from Location F to Location G (assigned unit to TDY location).

E. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

1. Allowances. A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is *not authorized* travel and transportation allowances.

2. Transportation Reimbursement. When the member travels directly from another location to the alternate site, the member is paid TDY mileage limited to the distance *from the assigned unit* to the alternate site minus the distance from home to the assigned unit.

**Example:** A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield). The Pentagon is the alternate duty site (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) minus the distance from Springfield to Ft. Belvoir (9 miles). The member is reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$.575/mile = \$8.05.

F. Reimbursement of Service Charges for Transient Gov't Housing Use

1. An RC member who occupies transient Gov't housing (while performing IDT *with pay*) and is not authorized per diem/AEA, may be:
  - a. Reimbursed for lodging service charges, or
  - b. Provided lodging in kind.
2. Reimbursement for other than service charges for Gov't Qtrs (App A) use is not authorized.

**7370 INACTIVE DUTY TRAINING (IDT) WITHOUT PAY**

A. Standby Reserves. There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs IDT without pay.

B. Other than Standby Reserves

1. An Armed Forces RC member authorized to perform IDT without pay is authorized travel and transportation allowances in par. 7365.
2. An RC member who occupies transient Gov't housing (while performing IDT *without*)
  - a. Reimbursed for lodging service charges, or
  - b. Provided lodging in kind.
3. Reimbursement for other than service charges for Gov't Qtrs (App A) use is not authorized.

**7375 SROTC MEMBER**

\*A. Applicability. Par. 7375 applies to a designated SROTC applicant and member appointed under [10 USC §2104](#) and [10 USC §2107](#).

\*B. Advanced Training (10 USC §2104)

1. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location (as specified in the order) and the authorized field or at-sea training site.
2. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or paid mileage (pars. 7375-B3 and 7375-B4) for travel to and from Installations:
  - a. For medical/other examinations,
  - b. To observe military functions/operations, or
  - c. For other observations deemed appropriate by the Service concerned.
3. Transportation and Meals. Gov't/Gov't procured transportation and Gov't supplied meals are authorized.

4. Mileage

a. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. 7375-B1 or 7375-B2, at personal expense. It may be paid in advance of return from the activity site.

b. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between:

- (1) Home and the nearest appropriate public transportation terminal, and
- (2) The activity site and the nearest appropriate public transportation terminal.

5. Mixed Modes. If travel under par. 7375-B1 or 7375-B2 is by mixed modes, authority is for the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of Gov't-procured transportation plus Gov't-supplied meals for travel between the authorized points (minus the cost of any Gov't procured transportation and/or Gov't supplied meals).

\*6. Per Diem Not Authorized. Per diem is not authorized for a member or designated applicant appointed under [10 USC 2104 \(53 Comp. Gen. 957 \(1974\)\)](#).

7. Lodging and Meals at Delay Point. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Gov't Qtrs or dining facility/mess are available ([B-195791, 31 March 1980](#)). Reimbursement for the cost of occasional meals/Qtrs is IAW par. 4230.

\*C. Financial Assistance Program for SROTC Cadet/Midshipman (10 USC §2107)

1. Travel to Accept Appointment

- a. A person who travels to an educational institution to accept an appointment as a cadet/midshipman in the Financial Assistance Program is authorized Ch 5, Part A PCS allowances.
- b. PCS allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins, to the educational institution.
- c. Reimbursement is authorized for travelers with a notice of selection for appointment, or other evidence showing the travel is ICW the appointment.

2. TDY Travel

- a. TDY travel and transportation allowances are the same as the travel and transportation allowances for a Service Academy cadet/midshipman (par. 7650) for TDY, except while performing field or at-sea training and both Gov't Qtrs (other than temporary lodging facilities) and Gov't dining facility/mess are available. This includes travel from home/SROTC unit location (as specified in the order) to the place designated for field/at-sea training and return.
- b. For par. 7375-C, a Gov't dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC member.
- c. MALT may be paid before a member departs from the field/at-sea training site for the return trip home or to the SROTC unit location (as specified in the order).

3. Travel upon Discharge

- a. Allowances Authorized. Upon discharge from the Financial Assistance Program, a member is authorized Ch 5, Part A PCS allowances for travel from the educational institution to the authorized home, or military station, or
- b. Allowances Not Authorized. If the member continues scholastic instruction at the same institution, after discharge, no travel allowances are authorized.

D. Member Ordered to Active Duty (Enlisted or Officer)

- \*1. A member appointed under [10 USC §2104](#) and [10 USC §2107](#), ordered to active duty to serve in an Armed Force, is authorized Ch 5, Part A PCS allowances.
2. The authority is from the home/place which ordered to active duty to the first PDS via any TDY location en route specified in the order.

**7380 TRAVEL ALLOWANCES FOR A MEMBER AUTHORIZED MEDICAL AND DENTAL CARE**

\*A. Authorized Care. TDY travel and transportation allowances (Chs 3 and 4) are authorized for necessary travel between home and the treatment facility (but not while at the treatment facility), for a member, authorized medical/dental care under [10 USC §1074a](#) for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On IDT;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. 7380-A1 through 7380-A3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

B. Unauthorized Care. Medical or dental care is not authorized if an injury is incurred/aggravated as the result of the member's gross negligence or misconduct.

**\*7385 FUNERAL HONORS DUTY ([10 USC §12503](#) or [32 USC §115](#))**

An RC member who performs funeral honors at a location 50 or more miles from the member's residence is authorized Ch 3 and Ch 4 TDY travel and transportation allowances.

**7390 COLA AND HOUSING ALLOWANCES**

- A. COLA. See par. 9145.
- B. Housing Allowances. See par. 10428.

**7395 INACTIVE DUTY TRAINING (IDT) OUTSIDE NORMAL COMMUTING DISTANCE**

A. General

1. The Secretary Concerned may authorize/approve reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to IDT location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance.
2. For par. 7395, ‘outside the local commuting distance’ is defined as the local travel area under par. 2800, but not less than 150 miles one way by DTOD. An exception to this exists for non-contiguous States and U.S. Territories and Possessions requiring off island/inter island travel to an IDT location that is not normally served by boat/ferry and does not meet the conditions under par. 2800-B1c. Reimbursement for travel costs via air/sea is limited IAW par. 7395-C.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any RC member) must be:

1. Qualified in a skill designated as critically short by the Secretary Concerned;
2. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member’s RC with a critical staffing shortage; or
3. Assigned to a unit/position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

\*C. Reimbursement. The following travel and transportation expenses for travel to and from an IDT location to perform inactive duty training may be reimbursed ([37 USC 452\(b\)\(9\)](#), *NTE a total of \$300 for each round trip* ([37 USC §478a\(c\)](#)).

1. Transportation

- a. Commercial Transportation. Reimbursement is authorized for the actual transportation cost including transportation between home and the terminal; and between the terminal and the training location.
- b. POC Transportation. The Other Mileage Rate (see par. 2600) is used for the official distance to and from the IDT location, to which is added reimbursement for highway, bridge, and tunnel tolls; and parking fees.

2. Lodging and Meals

- a. Meals. The actual cost of the member’s meals (including tax and tips, but not including alcoholic beverages) may be reimbursed up to the M&IE for the per diem rate for the area concerned.

b. Lodging

- (1) The actual cost of the member’s lodging (including tax, and service charges) may be reimbursed up to the per diem rate for the area concerned.
- \* (2) The locality per diem lodging ceiling in a CONUS/non-foreign OCONUS area does not include lodging tax. Lodging tax in a CONUS/non foreign OCONUS area is a reimbursable expense (App G).
- \* (3) The locality per diem lodging ceiling in a foreign area includes lodging tax. Lodging tax in a foreign area is not a reimbursable expense.

*Effective 2 August 2013*

**7400 SELECTED RESERVE LIMITED PCS ALLOWANCES**

A. General. A member is authorized travel and transportation allowances in par. 7400-C when filling a vacancy in a Selected Reserve unit at a duty station that is more than 150 miles from the member's residence if the member:

1. Was involuntarily separated under other than adverse conditions (as defined by the Secretary Concerned)
  - a. During the preceding three years,
  - b. Between 1 October 2012 and 31 December 2018, and
  - c. While assigned to a Selected Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018, *and*
2. Is qualified in a skill designated as critically short by the Secretary Concerned or filling a vacancy in a Selected Reserve unit with a critical manpower shortage in such unit.

B. Funding. As required by the enabling legislation, all travel and transportation allowances are funded by the Selected Reserve unit filling the vacancy.

C. Travel and Transportation Allowances

1. General. A member may be provided travel and transportation allowances under this paragraph only once.
2. Authorized Allowances. A member is authorized *only* the following PCS travel and transportation allowances between the member's residence and duty station.
  - a. Member. PCS travel and/or transportation allowances IAW Ch 5, Part A are authorized.
  - b. Dependents. A member is authorized PCS travel and transportation allowances IAW Ch 5, Part A for dependents.
  - c. HHG. PCS HHG transportation, including SIT, is authorized IAW Ch 5, Part A.
3. Allowances Not Authorized
  - a. POV Transportation. POV transportation is not authorized for a Selected Reserve member authorized limited PCS allowances from home to duty station.
  - b. DLA. DLA is not authorized.
  - c. TLE. TLE is not authorized.

D. Advance. These allowances may be paid in advance.

7405 ALLOWANCE SUMMARY TABLES

*These tables are for informational purposes only. Actual allowances are in Ch 7, Part K.*

A. RC Personnel on Active Duty with Pay (Table U7-K1). See footnote 1

SITUATION	TRANSPORTATION (Footnotes 2 and 3)	PER DIEM (Footnotes 4 and 5)
Annual training (AT) 6	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if Gov't Qtrs & dining facility/mess are available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to the Gov't city pair carrier cost	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if Gov't Qtrs and dining facility/mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Ch 3, Part F	Not authorized - AEA may be authorized under par. 4230 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
ADT for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Ch 3 applies	Ch 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 days for training or 180 or fewer days for other than training, per diem continues. If 140 or more days for training or more than 180 days for other than training, per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Ch 5, Part A applies	Ch 5, Part A applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigency, for more than 180 days	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. 2240-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

**TABLE U7K-1 FOOTNOTES:**

- 1/ Applies to an RC member called/ordered to active duty with pay under an order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay, except for a periodic physical for a member on the TDRL (par. 7080).
- 2/ Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city/town.
- 3/ An RC member may not be paid for commuting from home to duty--only one round trip may be paid.
- 4/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 5/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.
- 6/ Since a training location is the PDS, no per diem is payable when Gov't Qtrs & dining facility/mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

B. RC Member on Active Duty without Pay (Table U7-K2)

SITUATION	TRANSPORTATION	PER DIEM (Footnotes 1 and 2)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or Qtrs may be authorized for travel days only. Par. 4230.

**TABLE U7Z-2 FOOTNOTES:**

- 1/ Temporary lodging facilities are not Gov't Qtrs for the purpose of this table.
- 2/ An RC member on ADT who otherwise is not authorized per diem and who occupies transient Gov't housing may be reimbursed the actual cost incurred for service charges/lodging.

