MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 013-19(E) – Revision of Appendix A Terms A Through C

1. SYNOPSIS: This item updates and revises the terms defined in Appendix A, terms A through C.

2. These changes are scheduled to appear in the JTR, dated 1 July 2019.

3. This determination is effective when printed in the JTR.

4. Action Officer: Shelly Greendyk (shelly.l.greendyk.civ@mail.mil).

//Approved//

DONNA K. HADDIX
Chief, Policy & Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
JTR REVISIONS:

APPENDIX A: DEFINITIONS AND ACRONYMS

This appendix contains definitions and acronyms used in the Joint Travel Regulations (JTR).

ACCOMMODATION is lodging or transportation offered to an individual for official travel.

A. Federal Emergency Management Agency (FEMA) approved places of public lodging are identified on the National Master List of Approved Accommodations for Federal Travelers. FEMA compiles, updates, and publishes the list in the Federal Register.

B. Other than economy or coach is first- or business-class accommodations. First class is the highest accommodation class offered by airlines, trains, and ships. Business class is other than the least expensive unrestricted economy or coach accommodation offered by airlines, trains, or ships that is higher than economy or coach and lower than first class for cost and amenities. Business class may be referred to as business elite, business first, world business, connoisseur, or envoy, depending on the airline, train, or ship. AMTRAK Acela Express and extra fare trains are considered business class.

C. Economy or coach is the least expensive unrestricted accommodation offered by airlines, trains, or ships that includes a service level available to all passengers regardless of the fare paid.

1. Economy or coach applies if an airline, train, or ship offers only one class that is sold as economy or coach. Some airlines, trains, or ships only offer true first class or true business class and are not to be mistaken for economy or coach class.

2. Economy or coach class includes economy plus or coach elite seating on airlines. Airlines may use various names for this seating service, but it is in the economy or coach cabin and is not “other than economy or coach travel.” This type of seating normally provides extra leg room and requires an additional fee. The authorizing official must authorize or approve use of this seating service for it to be reimbursable by the Government. If overnight train travel is required, the authorizing official may authorize or approve the least expensive sleeping accommodations.

ACCOMPANIED BAGGAGE is Government property and personal property of the traveler that is necessary for official travel. Accompanied baggage is not part of the traveler’s household goods weight allowance. If the accompanied baggage is excessive in weight, size, or number of pieces, then the authorizing official may authorize or approve excess accompanied baggage.

ACQUIRED DEPENDENT is an individual who becomes a dependent through marriage, adoption, or other action during the Service member’s current tour of duty. A dependent or child born of a marriage that existed before the beginning of a current tour is not considered an acquired dependent.

ACTIVE DUTY is full-time duty in the active service 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. A Service member is on active duty while in a travel status or on authorized leave. See 37 United States Code (U.S.C.) §101(18).

ACTIVE DUTY FOR TRAINING is full-time training duty in an active military service for a Ready Reserve member to acquire or maintain military skills. Active duty for training includes initial basic
training, advanced individual training, annual training, or full time attendance at a school designated as a Service school by law or by the Secretary concerned.

**ACTUAL EXPENSE ALLOWANCE** is the reimbursement of incurred expenses, up to the limit specified in the JTR. Reimbursement is contingent on per diem eligibility, and is subject to the same definitions and rules governing per diem.

**ACTUAL RESIDENCE** is the fixed or permanent domicile, also referred to as the home of record, of a civilian employee that can be justified as a bona fide residence. For a separation after an outside the continental United States (OCONUS) assignment, the actual residence is the residence occupied at the time the civilian employee received the assignment. This residence is listed in the service agreement signed by the civilian employee before departure to an OCONUS permanent duty station (PDS). The civilian employee is authorized return travel and transportation expenses to the actual residence.

**ADVANCE TRAVEL OF DEPENDENTS** is the travel of a service member’s dependents based on a permanent change of station (PCS) order, but before the Service member’s travel.

**ALTERNATE PLACE** is a location in the continental United States (CONUS) or a non-foreign location OCONUS authorized or approved by the Secretarial Process to which a Service member’s dependent moves at Government expense in conjunction with an indeterminate temporary duty.