C. Inactive Duty Training (IDT) with/without Pay (Table U7K-3). See footnotes 1 and 2

SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located 3	1. Not authorized - may be authorized reimbursement under Ch 3, Part F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized
TDY from home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to cost from member's assigned unit.	Ch 4 applies
TDY from a location other than home/assigned unit to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit	Ch 4 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area in which home/assigned unit is located	Mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from the home to assigned unit	Not authorized
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

**TABLE U7K-3 FOOTNOTES:**

- 1/ For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.
- 2/ An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Gov't Qtrs may be reimbursed the actual cost incurred for service charges/lodging.
- 3/ Par. 7365 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

D. Senior Reserve Officers Training Corps Member (Table U7K-4). See footnotes 1 and 2.

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training member 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Gov't conveyance or Gov't procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No. Gov't prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. 4230 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Gov't procured transportation plus meal tickets (minus cost of any such items used).
SROTC cadets or midshipman in Financial Assistance Program ordered to perform TDY	Par. 7650 applies	Par. 7650 applies	Does not apply while at a location performing field training or at-sea training when both Gov't Qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 5, Part A applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Ch 5, Part A applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC cadet or midshipman discharged from the Financial Assistance Program	Ch 5, Part A applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 5, Part A applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Ch 5, Part A applies	Ch 5, Part A applies	From home or place ordered to active duty to the first PDS via any TDY en route

**TABLE U7K-4 FOOTNOTES:**

- \*1/ Per diem is *not* authorized for a member or a designated applicant appointed under [10 USC §2104](#) -- SROTC advanced training member.
- \*2/ Per diem may be authorized for a member and/or a designated applicant appointed under [10 USC §2107](#) -- SROTC cadets and midshipmen in the Financial Assistance Program.

E. Miscellaneous (Table U7K-5)

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
<p>*Member entitled to medical or dental care under <a href="#">10 USC §1074a</a> for illness, disease, or injury incurred or aggravated while:</p> <p>(1) on active duty for a period of 30 or fewer days; or</p> <p>(2) on IDT; or</p> <p>(3) traveling directly to or from the place at which the member performs or has performed such duty.</p>	<p>Ch 3 applies</p>	<p>Ch 4 applies</p>	<p>Not authorized if the injury is a result of the member's gross negligence or misconduct</p>
<p>Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve</p>	<p>Not authorized; however, an allowance for Muster Duty is IAW <a href="#">DoD FMR, Volume 7A, par. 580105.A</a></p>	<p>Not authorized</p>	<p>Must be engaged in muster duty for a period of at least 2 hours. <a href="#">DoD FMR, Volume 7A, par. 580105.A</a> for the effective rate.</p>

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**CHAPTER 9: STATION ALLOWANCES****PART C: TEMPORARY LODGING ALLOWANCE (TLA)****SECTION 4: TLA UPON DEPARTURE****UNIFORMED MEMBERS ONLY****9170 TLA UPON DEPARTURE****A. General**

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS order, except when:
  - a. One or more dependents remain in the old PDS vicinity IAW par. 9205-A1 or 9220. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS order from that PDS;
  - b. A longer TLA period is authorized due to delayed departure (par. 9170-C) or early termination of permanent Gov't Qtrs/private sector housing (par. 9170-D);
  - c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship).
2. The PCS order effective date is defined in App A.
3. The TLA accrual provisions (par. 9185-E) apply in computing TLA upon departure.
4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. 9185-A2, 9185-C, or 9185-D as a result of lodging costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. 9155-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. 9170-A.

C. Delayed Departure. When the period authorized by par. 9170-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. 10424), TLA may be authorized/approved by the authorizing/approving official (see par. 9150), in increments of 10 or fewer days, for the entire period that temporary lodging must be used.

D. Early Permanent Housing Termination. When, for reasons beyond the control of the member and/or dependents, permanent Gov't Qtrs/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. 9150) may authorize/approve TLA beginning the day the permanent Gov't Qtrs/private sector housing is relinquished for reasons such as the following:

- \*1. The TO determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;
2. Expiration/termination of lease/rental agreement occurs after a member has the PCS order or alert notice;

3. The landlord withdraws private sector housing from the market;
4. The authorizing/approving official (see par. 9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Gov't Qtrs/private sector housing inadvisable;
5. The member is required by lease, custom, or law to vacate private sector housing in advance of the leases expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. The lease, custom, or law requires that private sector housing be surrendered at a fix date more than 10 days before the scheduled departure;
7. Housing authorities require the member to vacate permanent Gov't Qtrs for the Gov't's convenience to permit its readying for, and/or assignment to, another member;
8. The OCONUS TLA Authority determines that permanent Gov't Qtrs/private sector housing must be relinquished under circumstances/reasons other than those stated in pars. 9170-D1, 9170-D2, 9170-D3, 9170-D4, 9170-D5, 9170-D6, and 9170-D7.

The principles in par. 9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Home Port. When a member detaches on a PCS from an OCONUS home ported ship while the ship is away from its home port and returns to the home port, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the home port, no TLA authority exists for the member and only the dependents occupying temporary lodging at the home port are considered in determining the rate payable under par. 9185-A.

F. Period of TDY/Deployment while Away from the Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the home port or permanent duty location of the ship, staff, or afloat unit, may continue to receive TLA on the member's behalf. The member's temporary lodging cost share is to be included as a TLA expense when, because of the member's military assignment, temporary lodging must be retained at the old PDS or the home port or permanent duty location of the ship, staff, or afloat unit ([59 Comp. Gen. 58 \(1979\)](#)). The member's order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of military necessity and not because of the member's personal choice/convenience.

G. TLA before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.
2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.
3. General information concerning order issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued ([52 Comp. Gen. 769 \(1973\)](#)).

H. TLA during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary lodging must be retained at the old PDS. The member's order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of the hospitalization and not because of the member's personal choice/ convenience.

**CHAPTER 10: HOUSING ALLOWANCES****PART E: ASSIGNMENT SITUATIONS****SECTION 9: MEMBER IN TRANSIT****UNIFORMED MEMBERS ONLY****10416 MEMBER IN TRANSIT**

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. *The new PDS, BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS.*

\*2. A location near, but outside the limits of, the new PDS or to the homeport of a ship, afloat staff, or afloat unit and per diem stops IAW par. 5046. BAH or OHA for the new PDS begins the day per diem stops.

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH as of the Gov't Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

- a. Member who is undergoing initial entry training, to include an RC member;
- b. Student (includes ROTC and OCS) without prior Military Service; ***NOTE*** below.
- c. Service academy graduate upon graduation, until arrival at the first PDS. ***NOTE*** below.

The member remains in the accession pipeline until:

- a. the member arrives at a PDS, including a training location of 20 or more weeks; or
- b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Gov't Qtrs are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

***NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov't Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.***

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

#### E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH on Gov't Qtrs termination date provided the member is still on active duty). See Table 10E-12 for further guidance.

#### 2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Gov't Qtrs or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

<b>MEMBER IN TRANSIT</b> <b>Table 10E-12</b>			
<b>R U L E</b>	<b>If the member</b>	<b>and</b>	<b>then (<i>NOTES 1, 2, and 3</i>)</b>
<b>1</b>	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
<b>2</b>		from a PDS outside the U.S.	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
<b>3</b>	is en route PCS but was not paid BAH or OHA at the old PDS because Gov't Qtrs were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates Gov't Qtrs and the new PDS rate the day the member reports to the new PDS.
<b>4</b>		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.
<b>5</b>	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
<b>6</b>		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.

<b>MEMBER IN TRANSIT</b>			
<b>Table 10E-12</b>			
<b>R U L E</b>	<b>If the member</b>	<b>and</b>	<b>then (NOTES 1, 2, and 3)</b>
<b>7</b>	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
<b>8</b>		the member is with dependents	For dependents located in the U.S., continue dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH or OHA rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
<b>9</b>	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Gov't Qtrs	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
<b>10</b>	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
<b>11</b>		from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
<b>12</b>	is processing for separation or retirement	from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
<b>13</b>		from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
<b>14</b>	is processing for separation or retirement	from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
<b>15</b>		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.

<b>MEMBER IN TRANSIT</b>			
<b>Table 10E-12</b>			
<b>R U L E</b>	<b>If the member</b>	<b>and</b>	<b>then (NOTES 1, 2, and 3)</b>
<b>16</b>	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
<b>17</b>	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

**NOTES:**

- 1. The member is not authorized BAH/OHA if assigned Gov't Qtrs adequate for the member and dependent (if applicable). Start BAH/OHA effective the date of Qtrs termination, if applicable.*
- 2. If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.*
- 3. Payment of OHA requires a lease agreement or a verifiable purchase price.*

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## APPENDIX A: DEFINITIONS & ACRONYMS

### PART 1: DEFINITIONS

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

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

#### ACCOMMODATIONS

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

#### B. Common Carrier

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

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see par. 3510-A.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on extra fare trains (e.g., AMTRAK Acela Express). See par. 3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

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

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

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

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

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

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

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

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

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

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

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

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

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

**ADMINISTERING SECRETARY OR SECRETARIES**. As defined in [37 USC §451\(a\)\(1\)](#).

1. The Secretary of Defense, with respect to the Armed Forces (including the Coast Guard when it is operating as a Service in the Navy);
2. The Secretary of Homeland Security, with respect to the Coast Guard when it is not operating as a Service in the Navy;
3. The Secretary of Commerce, with respect to the National Oceanic and Atmospheric Administration;

4. The Secretary of Health and Human Services, with respect to the Public Health Service.

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

#### AGENCY

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;
3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

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

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

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

#### ANNUAL TRAINING (AT) (Uniformed Members Only)

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

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

**APPROVING OFFICIAL (Civilian Employees Only).** See Travel Approving/Directing Official.

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

**ATTENDANT.** An attendant:

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

**AUTHENTICATING OFFICIAL (Civilian Employees Only).** See Authorizing/Order Issuing Official (AO).

**AUTHORIZE(D)**

- A. Permission given before an act.
- B. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.
- C. Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

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

**BAGGAGE**

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

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

e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.*

**BLANKET ORDER.** See Order.

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

**BUSINESS CLASS.** See Accommodations.

#### **CALENDAR DAY**

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

**CAPACITY CONTROLLED CITY PAIR AIRFARE.** See City Pair Airfare.

**CENTRALLY BILLED ACCOUNT (CBA).** See Government Travel Charge Card (GTCC).

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

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

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

A. Standard City Pair Airfare (YCA):

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

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

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

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

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

**COMMAND SPONSORED DEPENDENT (Uniformed Members Only).** See Dependent, Command Sponsored.

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

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

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

**COMMUTED RATE (Civilian Employees Only).** A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Commuted rate table information and related accessorial charges incident to official HHG transportation for an eligible civilian employee are found at <http://www.gsa.gov/portal/content/183143>. See par. 5286-D4.

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

**CONSECUTIVE OVERSEAS TOUR (COT) (Uniformed Members Only).** The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See In Place Consecutive Overseas Tour.

**CONSUMABLE GOODS.** See Household Goods.

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

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

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

**CONTIGUOUS UNITED STATES.** The 48 contiguous States and the District of Columbia.

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of Alaska and Hawaii as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations. See [37 USC §101](#).

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

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

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

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

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

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

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

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

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

A. General

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 7615-D1, or for transportation for survivors of a deceased member authorized in par. 7260-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);
3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

B. Exception. Except for transportation to obtain OCONUS medical care (par. 7105-A), any of the following individuals:

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.***;
8. For transportation authorized in par. 5088-B,
  - a. A member's unmarried child who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at Gov't expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See par. 5154;

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

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

(1) Has not attained age 21, or

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

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

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

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

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

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

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

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

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

[191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

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

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

For dependency determinations, Service PoCs are listed in par. 10104-G3.

Pertinent GSBCA decisions

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

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

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

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

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

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

**NOTE 3:** *ICW the Missing Persons Act, "dependent" is defined in par. 7825-A3 for the purpose of transportation eligibility under that Act.*

**NOTE 4:** *With respect to emergency leave travel, par. 7025-D.*

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

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

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

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

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

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

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

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

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

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

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.
2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

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

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

**DESIGNATED PLACE**

A. **Uniformed Members Only**

1. Except as used in Ch 6 (Evacuation Allowances):
  - a. A place in a CONUS/non-foreign OCONUS area;
  - b. The foreign OCONUS place to which dependents are specifically authorized to travel under par. 5116-A, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
  - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. 5114-D, 5116-A or 5120-D;
  - d. The OCONUS place in the old PDS vicinity at which dependents remain under par. 5120-D, while a member serves a dependent restricted/unaccompanied tour;
  - e. The foreign OCONUS place to which dependents are specifically authorized to travel under par. 5096, 5098, 5100, 5102, or 5104, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at Gov't expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. 6010-A and 6080-A.

B. **Civilian Employees Only**. A place designated by the:

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

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

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

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

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

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

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

*Effective 28 September 2011*

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

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

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

## DUTY STATION

A. **Uniformed Members Only.** For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or an RC;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

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

**DISCOUNT GOVERNMENT MEAL RATE (GMR).** The daily rate charged for meals in a Gov’t Dining Facility/Mess minus the operating cost. See Government Meal Rate for current rates.

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

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

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

**EFFECTIVE DATE OF PCS ORDER**

**A. Uniformed Members Only**

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

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

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

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

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian Employees Only).** The date an employee or new appointee reports for duty at a new or first PDS (B-210953, 22 April 1983).

**EMERGENCY TRAVEL (Civilian Employees Only).** See Travel, Emergency.

**EMPLOYEE.** A civilian individual:

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

**ESCORT.** An escort:

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

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

**EXTENDED STORAGE.** See Non-Temporary Storage.

**FAMILY.** See Dependent.

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

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

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

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

**FIRST CLASS.** See Accommodations.

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

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

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

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

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

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

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

#### **GEOGRAPHIC LOCALITY**

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

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

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

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

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

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

#### **GOVERNMENT CONVEYANCE**

##### **A. Includes:**

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

B. Does not Include:

1. A Gov't owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (par. 5210-D). See [52 Comp. Gen. 936 \(1973\)](#)

**GOVERNMENT DINING FACILITY/MESS.** A generic term used in lieu of Gov't dining facility, Gov't mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("Gov't dining facility/mess available" App O, par. T4040-A9b) by/made available to the member, or used by the employee, includes:

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

***NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Gov't Dining Facility/Mess.***

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

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

**GOVERNMENT FURNISHED VEHICLE.** A Gov't furnished automobile or a Gov't aircraft.

**GOVERNMENT MEAL RATE (GMR)**

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess minus the operating cost.
2. \$10.45/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a Gov't Dining Facility/Mess including the operating cost.
2. \$13.85/day.

C. Effective Date(s). The discount and standard Gov't meal rates above are effective from 1 January 2015 to 31 December 2015.

**GOVERNMENT MESS.** See Government Dining Facility/Mess.

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

**GOVERNMENT QUARTERS (Gov't Qtrs)**

***NOTE:*** Privatized housing, of any style or type and in any location, is not Gov't Qtrs. See par. 10010-C for an exception as part of a Navy test.

A. Gov't Qtrs. The following are Gov't Qtrs:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the Gov't;
2. Lodging or other Qtrs obtained by Gov't contract;
3. Qtrs in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in App A;
6. Lodging facilities (other than privatized housing) on a U.S. Installation if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the Gov't whether occupied as a guest or as a principal;
8. Guesthouses, officers clubs, bachelor Qtrs, visiting officers' Qtrs, or similar Qtrs facilities located at a military activity, Qtrs aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform; and
- \*9. DoD Lodging Facilities located on a U.S. installation (includes Air Force Inns, Navy Gateway Inns and Suites, Marine Corps Billeting Quarters, and Army Lodging, but does not include Privatized Army Lodging or ILPP approved commercial lodging).

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management](#) and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

**GOVERNMENT SPONSORED CONTRACTOR ISSUED TRAVEL CHARGE CARD.** See Government Travel Charge Card (GTCC).

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the Gov't for transportation on land, water, or in the air. See Government Conveyance.

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

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable Gov't document used to procure common carrier transportation services.

3. A GTR obligates the Gov't to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See Transportation Request.

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

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

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

**GROUP MOVEMENT**

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

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

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

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

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

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

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

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

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the

place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS) (Uniformed Members Only).** The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. 5068-A1.

## HOUSEHOLD GOODS (HHG)

### A. **Uniformed Members Only**

1. **General.** Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.
2. **Weight Additive.** See par. 5206-L for an article involving a weight additive.
3. **HHG Acquired after the Order Effective Date.** HHG acquired after the order effective date but before entering an IPCOT may be shipped when par. 5312-B1b or 5312-B2 applies.
4. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for a member ordered to locations listed in App F;
  - e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
  - f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
  - g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
  - i. Gov't or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.
5. HHG **do not** include:
  - a. Personal baggage when carried free on commercial transportation;

- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See Ch 5, Part A6 for POV shipment);
  - c. Live animals including birds, fish and reptiles;
  - d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
    - \*(1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the TO or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
    - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
  - e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
  - f. HHG for resale, disposal or commercial use;
  - g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
  - h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.
  - i. Low Speed Vehicles (LSVs) defined IAW 49 CFR Part 571.500.
6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
  - b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
  - c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
    - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
    - (2) No storage is required, and
    - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

B. **Civilian Employees Only** ([FTR, §300-3.1](#))

- 1. General. Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.

2. Weight Additive. See par. 5652-I for an article involving a weight additive.
3. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (par. 5686-A) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for employees with PCS travel order to locations listed in App F;
  - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
  - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
  - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and
  - i. Gov't or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.
4. HHG *do not* include:
  - a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;
  - b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See Ch 5, Part B6 for POV shipment);
  - c. Live animals including birds, fish and reptiles;
  - d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
  - e. HHG for resale, disposal or commercial use;
  - f. Privately owned live ammunition ([B-130583, 8 May 1957](#));
  - g. Boats (other than those in 3f above); and
  - h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

i. Low speed vehicles (LSV) defined IAW 49 CFR Part 571.500.

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

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;

(1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

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

#### **HOUSEHOLD GOODS WEIGHT ADDITIVE**

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.

2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

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

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

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

**IMMEDIATE FAMILY (Civilian Employees Only).** See Dependent/Immediate Family.

**INCIDENTAL EXPENSES.** See PER DIEM.

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

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

1. Inactive duty that is:

a. Duty prescribed for an RC member by the Secretary Concerned, or

b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

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

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

**INDIVIDUALLY BILLED ACCOUNT (IBA).** See Government Travel Charge Card

**INVITATIONAL TRAVEL.** See Travel, Invitational.

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

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

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

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

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

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

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

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

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

**LODGING IN KIND (Uniformed Members Only).** Lodging provided by the Gov't without cost to the member.

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

#### MEMBER, UNIFORMED SERVICES

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

#### MILEAGE ALLOWANCE

##### A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see par. 2600.

##### B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See Monetary Allowance in Lieu of Transportation (MALT))

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See par. 2605 for the current rate.

#### MILITARY WORKING DOG (MWD) (Also referred to as a Federal Service Dog)

A. Any canine bred, procured or acquired to meet DoD component requirements to support operations in the protection of installations, resources, and personnel, to include explosive and illegal narcotic detection capabilities, patrol, tracking, or other requirements prescribed by the DoD component or non-DoD Services.

B. The K9 is considered "Government Equipment" for the purpose of the reimbursement of expenses that are incurred by the MWD handler while performing official travel as indicated in App G.

C. A MWD is not considered a pet.

D. The USAF is the Executive Agent for the MWD program under DoDD 5200.31E. See AFI 23-126\_IP (DoD Military Working Dog Program). This instruction does not supersede the JTR.

**MISCELLANEOUS CHARGE ORDER (MCO)**

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

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

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

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

1. Personally-procured commercial transportation (par. 3045),
2. Gov't-procured commercial transportation,
3. Gov't transportation.

**MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. House trailer,
  - b. Privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. Boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee **or** the member's/employee's dependents are part of the mobile home.

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

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See par. 2605 for the current rate.

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

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

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

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See Ch 5, Parts A5d and B5d.

## OCONUS

A. Locations outside the continental U.S. (CONUS).

B. **Civilian Employees Only.** For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographic localities, an OCONUS place of employment outside the geographic locality in which the residence is located.

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

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

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

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

## ORDER

A. General. An order:

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

B. Types of Order

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

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

b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

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

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

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

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

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

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE**

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

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

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

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including Gov't Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.

2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:

a. Is *not* covered in the locality per diem lodging ceiling, but

b. Is a reimbursable expense (App G), except when 'MALT-Plus' per diem for POC travel is paid.

2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but

2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

***Effective 1 October 2014***

F. Incidental Expenses

1. Authorized. Incidental expenses include:

a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 7815-F4, regarding baggage-handling costs incurred ICW a traveler's disability/special need.

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. 2810-C.

c. Laundry/dry cleaning, and/or pressing of clothing regardless of location.

d. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#)).

e. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.

f. Any necessary expenses related to lodging that are listed in the room account.

g. Fees for obtaining a cash advance, to include, but not limited to, ATM fees, fees when a traveler takes a cash advance from a financial institution vice an ATM, and cash advance fees (normally a percentage of the withdrawal amount) charged by a card provider.

h. Transportation tips for all transportation modes (commercial or courtesy conveyance).

2. Not Authorized. Incidental expenses do not include any mission related purchases, nor any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.

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

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

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.

B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services, ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDTATAC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

#### **PERMANENT CHANGE OF STATION (PCS)**

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

B. **Uniformed Members Only**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or Gov't convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (See par. 2240 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;

- (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
- (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
- (4) Retirement; and
- (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** Also called Official Station.

A. **Uniformed Members Only**

1. **General.** The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. **Geographic Limits.** The PDS geographic limits are:

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

b. **For an invitational traveler:**

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

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

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

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under par. 2240. See par. 2240 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:
  - a. The home of a member at the time of:
    - (1) Appointment to regular Service from civilian life or from an RC;
    - (2) Being called to active duty (including for training) for 20 or more weeks;
    - (3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
    - (4) Enlistment or induction into the Service (regular or during emergency); or
    - (5) Temporary disability retirement.
  - b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
  - c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
  - d. The member's home upon:
    - (1) Retirement;
    - (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
    - (3) Release from active duty;
    - (4) Discharge, resignation, or separation, all under honorable conditions; or
    - (5) Temporary disability retirement.

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

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

*large reservation subdivision.*

2. For an invitational traveler:

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

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

**PERMANENT DUTY TRAVEL (PDT)**

- A. **Uniformed Members Only.** PCS and COT/IPCOT travel.
- B. **Civilian Employees Only.** First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See Ch 5, Part B1.

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

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

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

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

**PLACE OF STORAGE.** Residence or authorized storage location.

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

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

**PORT OF DEBARKATION (POD)**

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

**PORT OF EMBARKATION (POE)**

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

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

**POST OF DUTY.** An OCONUS PDS.

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

**Uniformed Members Only:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when par. 5222 applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no Gov't storage facility is available or an available Gov't storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

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

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

1. For an RC member ordered to active duty, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day, only if there is a break of active duty/service exceeding one full day. The command may request the RC member provide documentation to support the location of their primary residence/home.

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

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

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

**PRIVATELY OWNED CONVEYANCE (POC)**

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a Gov't conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW par. 3320-F.
3. A common carrier, or a conveyance owned by the Gov't, is not a POC.
4. See Transportation.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV)**

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

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

B. Motorcycle or Moped

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

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

D. Low Speed Vehicle (LSV). The low speed vehicles must be legally eligible for public use, licensed, and meet the motor vehicle laws at the new PDS destination. Refer to [49 CFR 571.500](#) for Department of Transportation (DOT) federal statute pertaining to LSV definition.