**ANNUAL TRAINING** is the minimum period of active duty for training that a Reserve Component member must perform each year to satisfy the training requirements associated with the Reserve Component member’s assignment. The primary purpose of annual training is to provide readiness training. Annual training may provide support to active component missions and requirements. See Department of Defense (DoD) Instruction (DoDI) 1215.06, non DoD Services see Service issuances.

**APPROVE** means to ratify or confirm a completed act.


**ATTENDANT** is a Service member, civilian employee, or invitational traveler who is authorized to accompany a Service member or civilian employee to or from a medical facility for required medical attention that is not available locally. The attendant takes care of and waits upon the Service member or civilian employee patient. The attendant may travel with the patient and is appointed by a medical authority.

**AUTHORIZE** means to give permission before an act. If the JTR states that an allowance is authorized, without requiring further permission, then a traveler is eligible to receive that allowance.

**AUTHORIZING/ORDER ISSUING OFFICIAL** is the official who directs travel and is responsible for the funding. This person is known as an AO.

**BREAK IN SERVICE** is a period of four or more calendar days during which a civilian employee is no longer on the rolls of an executive agency. See 5 Code of Federal Regulations (CFR) §300.703.

**CALENDAR DAY** is the 24-hour period from midnight to the next midnight. The calendar day begins 1 second after midnight and ends at midnight.

**CIRCUITOUS TRAVEL** is an indirect travel route.
CITY PAIR PROGRAM is a contract between the Government and certain airlines for routes frequently traveled for Government business. Airfares are priced on one way routes permitting multiple destination travel, require no minimum or maximum length of stay, and the tickets are fully refundable with no cancellation fees. Many City Pair routes have two contract fares: a YCA and a -CA.

A. YCA refers to an unrestricted coach-class fare that includes the benefit of last-seat availability. The YCA airfare is the basis for the cost comparison.

B. -CA refers to an unrestricted coach-class fare that is capacity controlled and only a certain number of seats are available on a given flight at the discounted -CA rate. A -CA airfare should be used when available but only the YCA should be used for the cost comparison.

COMBATANT COMMANDER is the single commander of a unified or specified command, established by the President through the Secretary of Defense.

COMMAND SPONSORED DEPENDENT is a dependent who is authorized by the appropriate authority to reside at a location OCONUS with a Service member on an “accompanied” tour.

COMMERCIAL STORAGE FACILITY is any commercial fee-for-service facility, open to the public for daily or long-term storage of household goods or privately owned vehicles.

COMMERCIAL TRANSPORTER is a transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) or under appropriate State statutes in intrastate commerce.

COMMUTED RATE is a rate used by civilian employees for household goods (HHG) transportation and storage in transit. The rate includes costs of line-haul transportation, packing, crating, unpacking, drayage due to transportation, and other accessorial charges, as well as costs of storage in transit within the applicable weight limit for storage, including in and out charges and necessary drayage. See the Commuted Rate Table for information and related accessorial charges.

CONFERENCE is a meeting, retreat, seminar, symposium or event that involves attendee travel. The term applies to training activities under 5 CFR §410.404 but does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.

CONFERENCE REGISTRATION FEE is a fee required for conference attendance that does not include tuition for a course of instruction.

CONSECUTIVE OVERSEAS TOUR is the PCS reassignment of a Service member from one PDS OCONUS to another PDS OCONUS.

CONSUMABLE GOODS are part of household goods and must be for the traveler’s or the dependent’s personal use. Consumable goods refer to expendable personal property, including food, personal hygiene, and household maintenance items. See the Defense Travel Management Office’s (DTMO) website for the designated locations where consumable goods shipments are authorized.

A. Food includes items such as canned tuna, or items that are used to prepare other food, such as flour, sugar, or salt.

B. Personal hygiene includes items such as toiletries, deodorant, or toothpaste that are used for
personal hygiene.

C. Household maintenance includes items such as paper products and liquid household cleaners that are used for housekeeping and cannot be shipped as HHG due to normal shipping restrictions.

D. Items prohibited in consumable goods shipments include but are not limited to items that are used to maintain an automobile or other machinery, such as car batteries and tires.

**CONTINENTAL UNITED STATES (CONUS)** is the 48 contiguous states and the District of Columbia. Alaska and Hawaii are not part of the contiguous states and are included in the definition of non-foreign OCONUS.

**CONTINGENCY OPERATION** is a military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law. See 10 U.S.C. §101(a)(13).

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**UNACCOMPANIED BAGGAGE** is transported and is not carried by the traveler. A Service member and civilian employee may transport unaccompanied baggage during TDY or PCS travel. The component’s transportation office determines the methods of transportation and payment. Unaccompanied baggage may be transported separately from the major bulk of household goods and by an expedited mode.

A. For PCS (including temporary change of station for civilian employees) travel, renewal agreement travel, and consecutive overseas tours travel, unaccompanied baggage includes personal clothing and effects, equipment directly related to the assignment, essential cooking and light housekeeping items, and cribs, playpens, and baby carriages that are required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture are not considered unaccompanied baggage.

B. For long-term TDY travel, unaccompanied baggage includes necessary personal clothing and effects, and equipment directly related to the TDY. For a civilian employee on long-term TDY, unaccompanied baggage is not considered household goods but is considered a necessary item that exceeds the accompanied baggage allowance.
The following pages are the same policy change showing tracked changes.
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 013-19(E) – Revision of Appendix A Terms A Through C

1. SYNOPSIS: This item updates and revises the terms defined in Appendix A, terms A through C.

2. These changes are scheduled to appear in the JTR, dated 1 July 2019.

3. This determination is effective when printed in the JTR.

4. Action Officer: Shelly Greendyk (shelly.l.greendyk.civ@mail.mil).

//Approved//

DONNA K. HADDIX
Chief, Policy & Regulations Branch

Attachment:
Rev 1

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
APPENDIX A: DEFINITIONS & ACRONYMS

A. Definitions. As used in the JTR, and unless otherwise specifically provided in the JTR, the following definitions apply. This appendix contains definitions and acronyms used in the Joint Travel Regulations (JTR).

ACADEMY, SERVICE (Service members). 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. Is lodging or transportation offered to an individual for official travel.

A. Federal Emergency Management Agency (FEMA)-approved places of public lodging are identified on the FEMA Approved Accommodations. The National Master List of Approved Accommodations for Federal Travelers is a list of any place of public lodging listed on the National Master List of Approved Accommodations for Federal Travelers. This list is compiled, periodically updated, and published by FEMA.

B. Commercial Common Carrier.

1. Other Than Economy/Coach. Other than economy or coach is first- or business-class accommodations. (see pars. 020206-J, 020206-K, 020206-L, and Table 2-5).

   a. First Class (see par. 020206-J, par. 020206-K, par. 020206-L and Table 2-5). First class is:

      (1) Is the highest accommodations class for cost and amenities, offered by:

         (a) Airlines,

         (b) Trains, and

         (c) Ships.

      (2) Includes ship suites, bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach on trains.

   b. Business Class. Business class is:

      (1) Other than the least expensive unrestricted economy or coach accommodations offered by airlines, trains, or ships that is higher than economy or coach and lower than first class for cost and amenities.

      (2) Business class may be referred to as business, business elite, business first, world business, connoisseur, or envoy, depending on the airline, train, or ship.

      (3) Also a service class offered on extra fare trains (e.g., AMTRAK Acela Express and extra fare trains are considered business class.):
Found in par. 020206-J, par. 020206-K, par. 020206-L, and Table 2-5, ICW business
class transportation. The approval authority is restricted to the two star flag level and
civilian equivalents.

2C. Economy/Coach. Economy/Coach:

a. Is the least expensive unrestricted accommodation offered by airlines, trains, or ships that
includes a service level available to all passengers regardless of the fare paid.

b. Applies if an airline, train, or ship offers only one accommodations class that is sold as economy or coach (i.e., some airlines, trains, or ships only offer true business class and are not to be mistaken for economy or coach at this one accommodations class).

c. Includes:

1. Tourist Class on airlines, and

2. Reserved Coach and/or Slumber Coach on overnight train travel.

3. Slumber Coach. 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 (e.g., faster speed or fewer stops).

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

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

1. Owned by the Government;

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 is also occupied as a residence by the proprietor of that establishment.
D. Accommodation Types. Accommodation types are seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities, including:

1. Air Economy/Coach/Air Tourist. Available on commercial airlines at rates lower than other than economy/ coach accommodations.

2. Coach or Chair Car (Train). A type that does not have 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. ACCOMPANIED BAGGAGE is Government property and personal property of the traveler that is necessary for official travel. Accompanied baggage is not part of the traveler’s household goods weight allowance. If the accompanied baggage is excessive in weight, size, or number of pieces, then the authorizing official may authorize or approve excess accompanied baggage.