## PRIVATIZED HOUSING

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

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

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

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

B. Member or Employee

1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).
2. The following items are PBP&E:
  - a. Reference material not ordinarily available at the next PDS;
  - b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;
  - c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
  - d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS ([DoDI 4650.02](#));
  - e. Individually owned or specially issued field clothing and equipment; and
  - f. Gov't or uniformed service-owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

C. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,
2. Sports equipment,
3. Office furniture,
4. Household furniture,
5. Shop fixtures,

6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),
7. Personal computer equipment and peripheral devices,
8. Memorabilia including awards, plaques or other objects presented for past performance,
9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,
10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

D. Member's Dependent Spouse

1. General

- a. *This weight allowance is not applicable to a civilian employee's dependent spouse.*
- b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions, and
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard [Gov't meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**RENEWAL AGREEMENT TRAVEL (RAT) (Civilian Employees Only)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.
2. See par. 7065 for eligibility and limitations.
3. See Permanent Duty Travel.

**REPEAT ORDER (Uniformed Members Only).** See Order.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

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

#### **SECRETARIAL PROCESS**

A. **Uniformed Members Only.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under par. 1015-C1.

B. **Civilian Employees Only**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:
    - (1) Office of the Secretary of Defense,
    - (2) Washington Headquarters Services,
    - (3) Organization of the Joint Chiefs of Staff,
    - (4) Uniformed Services University of the Health Sciences,
    - (5) U.S. Court of Military Appeals, and
  - d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under par. 1015.

## SECRETARY CONCERNED

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

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

B. When this term is used in the JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

**SEPARATE DEPARTMENT (Civilian Employees Only)**. See Different/Separate Departments and Agencies.

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

**SEPARATION TRAVEL (Civilian Employees Only)**. See Permanent Duty Travel.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Uniformed Members Only)**. Cost of maid service and fee for electricity.

**SERVICES**. See Uniformed Services.

## SHORT DISTANCE MOVE

A. **Uniformed Members Only**

1. A move:
  - a. Involving HHG drayage or shipment for a short distance between residences;
  - b. To or from a NTS facility in the member's PDS area;
  - c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
  - d. Incident to reassignment or PCS to a new PDS near the old PDS;
  - e. Between residences within a metropolitan area; or
  - f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.
2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **Civilian Employees Only**. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See par. 5562 for authorization/approval and exceptions to the 50-mile rule.

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

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

**SPECIAL NEEDS**. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

**STANDARD CONUS PER DIEM RATE**. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>), and
2. All CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE (GMR)**

1. The daily rate paid for meals in a Gov't Dining Facility/Mess including the operating cost.
2. See Government Meal Rate for current rates.

**STORAGE IN TRANSIT (SIT)**

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See Ch 5, Parts A5e and B5e.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES**. The same items as those included under Per Diem Allowance.

**SUBSISTING OUT (Uniformed Members Only)**. The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER (Civilian Employees Only)**. A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to [20 USC §901-907](#) in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) (Civilian Employees Only)**. The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

## TEMPORARY DUTY (TDY)

### A. **Uniformed Members Only**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
  - d. Special Circumstances Travel. See Ch 7.

### B. **Civilian Employees Only**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.
  - c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.
  - d. Special Circumstances Travel. See Ch 7.

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

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

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## TEMPORARY LODGING FACILITIES

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's Qtrs allowance.
2. Includes guesthouses, except transient visiting officer Qtrs occupied by official visitors to the Installation.
3. *Does not* include:
  - a. Facilities used primarily for rest and recuperation purposes, or
  - b. Unaccompanied officer and enlisted Qtrs.

**TEMPORARY STORAGE.** See Storage In Transit.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

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

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## TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See Territories and Possessions of the United States.

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

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

**TRANSPORTATION EXPENSES.** The costs related to transportation (See par. 3040 and App G).

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. Ch 5, Parts A5 and B5 for specific regulations governing PCS HHG transportation and Ch 4, Part E for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the Gov't without cost to the traveler. It includes transportation by Gov't aircraft, ship, or vehicle, and Gov't-procured transportation via commercial carriers.

### TRANSPORTATION, POV

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST.** A written Gov't request (including a GTR) to procure transportation, accommodations, or other services chargeable to the Gov't, from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Gov't transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF (Civilian Employees Only).** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Gov't transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority for the use of Qtrs facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in the JTR. When used ICW ‘travel allowances’, the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

**TRAVEL AUTHORIZATION/ORDER.** See Order.

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

**TRAVEL, EMERGENCY (Civilian Employees Only).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler’s family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler’s home.

#### **TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the Gov’t or employed (under [5 USC §5703](#)) intermittently in the Gov’t’s service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official Gov’t activities.
3. Travel and transportation allowances authorized (App E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in App E2-A2m for spouse invitational travel.

#### **TRAVEL MANAGEMENT CENTER (TMC)**

1. See (Contracted) Commercial Travel Office (CTO).
2. See Travel Management System (TMS).

**TRAVEL MANAGEMENT SYSTEM (TMS).** ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

#### **TRAVEL, OFFICIAL**

1. Authorized travel and assignment solely ICW business of the DoD or the Gov’t.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and
  - c. To, from, at, and between TDY assignment locations.

3. The below are not official travel. Travel:
  - a. ICW delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See Order.

**TRAVEL REQUEST (Civilian Employees Only).** A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

**TRAVEL-REQUESTING OFFICIAL (Civilian Employees Only)**

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.
4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (par. 2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE (UB).** See Baggage, Unaccompanied.

**UNACCOMPANIED MEMBER (Uniformed Members Only).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (Uniformed Members Only)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see App A

definition).

3. For JTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

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

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

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**UNUSUALLY ARDUOUS SEA DUTY (Uniformed Members Only).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

**UPON SEPARATION FROM FEDERAL SERVICE (Civilian Employees Only).** All dates following the date an employee is separated from Federal Service.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S. certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non .U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

**U.S. FLAG AIR CARRIER.** See U.S.-Certificated Air Carrier.

#### U.S. INSTALLATION

A. A base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent-type troop shelters and a Gov't Dining Facility/Mess, and
3. At which there are U.S. Gov't operations.

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

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** See Household Goods-Weight Additive.

**YEARS OF SERVICE (Uniformed Members Only).** Any service authorized to be credited in computation of basic pay under [37 USC §205](#).

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**APPENDIX A: DEFINITIONS & ACRONYMS**

**PART 2: ACRONYMS**

<u>Acronym</u>	<u>Meaning</u>
ADT	Active Duty for Training (Uniformed Members Only)
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve (Uniformed Members Only)
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training (Uniformed Members Only)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (Uniformed Members Only)
BAH	Basic Allowance for Housing (Uniformed Members Only)
BAH-DIFF	Basic Allowance for Housing – Differential (Uniformed Members Only)
BAH-RC	Basic Allowance for Housing - Reserve Component (Uniformed Members Only)
BAH-T	Basic Allowance for Housing – Transit (Uniformed Members Only)
BAS	Basic Allowance for Subsistence (Uniformed Members Only)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (Uniformed Members Only)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (Uniformed Members Only)
CSRS	Civil Service Retirement System (Civilian Employees Only)
CTD	Civilian Travel Determination (Civilian Employees Only)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance (Uniformed Members Only)

<u>Acronym</u>	<u>Meaning</u>
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools <b>(Civilian Employees Only)</b>
DoDEA	Department of Defense Education Activity
DoD FMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals <b>(Uniformed Members Only)</b>
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel <b>(Civilian Employees Only)</b>
FAM	Foreign Affairs Manual <b>(Civilian Employees Only)</b>
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System <b>(Civilian Employees Only)</b>
FHA	Federal Housing Administration <b>(Civilian Employees Only)</b>
FSH	Family Separation Housing <b>(Uniformed Members Only)</b>
FSH-B	Family Separation Housing – BAH Based Location <b>(Uniformed Members Only)</b>
FSH-O	Family Separation Housing – OHA Based Location <b>(Uniformed Members Only)</b>
FTA	Foreign Transfer Allowance <b>(Civilian Employees Only)</b>
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance <b>(Civilian Employees Only)</b>
FVT	Family Visitation Travel <b>(Civilian Employees Only)</b>
FWS	U.S. Fish and Wildlife Service <b>(Civilian Employees Only)</b>
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
GOV	Government owned vehicle
Gov't	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals

<u>Acronym</u>	<u>Meaning</u>
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (Uniformed Members Only)
HHT	House Hunting Trip (Civilian Employees Only)
HOR	Home of Record
HOS	Home of Selection (Uniformed Members Only)
HP	Home Port (Uniformed Members Only)
HSTA	Home Service Transfer Allowance (Civilian Employees Only)
IADT	Initial Active Duty for Training (Uniformed Members Only)
IAW	In Accordance With
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
ICW	In Connection With
IDT	Inactive Duty Training (Uniformed Members Only)
IE	Incidental Expenses
IPCOT	In Place Consecutive Overseas Tour (Uniformed Members Only)
IRC	Internal Revenue Code (Civilian Employees Only)
IRS	Internal Revenue Service (Civilian Employees Only)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (Uniformed Members Only)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (Civilian Employees Only)
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (Uniformed Members Only)
LPQ	Living Pattern Questionnaire (Uniformed Members Only)
LPS	Living Pattern Survey (Uniformed Members Only)
LWOP	Leave Without Pay (Civilian Employees Only)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Auxiliary Radio System
MCO	Miscellaneous Charge Order
MEA	Miscellaneous Expense Allowance (Civilian Employees Only)
MHA	Military Housing Area (Uniformed Members Only)
MIA	Missing in Action
MIHA	Move in Housing Allowance (Uniformed Members Only)
MILAIR	Military Aircraft
MSC	Military Sealift Command (Civilian Employees Only)
MTF	Military Treatment Facility

<u>Acronym</u>	<u>Meaning</u>
MWD	Military Working Dog
NIST	National Institute of Standards and Technology <b>(Civilian Employees Only)</b>
NMA	Non-Medical Attendant
NOAA	National Oceanic and Atmospheric Administration ( <i>same as USNOAA</i> )
NSA	National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage ( <i>also referred to as Extended Storage</i> )
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance <b>(Uniformed Members Only)</b>
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board <b>(Uniformed Members Only)</b>
PHS	Public Health Service ( <i>same as USPHS</i> )
PLEAD	Place from Which Entered (or Called) to Active Duty <b>(Uniformed Members Only)</b>
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
QTRS	Quarters
R&R	Rest and Recuperative Leave
RAT	Renewal Agreement Travel <b>(Civilian Employees Only)</b>
RC	Reserve Component
RDD	Required Delivery Date <b>(Uniformed Members Only)</b>
RIT	Relocation Income Tax <b>(Civilian Employees Only)</b>
RPDCI	Retail Price Data Collection Instrument <b>(Uniformed Members Only)</b>
RSC	Relocation Service Company <b>(Civilian Employees Only)</b>
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance <b>(Civilian Employees Only)</b>
SECDEF	Secretary of Defense

<u>Acronym</u>	<u>Meaning</u>
SES	Senior Executive Service <b>(Civilian Employees Only)</b>
SIT	Storage in Transit
SMA	Separate Maintenance Allowance <b>(Civilian Employees Only)</b>
SR&R	Special Rest and Recuperative Absence <b>(Uniformed Members Only)</b>
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty ( <i>same as TDY</i> )
TCS	Temporary Change of Station <b>(Civilian Employees Only)</b>
TDRL	Temporary Disability Retired List <b>(Uniformed Members Only)</b>
TDY	Temporary Duty
TEMDU	Temporary Duty ( <i>same as TDY</i> )
TEMDUINS	Temporary Duty Under Instruction ( <i>same as TDY</i> )
TLA	Temporary Lodging Allowance – OCONUS <b>(Uniformed Members Only)</b>
TLE	Temporary Lodging Expense – CONUS <b>(Uniformed Members Only)</b>
TMC	Travel Management Center ( <i>same as CTO</i> )
TMS	Travel Management System
*TO	*Transportation Officer
TQSA	Temporary Quarters Subsistence Allowance <b>(Civilian Employees Only)</b>
TQSE	Temporary Quarters Subsistence Expenses <b>(Civilian Employees Only)</b>
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (C)
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses <b>(Civilian Employees Only)</b>
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ( <i>same as NOAA</i> )
USPHS	United States Public Health Service ( <i>same as PHS</i> )
USSM	Under Secretary of State for Management <b>(Civilian Employees Only)</b>
UTD	Uniformed Travel Determination <b>(Uniformed Members Only)</b>
VA	Department of Veterans Affairs <b>(Civilian Employees Only)</b>
VAMC	Veterans Affairs Medical Center <b>(Uniformed Members Only)</b>
VPC	Vehicle Processing Center
WAE	When Actually Employed <b>(Civilian Employees Only)</b>
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

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## APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

### SECTION 2C: FIRST CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach class accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. First Class Air Accommodations Codes References. References at the end of the questions (e.g., (F1), (F4) refer to First Class Air Accommodations Codes in App H2B.

#### C. First Class Accommodations Requests

1. Is the request for first class accommodations because other than economy/coach class airfare costs less than the least expensive unrestricted economy/coach class airfare?

a. **NO**. First class accommodations must not be authorized/approved.

2. Is the request for first class accommodations because lower class accommodations are not reasonably available (F1)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Are accommodations, other than first class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

(1) **YES**. Would traveler arrive later than the required reporting time at the duty site?

(a) **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-1- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-2- **NO**. First class accommodations may be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

(b) **NO**. Would the traveler be required to depart earlier than the traveler is scheduled to complete duty?

-1- **YES**. Is the travel for PCS, RAT/COT/IPCOT leave, EVT, FVT, emergency leave, R&R, FEML, or evacuation?

-a- **YES**. First class accommodations for these travel types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.

-b- **NO**. First class may be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

3. Is the request for first class accommodations because of medical reasons (F2)?
- a. **NO**. First class accommodations must not be authorized/approved.
  - b. **YES**. Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first class accommodations?
    - (1) **NO**. First class accommodations must not be authorized/approved.
    - (2) **YES**. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or a business class seat or shorter flights) meet the traveler's requirements?
      - (a) **YES**. First class accommodations must not be authorized/approved.
      - (b) **NO**. First class accommodations may be authorized/approved.
4. Is the request for first class accommodations due to exceptional security circumstances (F3)?
- a. **NO**. First class accommodations must not be authorized/approved.
  - b. **YES**. . Would use of other than first class accommodations entail danger to the traveler's life or Government property?
    - (1) **YES**. First class accommodations may be authorized/approved.
    - (2) **NO**. Are travelers agents of protective details accompanying individuals authorized to use first class accommodations?
      - (a) **YES**. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?
        - 1- **NO**. First class accommodations must not be authorized/approved.
        - 2- **YES**. First class accommodations may be authorized/approved.
      - (b) **NO**. Are travelers, couriers or control officers accompanying controlled pouches or packages?
        - 1- **NO**. First class accommodations must not be authorized/approved.
        - 2- **YES**. Can adequate security of the pouch or package be maintained in coach or business class?
          - a- **YES**. First class accommodations must not be authorized/approved.
          - b- **NO**. First class accommodations may be authorized/approved.
5. Is the request for first class accommodations mission required (F4)?
- a. **NO**. First class accommodations must not be authorized/approved.
  - b. **YES**. Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?
    - (1) **YES**. First class accommodations may be authorized/approved. For DoD, the Director,

Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(2) **NO**. Is the traveler a high level invited guest?

(a) **YES**. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

(b) **NO**. Is the traveler a U.S. armed forces attaché accompanying ministers of foreign governments traveling to the U.S. to consult with U.S. Federal Gov't officials?

-1- **YES**. First class accommodations may be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

-2- **NO**. First class accommodations must not be authorized/approved.

6. Is the request for first class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first class accommodations (F5)?

a. **NO**. First class accommodations must not be authorized/approved.

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

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. First class accommodations may be authorized/approved.

7. Is the request for first class accommodations because a non-Federal source is paying (F6)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. Does the non-Federal source want the traveler to use first class accommodations and has the traveler met at least one of the other first class accommodations criteria (F1 through F5)?

(1) **NO**. First class accommodations must not be authorized/approved.

(2) **YES**. Have the transportation services been paid in advance by a non-federal source?

(a) **NO**. First class accommodations must not be authorized/approved.

(b) **YES**. First class accommodations may be authorized/approved.

8. Is the request for first class accommodations for a member/employee traveling in support of congressional travel (FC)?

a. **NO**. First class accommodations must not be authorized/approved.

b. **YES**. An approval authority must sign a separate and distinct authorization form for issuance of an other than economy/coach class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

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## APPENDIX H: TRAVEL PURPOSE IDENTIFIERS AND TRANSPORTATION DECISION SUPPORT TOOLS

### SECTION 3B: BUSINESS CLASS DECISION SUPPORT TOOL

A. Authorization Approval Authority. Since 1 March 2004, authorization/approval authority for other than economy/coach accommodations has been at the senior official level with specific delegations required for authority below that level. Consult Service/agency written material for the current business class AOs.

B. Business Class Air Accommodations Codes References. References at the end of the questions (e.g., (B1), (B7)) refer to Business Class Air Accommodations Codes in App H3A.

#### C. Business Class Accommodations Requests

1. Is the request for business class accommodations because other than economy/coach airfare costs less than the least expensive unrestricted economy/coach airfare (B7)?

a. **NO**. Business class accommodations must not be authorized/approved.

2. Is the request for business class accommodations because there are no least expensive unrestricted economy/coach accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B8)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is the mission so urgent that it cannot be postponed?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

(a) **YES**. Business class accommodations must not be authorized/approved since arrival time reporting time in these cases is not mission critical.

-1- **NO**. Business class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

3. Is the request for business class accommodations because of medical reasons (B1)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business class accommodations?

(1) **NO**. Business class accommodations must not be authorized/approved.

(2) **YES**. Can lower cost economy accommodations (e.g., 'bulk head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

(a) **YES**. Business class accommodations must not authorized/approved.

(b) **NO**. Business class accommodations *may* be authorized/approved.

4. Is the request for business class accommodations due to exceptional security circumstances (B2)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Would use of other than business class accommodations entail danger to the traveler's life or Gov't property?

(1) **YES**. Business class accommodations *may* be authorized/approved.

(2) **NO**. Are travelers agents of protective details accompanying individuals authorized to use business class accommodations?

(a) **YES**. Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Business class accommodations *may* be authorized/approved.

(b) **NO**. Are travelers, couriers or control officers accompanying controlled pouches or packages?

-1- **NO**. Business class accommodations must not be authorized/approved.

-2- **YES**. Can adequate security of the pouch or package be maintained in coach class?

-a- **YES**. Business class accommodations must not be authorized/approved.

-b- **NO**. Business class accommodations *may* be authorized/approved.

5. Is the request for business class accommodations mission required (B9)?

a. **NO**. Business class accommodations must not be authorized/approved.

b. **YES**. Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>)?)

(1) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(2) **NO**. Is the traveler a high level invited guest?

(a) **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

(b) **NO**. Is the traveler a U.S. armed forces attaché accompanying ministers of a foreign government traveling to the U.S. to consult with U.S. Federal Gov't officials?

-1- **YES**. Business class accommodations *may* be authorized/approved. For DoD, the Director, Administration and Management, Office of the SECDEF, or the Director's designee is the only authorization/approval authority.

-2- **NO.** Business class accommodations must not be authorized/approved.

6. Is the request for business class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class accommodations (B4)?

a. **NO.** Business class accommodations must not be authorized/approved.

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

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Business class accommodations *may* be authorized/approved.

7. Is the request for business class accommodations because a non Federal source is paying (B5)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Does the non-Federal source want the traveler to use business class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Have the transportation services been paid in advance by a non-federal source?

(a) **NO.** Business class accommodations must not be authorized/approved.

(b) **YES.** Business class accommodations *may* be authorized/approved.

8. Is the request for business class accommodations because coach class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B3)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

(1) **NO.** Business class accommodations must not be authorized/approved.

(2) **YES.** Does the aircraft have more than two cabins?

(a) **NO.** Business class accommodations must not be authorized/approved. *NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.*

(b) **YES.** Business class accommodations *may* be authorized/approved.

9. Is the request for business class accommodations because business class accommodations would result in an overall savings to the Gov't (B7)?

a. **NO.** Business class accommodations must not be authorized/approved.

b. **YES.** Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach class accommodations?

(1) **NO.** Business class accommodations must not be authorized/approved.

- (2) **YES**. Is there an actual cost comparison showing the overall savings details?
- (a) **NO**. Business class accommodations must not be authorized/approved.
- (b) **YES**. Does the aircraft have more than two cabins?
- 1- **NO**. Business class accommodations must not be authorized/approved. **NOTE: The front cabin is first class (making first class criteria applicable) regardless of what class the airline calls it.**
- 2- **YES**. Business class accommodations *may* be authorized/approved.
10. Is the request for business class accommodations because the scheduled flight time is in excess of 14 hours (B6)?
- a. **NO**. Business class accommodations must not be authorized/approved.
- b. **YES**. Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes more than 14 hours?
- (1) **NO**. Business class accommodations must not be authorized/approved.
- (2) **YES**. Does the traveler have to begin work immediately after arrival?
- (a) **NO**. Business class accommodations must not be authorized/approved.
- (b) **YES**. Can a rest period be scheduled en route or at the TDY site before starting work?
- 1- **YES**. Business class accommodations must not be authorized/approved.
- 2- **NO**. Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?
- a- **NO**. Business class accommodations must not be authorized/approved.
- b- **YES**. Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?
- /1/ **YES**. Business class accommodations for these types travel must not be authorized/ approved.
- /2/ **NO**. Business class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.
11. Is the request for business class accommodations for a member/employee traveling in support of congressional travel? (BC)?
- a. **NO**. Business class accommodations must not be authorized/approved.
- b. **YES**. An approval authority must sign a separate and distinct authorization form for issuance of a business class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

## APPENDIX I: TRAVEL ORDERS

### PART 2: GENERAL CONDITIONS

#### CIVILIAN EMPLOYEES ONLY

##### A. Order in Writing ([FTR §301-71.107](#))

1. Policy. A travel order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at Gov't expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes ([FTR §301-71.100](#)). The purposes of a travel order are to:

- a. Provide the traveler information regarding what expenses may be paid;
- b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 5, or for a pre-employment interview/examination except as in par. 7800.

##### 4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authorization may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel order.

b. A travel order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

##### 5. Sea Trial Travel Order

a. Instead of an individual travel order, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Gov't ship.

b. The written travel order must show:

- (1) The per diem authorization,
- (2) The per diem rate,
- (3) Duty dates,

- (4) Accounting data, and
  - (5) The names of the employees assigned to the particular sea trial trip.
- c. A copy of the travel order must be given to each employee concerned.

B. Confirmatory Travel Order

1. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.
2. A confirmatory travel order must:
  - a. Be issued as promptly as possible,
  - b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
  - c. Be initiated by the official who directed the travel.

C. Blanket Travel Order. A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

1. Is limited to use within a stated geographical area, and
2. Is limited to a time period within a fiscal year, and
3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
4. Can only authorize economy-class travel. ***If travel in 'other than economy/coach' accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.***

Expense items requiring specific approval under these regulations also require specific approval. **NOTE: A blanket travel order is not used in DTS.**

D. Travel Order Amendment

1. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:
  - a. Recognize an essential aspect of travel not known in advance,
  - b. Change the period or place of TDY assignment,
  - c. Include omitted pertinent information,
  - d. Change allowances for unperformed travel or duty, and/or
  - e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

2. Authorization, Approval and Retroactive Modification

a. Allowances may be:

- (1) Authorized only in advance of travel in some instances and/or
- (2) Approved after travel is completed.

b. See App A for definitions of “authorize” and “approve”.

c. Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

d. Except to correct/complete a travel order to show the original intent, a travel order must not be revoked/modified retroactively to create or deny an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted POC use.*)

e. See pars. 4205 and 4210 regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

a. The amendment effective date is the issuance date unless a later date is specified.

b. The amendment may indicate retroactive effect under the conditions in par. D1.

c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

4. How to Amend a Travel Order

a. General. A travel authorization/order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

b. Responsible Official. The AO directing an employee's travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel order (see App I, Part 1, par. A) may issue a permitted amendment.

E. Rescinding a Travel Order

1. An order may:

a. Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

b. Be rescinded when it applies to unperformed authorized travel.

2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, pars. 2200-D and 5506 and CBCA 1370-RELO, 22 January 2009.

F. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

G. Authorization (Authentication) of a Travel Order (FTR §301-71.3). A travel order is “authorized” or “authenticated” by affixing the AO’s seal or signature. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Gov’t-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
7. Immunization, passport, visa, and green cards. See App G.; and
8. Administrative requirements, including for a record in the employee’s personnel folder, for OCONUS PCS travel.

I. Unused Travel Order. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on a Travel Order. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location). A written order should also include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

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

## APPENDIX I: TRAVEL ORDERS

### PART 3: TRAVEL ORDER CONTENT

#### CIVILIAN EMPLOYEES ONLY

A. Form of Request. Use the travel order forms prescribed in App I, Part 4, par. A (TDY) and App I, Part 4, par. B (PCS).

B. Information Required ([FTR §301-10.5](#))

1. General Information. The following information must be included on each travel order. ***NOTE: See par. 2110-E if premium class accommodations are authorized.***

- a. Employee's name;
- b. AO's signature (digital in DTS);
- c. Travel purpose (see App H);
- d. Travel order conditions or limitations;
- e. Cost (for an open order, include a travel cost estimate over the period covered) estimate;
- f. A statement that the employee is authorized to travel;
- g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov't personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency." ([DoD FMR, Vol. 9, par. 030503](#));
- h. A statement indicating whether the traveler is/is not a GTCC IBA holder ([DoD FMR, Vol. 9, par. 030503.A](#));
- i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. ([DoD FMR, Vol. 9, par. 030503.B](#));
- j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer ([DoD FMR, Vol. 9, par. 030503.C](#));
- k. A statement indicating that CTO use to arrange official travel is mandatory, or a detailed statement of why a CTO is not available/not being used. ***NOTE: Virtually every DoD component has a contractual arrangement with a CTO requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the CTO, if the CTO can provide the required official transportation arrangements.***;
- l. A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P, Part 1, par. A6 applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.";

- m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments;
- n. If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler;
- o. A statement that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)); and
- p. A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication is not sufficient to accomplish travel objectives.

2. Specific Authorization/Approval. ([FTR §301-2.5](#)) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

- a. Use of premium class service on common carrier transportation (par. 3520-C);
- b. Use of a non U.S. certificated air carrier (par. 3525);
- c. Use of extra-fare train service (par. 3625);
- d. Travel cost estimate (a blanket travel order should include an estimate for the period covered);
- e. A statement that the employee(s) is (are) authorized to travel; and
- f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at Gov't expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

- a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;
- b. Reduced per diem rate payment (par. 4095);
- c. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation (JER), DoD 5500.7-R, [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)); and
- d. Travel expenses related to conference attendance (App R).

C. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

- 1. That the travel type is "blanket TDY travel";
- 2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;
- 3. Of the general geographic area limitations;
- 4. Of a specific period of time within a fiscal year;
- 5. Of the reason(s) for this type of travel;

- \*6. Designating the traveler as an acting TO, if applicable;
- 7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov't's advantage, if appropriate;
- 8. Authorizing excess accompanied baggage, if necessary; and
- 9. Of other conditions, limitations, and instructions, as appropriate.

***NOTE 1:*** A blanket travel order is not used in DTS.

***NOTE 2:*** A blanket travel order must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov't (under 5 USC §5703) and paid on a daily-WAE basis or serving without pay or at \$1 a year (see par. 7820 and App E, Parts 1 and 2). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

E. PCS Travel

1. General. A travel order must state specific allowances and procedures the employee is authorized to follow ([FTR §302-2.104](#)). A PCS travel order must contain the same basic information prescribed in App I, Part 4, par. B, plus a statement:

a. In all cases:

- (1) Naming the old and new PDSs and their locations;
- (2) The reporting date at the new PDS; and

b. If applicable:

- (1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;
- (2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- (3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 3105. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed. See App G.;
- (4) The maximum HHG weight the employee may transport including:
  - (a) SIT authority;
  - (b) HHG shipment origin and/or destination points (when different from the employee's);
  - (c) The transportation method (commuted rate or actual expense (Gov't arranged or employee arranged NTE the Gov't arranged cost)); and

(d) (For Gov't arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Gov't expense (e.g., borne by, or collected from, the employee);

(5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

a. That the travel type is "PCS travel," and

b. If applicable:

(1) That a service agreement has been signed. See par. 5820;

(2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***

(4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(5) Authorizing real estate and unexpired lease expenses;

(6) Authorizing special conveyance use for PCS travel;

(7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's advantage;

(8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

- (10) That a reduction in force or function transfer is due to base closure if such is the case; and
- (11) The conditions in par. 5604-B1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.
3. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:
- a. That the travel type is "travel to first duty station (5 USC §5723)";
  - b. Of the date the required service agreement is signed;
  - c. Of the actual residence;
  - d. Of the position title and grade to which appointed;
  - e. If transportation of POV(s) within CONUS is authorized (*only* after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's financial advantage; and
  - f. That the conditions in par. 5604-B11 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.
4. OCONUS Permanent Duty Travel
- a. General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:
- (1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;
  - (2) Of the actual residence, as appropriate;
  - (3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;
  - (4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
  - (5) Of transportation modes (see App I4, par. B) (circuitous route travel for personal reasons may not be authorized at Gov't expense, see pars. 3005-E, 3210 and 3220);
  - (6) For POC travel, that POC travel is to the Gov't's advantage, or of the reimbursement limitation IAW par. 5604;
  - (7) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov't transportation facilities.;
  - (8) Of the maximum HHG weight the employee may transport and/or store; and
    - (a) Any weight limitation imposed by the OCONUS command;
    - (b) The weight allowance for consumables, if authorized (par. 5694 and App F);
    - (c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov't arranged move; and

(d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov't's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

(12) If ocean going car ferries are authorized. See Ch 3, Part I.;

(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(2) Of the number of leave days granted;

(3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(5) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(6) Of accompanied baggage weight limits;

(7) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

#### F. TCS Travel

1. Events Requiring a Travel Order. A separate travel order is required to:

a. Assign the employee from the PDS to a TCS location;

- b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:
- c. Assign the TCS location as the new PDS; and
- d. Authorize the employee to return to the former PDS (par. 5904-B1).

2. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in App I, Part 4, par. B, plus a statement:

- a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;
- b. Of the PDS(s) and TCS involved and locations;
- c. Of the TCS/PDS reporting date; and if applicable;
- d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;
- e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 3105. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see App. G);
- g. Of the maximum HHG weight the employee may transport;
  - (1) Of SIT storage authority;
  - (2) Of HHG origin and/or destination points (when different from the employee's);
  - (3) Of the transportation method (commuted rate, or Gov't arranged (or actual expense NTE the Gov't arranged cost)); and
  - (4) How the employee intends to fulfill financial responsibility for charges not allowed on a Gov't arranged move (e.g., borne by, or collected from, the employee);
- h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
- i. If TQSE is authorized for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

- j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
- k. Of transportation modes (App I, Part 4, par. B);

- l. Prohibiting commercial transportation use when Gov't transportation facilities make the travel reservations;
- m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
- n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- o. Whether or not POV shipment is authorized; and
- p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, par. 7020";
3. Traveler's name and position title and employer, if applicable;
4. Traveler's home address;
5. Traveler's business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, limitations (see App I, Part 4, par. A2, item 16 for pertinent statements required to be included); and
15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in App E, Part 2. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the Gov't. See par. 1000-D.

## APPENDIX I: TRAVEL ORDERS

### PART 4: ORDER PREPARATION

#### CIVILIAN EMPLOYEES ONLY

##### A. TDY Travel

1. General. DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEMLE travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't-discounted rates. DD Form 1610 is available at: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>

***NOTE: DD Form 1610 must not be used for invitational travel or a contractor's travel.***

2. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

***NOTE: See PApp I3, par. B for specific information required on each order.***

**Item 4.** POSITION TITLE AND GRADE/RATING--This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the employee.

**Item 6.** ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

**Item 8.** AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

**Item 9.** TDY PURPOSE (App H)--Insert one of the applicable standardized purpose categories listed in APP H. ***This is required.***

**Item 10.**

a. APPROX. NO OF TDY DAYS (***Including Travel Time***)--Self-explanatory. ***NOTE: The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.***

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. ***NOTE: Official travel may begin as many as seven days before or seven days after the indicated departure date.***

**Item 11.** ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 2215. ***NOTE: This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.***

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

**Item 13.** Per Diem--When per diem using the 'Lodging Plus' computation method in Ch 4, Part B1 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (*Specify*)" and enter the appropriate rate information. For example:

- a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*).” If anticipated expenses justify a lower per diem rate and a reduced rate of \$60 is authorized under par. 4095-C, the entry should be “reduced rate \$60.”

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. 4095-B, C, and D) for the rate shown.

- b. RESERVED

***NOTE:*** For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

**Item 15.** ADVANCE AUTHORIZED--Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

**Item 16.** REMARKS--This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, registration fees, etc. The following statement may or must be use as appropriate to the official travel.

- a. Commercial transportation tickets -- *"If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher."* The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.
- b. Excess Accompanied Baggage -- "\_\_\_\_\_ pieces or \_\_\_\_\_ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 3105.
- c. Delay in en route -- Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.
- d. 'Other Than Economy/Coach' Accommodation Authority -- Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.
  - (1) First class air accommodation -- "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2, Sec B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is (\$XXX.XX)." Ch 3, Part F and App H2, Sec B; or
  - (2) Business class air accommodations -- "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H3, Sec A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is (\$XXX.XX)." Ch 3, Part F, and App H2, Sec A.

***NOTE: Only an official, designated IAW par. 3510-A, has authorization/approval authority for first class accommodations and par. 3510-A for business class accommodations.***

- e. Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. ***NOTE: These instructions are for the traveler and do not carry any reimbursement authority.***
- f. Accompanied Traveler -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, civilian employee).
- (1) Cite par. 7210 or 7215 when traveling as an attendant or escort for a Service member's dependents.
- (2) Cite par. 7320 when traveling as a civilian family member of a seriously ill or injured Uniformed Service member.
- g. GTCC – DoD FMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a GTCC is not accepted or cannot be used, and par. 2500.
- h. Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (App R2, par. E) if a registration fee is authorized.
- i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov't's advantage (Ch 4, Part G).
- k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- m. RESERVED
- n. RESERVED
- o. RESERVED
- p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)) covers some but not all of the allowable travel and subsistence expenses. Ch 4, Part B to determine the applicable maximum allowances.
- q. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

**NOTICE (par. 5768):** A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part B8).

r. 'Fly America' Act -- Include the endorsement required by par. 3525-F when use of commercial non-U.S.-certificated/registered ship(s) or air carrier(s) is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Ch 7, Part A3 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under JTR par. 7020.", and include the dependent's name. *(An ITA is used to authorize EVT transportation for a dependent traveling without the employee.)*

u. Include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

**Item 17.** TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

**Item 18.** TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

**Item 19.** ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The FUND-APPROVING OFFICIAL (App A) certifying to funds availability signs in the lower right corner of this block.

**Item 20.** AO (*Title and signature*). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

**NOTE:** *Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in [B-261647, 26 June 1995](#), which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.*

**Item 22.** TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

3. Distribution. App I2. par. H.

B. Permanent Duty Travel

1. General. The REQUEST/AUTHORIZATION FOR DoD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL (DD FORM 1614) is used as a request and order for all official PCS/TCS travel by an employee and family. App I3, par. F2. DD Form 1614 is available at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

***NOTE 1:*** DD Form 1614 must not be used for contractor's travel.

***NOTE 2:*** An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD COMPONENT must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. 5570. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

2. DD Form 1614 Preparation. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

***NOTE:*** App I3, par. B for specific information required on each order.

**Item 6.** Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. OPM website <http://www.opm.gov/retire/> for more information on retirement.

**Item 7.** Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

**Item 8.** New Official Station and Location, Actual Residence or Alternate Destination—Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

**Item 10.** Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

**Item 13a.** House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

**Item 16.** Other Authorized Expenses--This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

**Item 17.** Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the DD Form 1614) before/after the employee doesn't need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part B3c.

**Item 22.** Accounting Citation--Show fiscal data IAW regulations of the DoD COMPONENT concerned. *Please ensure that funds are obligated against the order.* For Transportation Account Codes (TACs) for DoD personnel [DTR 4500.9-R, Part II](#), App V. TAC codes: Army go to website [https://www.daas.dla.mil/tac\\_inq/tac\\_menu.html](https://www.daas.dla.mil/tac_inq/tac_menu.html), Air Force F750/FCHP, and Navy and Marine Corps website [http://192.67.251.41/tac\\_inq/tac\\_menu.html](http://192.67.251.41/tac_inq/tac_menu.html).

**Item 23.** (TRAVEL-)APPROVING (/DIRECTING) OFFICIAL App A. Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

**Item 24.** AO App A. Indicate the order-issuing organization, address, signature of the AO.

**Item 27.** Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

**Item 28.** Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

- a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.
- b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.
- c. 'Other Than Economy/Coach' Accommodations--Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First-class air accommodations--"The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2, Sec B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX)." Ch 3, Part F and App H2, Sec B, or

(2) Business-class air accommodations-- "The use of business-class transportation is authorized/ approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H3, Sec A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX)." Ch 3, Part F and App H2, Sec A.

**NOTE:** Only an official, designated IAW par. 3510-A, has authority for first-class accommodations authorization/approval and par. 3510-A for business accommodations authorization/approval.

- d. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- e. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- f. Indicate the issuing CPO's name, address, PoC with phone number and DSN (including area code for each).
- g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.
- h. POC Use Is Not to the Gov't's Advantage--Indicate when POC travel is not to the Gov't's advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation (plus appropriate per diem) (par. 5622).
- i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.
- (1) 'Fly America' Act--Include the endorsement required by par. 3525-F when commercial non U.S. certificated/registered ship(s) or air carrier(s) use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the non-U.S.-certificated/registered ship(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.
  - (2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part B8).
- j. Include notice that if an order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).
3. Distribution. App I2, par. H.
4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1614.pdf>.

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**APPENDIX Q: OCONUS TOUR LENGTHS/TOURS OF DUTY**

**PART 1: DoD MEMBERS**

***NOTE:*** For NOAA, see App Q2.

- A. **Tour Length Establishment.** A tour length is established IAW [DoDI 1315.18](#), par. E.3.1.
- B. **Tour Length Change.** Submit a tour length change proposal IAW [DoDI 1315.18](#), par. E.3.1. **Do not submit a tour length change proposal to PDTATAC.**
- C. **Tour Length Exception.** The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See [DoDI 1315.18](#), par. E.3.1.1 (12 January 05).
- D. **Reserve Component Exception.** RC members authorized PCS allowances IAW pars. 7355-E2b or 7355-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned IAW OSD/OEPM 29 August 2013 email.
- E. **Tour Lengths.** The following are OCONUS tour lengths *for a DoD member only (other than a DoD Attaché):* [DoDI 1315.18](#), par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	<b>11</b>
<b>Alaska</b> (except as indicated)	36	36		<b>1</b>
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	N/A	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
Baku (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Azores</b> (See Portugal)				
<b>Bahamas</b>				
Andros Island	24	24		
<b>Bahrain</b>	24	12		<b>14</b>
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	N/A	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
Banja Luka	24	18	06-30-08	<b>15</b>
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	<b>10</b>
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	N/A	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b> (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
<b>Chad</b>	24	12	05-02-08	<b>12</b>
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete</b> (See Greece)				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	<b>2</b>
JTF-GTMO	24	12	04-05-07	<b>2</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
Vyskov	24	12	08-11-11	<b>16</b>
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	N/A	12		
<b>Egypt</b> (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
<b>El Salvador</b>	N/A	12		
Personnel assigned to SAO	24	18		
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	<b>11</b>
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
Accra (Personnel assigned to ODC)	24	18	03-19-07	<b>11</b>
<b>Gibraltar</b>	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Greece</b> (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	N/A	12	04-18-97	<b>17</b>
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	<b>11</b>
<b>Hawai'i</b> (except as indicated)	36	36		<b>1</b>
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	N/A	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
<b>India</b> (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	<b>18</b>
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	<b>20</b>

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
<b>Jamaica</b>	24	12		
<b>Japan</b> (except as indicated)	36	24		<b>3</b>
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
Kyoga-Misaki	N/A	12	11-14-14	
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
<b>Johnston Atoll</b>	N/A	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
Astana (Personnel assigned to SAO)	24	12	08-10-07	<b>11</b>
<b>Kenya</b> (except as indicated)	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	<b>4, 7</b>
Chongju AB	N/A	12		<b>4</b>
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		<b>4, 5, 6</b>
Gwangju AB (ROK)	N/A	12		<b>4</b>
Joint Security Area	N/A	12		<b>4</b>
Kunsan AB (US)	N/A	12		<b>4</b>
Mujak/Pohang	N/A	12		<b>4</b>
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		<b>4, 5, 6</b>
<b>Kuwait</b>	24	12		<b>9</b>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	N/A	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>Liberia</b>	24	18	06-30-08	<b>15</b>
<b>Libya</b>				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	N/A	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	N/A	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	<b>11</b>
<b>Morocco</b> (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	<b>11</b>
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa</b> (See Japan)				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		<b>8</b>
<b>Panama</b> (except as indicated)	36	24		
Galeta Island	N/A	12		
<b>Paraguay</b>	24	18		
<b>Peru</b> (except as indicated)	36	24		
Lima MAAG	30	18		
<b>Philippines</b> (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Redzikowo	N/A	12	01-02-15	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal</b> (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	<b>21</b>
<b>Puerto Rico</b> (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
Deveselu	N/A	12	01-02-15	
Oradea	24	12	09-30-11	<b>15</b>
<b>Russia</b>				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	<b>11</b>
<b>Rwanda</b>				
Kigali	24	24	10-17-11	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
<b>Saudi Arabia</b> (except as indicated)	24	12		<b>8</b>
Eskan Village, Riyadh	24	12	07-18-08	<b>13</b>
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	<b>11</b>
<b>Serbia</b>				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	<b>11</b>
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
Trencin	24	12	09-16-11	<b>10</b>
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain</b> (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
<b>Tunisia</b>	N/A	12	03-15-13	<b>22</b>
<b>Turkey</b> (except as indicated)	24	15		<b>24</b>
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		<b>24</b>
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Incirlik	24	15		<b>19, 24</b>
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		
Izmit	N/A	12		
Karatas	24	12		<b>24</b>
*Kurecik	*N/A	*12	*05-14-15	
Malatya	24	12		<b>24</b>
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		<b>3</b>
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	N/A	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
St. Lucia	N/A	12		
<b>Yemen, Republic of</b>	N/A	12	09-01-11	<b>23</b>
<b>Zaire</b> (See Democratic Republic of Congo)				

**Footnotes**

- 1/ Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in [DoDI 1315.18](#), par. E3.1.
- 2/ Dependents are permitted only when Gov't Qtrs are available.
- 3/ A maximum 48-month tour is permitted for Navy personnel.
- 4/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.
- 5/ Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
- 6/ A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
- 7/ For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
- 8/ Due to threat levels, dependents are not currently authorized at this location.
- 9/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
- 10/ OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
- 11/ "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."
 

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
- 12/ PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
- 13/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and, par. 5102-B5, at no cost to the member, and serve an unaccompanied tour (12 months).
- 14/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour

(24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and par. 5102-B5 at no cost to the member, and serve the unaccompanied tour (12 months).

**15/** May be accompanied by adult dependents age 18 years or older.

**16/** PDUSD (P&R) memo of 11 August 2011 allows only adult dependents age 18 years or older on an accompanied tour. The Commander, United States European Command, may authorize, on a case-by-case basis, non-school age children, who will not attain 5 years of age during the sponsor's tour, to accompany the member. This authority may not be delegated below the Chief of Staff, United States European Command.

**17/** As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

**18/** OSD (P&R/OEPM) memo dated 8 November 2012 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), New Delhi, India.

**19/** OUSD memo dated 1 August 2012 established a 24 month unaccompanied tour length for members assigned in direct support of Priority Level-1 Capable Mission at Incirlik Air Base, Turkey. USEUCOM Commander must authorize the 24 month unaccompanied tour length. All others at Incirlik serve the 15 month unaccompanied tour length.

**20/** OUSD Memo dated 30 May 2013 established a 36 month accompanied tour length for members assigned to Ghedi, Italy. The 36-month accompanied tour applies to U.S. Service members assigned to Ghedi after 30 May 2013. The previous accompanied tour length was for 24 months.

**21/** The NA/12 tour length only applies to new assignments after 8 August 2013. The Air Force will manage the movement of dependents already at Lajes AB, Portugal through attrition upon the accompanied member's DEROS.

**22.** This assignment location became dependent-restricted following the ordered evacuation of dependents. The Services are authorized and encouraged to make tour length adjustments/curtailments on a case-by-case basis IAW DoD and Service assignment policy for personnel currently assigned and serving a tour length longer than NA/12.

**23** Tour length changed to dependent restricted following the ordered departure of dependents in May 2011.

**24** OUSD P&R memo dated 23 June 2014 denies command sponsorship for same sex spouse of a member assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. DoD's policy is that all command sponsored dependents receive SOFA protections.

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## APPENDIX W

## ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS

A. Authority. Only the locations in par. H have administratively reduced HHG weight allowances, as indicated. If a location is **not listed below** then it is not a weight restricted location.

B. Authorization Period. The reduced administrative HHG weight allowance, for the locations in this Appendix, is effective until rescinded.

C. Submission Process. See par. 5202 and Service regulations for the submission process. All submissions must be sent through a MAP/CAP member. See JTR foreword for addresses.

D. Unaccompanied Baggage. The administrative weight allowance, or a portion, may be shipped as unaccompanied baggage (UB) limited to the maximum UB weight allowance. UB shipping weight is part of the authorized administrative HHG weight allowance. See par. 3110 for UB regulations.

E. Weight Allowance Determination. Net weight is used to determine the weight allowances in this Appendix. See par. 5204 (**Uniformed Members**) and 5650 (**Civilian Employees**) for HHG net weight determination.

F. Administrative Weight Allowance. The standardized administrative weight allowance is 2,500 lbs. unless a different weight is specified in the table below. Administrative weight allowance does not include PBP&E (pro-gear, OC&IE) or required medical equipment exempted weight, unless specifically stated in this Appendix.

G. DoDEA Employees. DoDEA employees are authorized the full HHG weight allowance. The HHG policies of other Services do not apply.

H. Reduced Weight Allowance Locations. The below four locations have reduced administrative HHG weight allowances as indicated.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Alaska, Dutch Harbor	<b>Uniformed Members</b> (USCG Only). An incoming/departing member assigned to USCG Marine Safety Detachment (MSD) Dutch Harbor is limited to 1,000 lbs. of HHG, as furnished Gov't Qtrs are available.
Australia, Alice Springs (Except Det 421/LGN personnel)	<b>Uniformed Members</b> (USA and USMC Only). All USA tours limited to 25% of the HHG weight allowance (see footnote 2). USMC see footnote 3.
Learmonth, Western Australia	<b>Civilian Employees</b> (USA Only). All tours limited to 4,500 lbs. of HHG.
Bahrain	<b>Uniformed Members</b>  1. <u>USCG Only</u> . An unaccompanied (dependent restricted) incoming/departing member assigned to USCG PATFORSWA is limited to 600 lbs. of HHG (including PBP&E and medical equipment) as furnished Gov't Qtrs are available.  2. <u>USMC Only</u> (See footnote 3)  a. <u>Accompanied Tour Members</u> . See footnote 5.  b. <u>Unaccompanied Tour Members</u> . HHG limited to 600 lbs.
British Indian Ocean Territory, Diego Garcia	<b>Uniformed Members</b> (USN and USMC Only). Unaccompanied tour members limited to 600 lbs. of UB. See footnote 3.

<u>Location</u>	<u>Administrative Weight Limitation</u>
Japan, Akizuki (Hiroshima) and Kure	<p><b>Uniformed Members</b> (USA Only). All USA members are limited to 25% of the HHG weight allowance except for unaccompanied tour members assigned to furnished Gov't Qtrs, who are limited to 2,000 lbs. and a dormitory type room. See footnote 2.</p> <p><b>Civilian Employees</b> (USA Only). All civilian employees are limited to 4,500 lbs. of HHG.</p>
Japan, Camp Zama	<p><b>Uniformed Members</b> (USA Only). Accompanied tour members are limited to 25% of the HHG weight allowance. Unaccompanied members assigned to furnished Gov't Qtrs are limited to 25% of the HHG weight allowance.</p> <p><b>Civilian Employees</b> (USA Only). Accompanied tour employees are limited to 4,500 lbs. of HHG.</p>
Japan, CATC Fuji	<p><b>Uniformed Members</b> (USMC Only). Unaccompanied tour members are authorized 600 lbs. of UB. See footnote 3.</p>
Japan, MCAS Iwakuni	<p><b>Uniformed Members</b> (USMC and USN)</p> <ol style="list-style-type: none"> <li>1. <u>USMC Only</u> <ol style="list-style-type: none"> <li>a. <u>Accompanied Tour</u>. Accompanied tour members are limited to 75% of the HHG weight allowance. An O6 on an accompanied tour as the Commanding Officer at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the HHG weight allowance.</li> <li>b. <u>Unaccompanied Tour</u>. Unaccompanied tour members:                             <ul style="list-style-type: none"> <li>*(1) That have advanced written authorization from the Installation Commander to reside in off-base Qtrs are limited to 10% of the HHG weight allowance. A copy of the advance written authorization must be provided to the TO prior to HHG transportation.</li> <li>(2) Assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB.</li> </ul> </li> </ol> </li> <li>2. <u>USN Only</u>. USN members assigned to USMC commands will follow the USMC policy. USN members assigned to a USMC command, see footnote 3.</li> </ol>
Japan, Okinawa	<p><b>Uniformed Members</b> (USMC and USN)</p> <ol style="list-style-type: none"> <li>1. <u>USMC Only</u> <ol style="list-style-type: none"> <li>a. <u>Accompanied Tour</u> <ol style="list-style-type: none"> <li>(1) An O6 on an accompanied tour is authorized 10,000 lbs. of HHG. An O7 (and above) on an accompanied tour is authorized the HHG weight allowance.</li> <li>(2) Members accompanied by command sponsored dependents are authorized the weight allowance based on the location of the housing assigned.</li> <li>(3) See footnote 5.</li> </ol> </li> <li>b. <u>Unaccompanied Tour</u> <ol style="list-style-type: none"> <li>(1) Unaccompanied tour members assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB.</li> <li>(2) Officers (O3 and below), Warrant Officers (W3 and below), and Enlisted (E7 and below), that are unaccompanied (including those who chose unaccompanied who have dependents) are required to live in Gov't bachelor quarters IAW USMC installation mandatory assignment policy letter, dated 30 April 2012.</li> </ol> </li> </ol> </li> </ol>

<u>Location</u>	<u>Administrative Weight Limitation</u>
	<p>(3) HHG weight allowance for unaccompanied personnel assigned to Fleet Marine Force (FMF) units is restricted to the USMC administrative HHG weight limits.</p> <p>2. <u>USN Only</u>. Accompanied and unaccompanied USN members assigned to:</p> <p>a. Non-USMC commands are authorized the HHG weight allowance.</p> <p>b. USMC commands will follow USMC policy (see footnotes 3 and 5). Members are encouraged to contact Personnel Support Detachment, Okinawa for more information.</p>
Japan, Torii Station	<p><b>Uniformed Members</b> (USA Only). USA members on unaccompanied tours are limited to 25% of the HHG weight allowance. See footnote 2.</p> <p><b>Civilian Employees</b> (USA Only). USA employees on unaccompanied tours assigned to furnished Gov't Qtrs are limited to 4,500 lbs. of HHG.</p>
Korea (Except Chinhae, Osan & Detachment 452 Wonju)	<p><b>Uniformed Members</b> (USA Only).</p> <p>1. <u>Accompanied Tour Members</u>. Limited to 50% of the HHG weight allowance. See footnote 3.</p> <p>2. <u>Unaccompanied Tour Members</u>. See footnote 5.</p>
Korea, Mujuk	<p><b>Uniformed Members</b> (USA Only). Unaccompanied tour members (dependent restricted) limited to 600 lbs. of UB.</p>
Kuwait	<p><b>Uniformed Members</b></p> <p>1. <u>All Services</u>. Unaccompanied tour members limited to 1,000 lbs. of HHG.</p> <p>2. <u>USA</u>. Accompanied tour members, see footnote 5.</p> <p>3. <u>USN</u></p> <p>a. Accompanied tour members, see footnote 6.</p> <p>b. Weight restriction does not apply unless specified in the travel order. See NAVSUP Pub 490.</p> <p>4. <u>USAF</u>. Accompanied tour members, see footnote 5.</p> <p><b>Civilian Employees</b>. HHG limited to 350 lbs. unless specified in the travel order.</p>
Poland, Redzikowo	<p><b>Uniformed Members</b> (USN Only). Members serving a:</p> <p>1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size.</p> <p>2. Tour less than 12 months are limited to excess baggage.</p> <p><b>Civilian Employees</b> (USN Only). Employees serving a:</p> <p>1. 12 month unaccompanied tour, or longer, are limited to 600 lbs. of UB, due to limited quarter size.</p> <p>2. Tour less than 12 months are limited to excess baggage.</p>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Portugal, Azores -- Lajes Field	<p><b>Uniformed Members</b> (USAF Only). E-7 and above limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). E-6 and below limited to 10% of the HHG weight allowance. See footnote 1.</p> <p><b>Civilian Employees</b> (USAF Only). Employees limited to 25% of the HHG weight allowance or 2,500 lbs. (whichever is greater). See footnote 1.</p>
Qatar, Doha	<p><b>Uniformed Members</b></p> <p>1. <u>All Services (except USAF) Assigned to Al-Udeid AB</u></p> <p><u>PCS</u>. A member, on a PCS order, is authorized an UB NTE 500 lbs., due to housing size.</p> <p><u>TDY</u>. A member, on an extended 365 day TDY deployment, <i>is not authorized</i> an UB shipment.</p> <p>2. <u>USAF Assigned to AL-Udeid AB</u>. Accompanied tour members see footnote 5.</p>
Romania, Devesulu	<p><b>Uniformed Members</b> (USN). Unaccompanied tour members on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage.</p> <p><b>Civilian Employees</b> (USN). Unaccompanied tour employees on tours of 12 months or more are limited to 600 lbs. of HHG due to Qtrs size. Tours less than 12 months are limited to excess baggage.</p>
Thailand	<p><b>Uniformed Service Member</b> (USA)</p> <p>1. Applicable to USA members <i>not</i> assigned to:</p> <ul style="list-style-type: none"> <li>a. Joint US Military Advisory Group Thailand (JUSMAGTHAI),</li> <li>b. Armed Forces Regional Institute of Medical Sciences (AFRIMS),</li> <li>c. Regional Office in Charge of Construction (ROICC),</li> <li>d. Naval Facilities Engineering Command (NAVFAC), or</li> <li>e. Joint Personnel Accounting Command (JPAC).</li> </ul> <p>2. All tours are limited to 25% of the HHG weight allowance, except for unaccompanied tour members assigned to furnished Gov't Qtrs, who are limited to 2,000 lbs. of HHG. Furnished Qtrs are Bachelor Enlisted Qtrs (BEQ), Bachelor Officer Qtrs (BOQ), barracks, or dormitory type rooms.</p> <p>3. See footnote 2.</p> <p><b>Civilian Employees</b> (USA). All tours limited to 4,500 lbs. of HHG. UB limited to 350 lbs.</p>
All Diplomatic Missions	<p><b>Uniformed Members</b> (USA). Accompanied/Unaccompanied tour members are authorized 2,500 lbs. of HHG or 25% of the HHG weight allowance, whichever is greater.</p> <p><b>DoD Civilian Employee</b> (USA). All tours limited to 4,500 lbs. of HHG. UB limited to 350 lbs.</p>

<u>Location</u>	<u>Administrative Weight Limitation</u>
Worldwide -- USMC Embassy Security Guard Battalion (MCESGBn) Watchstanders and Detachment Commanders	<p><b>Uniformed Members</b> (USMC). USMC members:</p> <ol style="list-style-type: none"> <li>1. Assigned as Watchstanders and Detachment Commanders are authorized 2,500 lbs. of HHG or 25% of the HHG weight allowance, whichever is greater. UB transportation is to/from/between Diplomatic Missions supporting the Department of State.</li> <li>2. Are not authorized to ship HHG to the MCESGBn School in Quantico, Virginia.</li> <li>3. Are not authorized to ship HHG or UB from the MCESGBn School to the first Diplomatic Mission assignment.</li> </ol>

**Footnotes**

1. **USAF.** An unaccompanied USAF member is authorized to transport 10% of the HHG weight allowance via surface, or UB weight allowance IAW Table A3.1 of the [AFI 24-501, Personal Property Moving and Storage](#).
2. **USA.** See [Army Housing Online User Services](#) for the size of Unaccompanied Personnel Housing/Barracks/Family Housing.
3. **USMC.** The following apply to USN members assigned to a USMC command (based on an agreement between HHG NAVSUP and USMC I&L):
  - a. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.
  - b. USMC Base Camp Butler, Okinawa, JA, includes other USMC bases/installations located on Okinawa, JA, including, but not limited to, Camp Courtney, Camp Schwab, and Camp Hansen. Unaccompanied USMC members are authorized 600 lbs. of UB and no HHG based on the limited size of the BOQ/BEQ and lack of ability to store excess HHG at the PDS.
4. **PHS.** PHS Officers assigned to Gov't furnished Qtrs are limited to 25% of the HHG weight allowance, with the remainder placed in NTS at the last CONUS PDS. The 25% weight maximum applies to all PCSs except when shipping from Gov't furnished to unfurnished Qtrs or return from an OCONUS assignment with unfurnished Qtrs.
5. Accompanied tour members are limited to 25% of the HHG weight allowance or 2,500 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.
6. Accompanied tour members are limited to 25% of the HHG weight allowance or 2,000 lbs., whichever is greater unless specified on the travel order. Reshipment of HHG and NTS of HHG are not authorized at the authorized destination unless determined to be in the Gov't's interest, by the responsible Service.

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