ACQUIRED DEPENDENT (Service members). A is an individual who becomes a dependent through marriage, adoption, or other action during the Service member’s current tour of duty. Does not include a dependent or child born of a marriage that existed before the beginning of a current tour.

ACTIVE DUTY (Service members). is Full-time duty in the active service for 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. A Service member is on active duty while in a travel status or while on authorized leave. See 37 United States Code (USC) §101(18).

ACTIVE DUTY FOR TRAINING (ADT) (Service members). is Full-time training duty in the active military service for training a Ready Reserve member to acquire or maintain required military skills. Active duty for training 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 Service member of a RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a Service 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 ALLOWANCE is the Reimbursement Payment of incurred authorized actual expenses that are incurred, up to the limit specified in the JTR limit in par. 020307, as appropriate. Reimbursement is contingent on per diem eligibility for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL RESIDENCE (civilian employees). is The fixed or permanent domicile, also referred to as the home of record, of a person that can be justified as a bona fide residence. Also referred to as the home of record (HOR). For a separating employee after concluding an outside the continental United States (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 agreement signed by the civilian employee prior to departure to an OCONUS Permanent Duty Station (PDS). The civilian employee is authorized return travel and transportation expenses to the actual residence. GSBCA 16265-RELO, December 19, 2003.

ADMINISTERING SECRETARY OR SECRETARIES. As defined in 37 USC §451(a)(1).

1. Armed Forces (including the USCG when operating as a Service in the USN): Secretary of Defense.
2. USCG (not operating as a Service in the USN): Secretary of Homeland Security.
3. NOAA: Secretary of Commerce.
4. USPHS: Secretary of Health and Human Services.

ADVANCED TRAVEL OF DEPENDENTS (Service members). The movement of a service member’s dependents based on a permanent change of station (PCS) order, but before the Service member’s travel.

AGENCY is an executive agency as

A. Includes:

1. An Executive Agency, as defined in 5 USCU. §105 Part 1, Chapter 1.;
2. A Military department;
3. An office, Agency, or other establishment in the legislative branch; and/or

B. Does NOT include a/an:

1. Government controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses; or
4. Office, Agency, or other establishment in the judicial branch.

ALTERNATE PLACE (Service members), is a location in the continental United States (CONUS) or a non-foreign location authorized or approved by the Secretarial Process to which a Service member’s dependent is authorized to move at Government expense in conjunction with an indefinite temporary duty (TDY).

ANNUAL TRAINING (AT) (Service members)

1. Active duty required of the Ready Reserve to satisfy the Service member’s annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of AT, but AT also may support active component missions and requirements (i.e., operational support).

3. AT is a part of active duty for training.

4. For DoD, see DoDI 1215.06. For non DoD Services, see Service issuances. is the minimum period of active duty for training that a Reserve Component member must perform each year to satisfy the training requirements associated with the Reserve Component member’s assignment. The primary purpose of annual training is to provide individual or unit readiness training. Annual training may provide support to active component missions and requirements. See Department of Defense (DoD) Instruction (DoDI) 1215.06, non DoD Services see Service issuances.

APPROVE(D) means the ratification or confirmation of an act already done or completed act.

APPROVING OFFICIAL (civilian employees). See Travel Approving/Directing Official.


ATTENDANT. An attendant is:

1. A Service member, civilian employee, or other person who, IAW an order or ITA, is authorized to accompany a Service member or civilian employee authorized to travel to or from a medical facility for required medical attention that is not available locally; and The attendant takes care of and waits upon the Service member or civilian employee patient in response to the patient’s needs; and The attendant may travel with the patient and attend to the patient’s needs at the destination medical facility; and

2. Is appointed by a medical authority.

AUTHORIZE(D). means to give permission or permission given before an act.

2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

Example: When the regulation states that an allowance is authorized, without requiring further permission is authorized, then the regulation means that an eligible individual is eligible to receive that allowance without further action by any other activity.

AUTHORIZING/ORDER ISSUING OFFICIAL (AO) is the official who directs travel and has responsibility for the funding. This person is known as an AO.

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point, including Government material. Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).
A. 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.

B. 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 carrier to transport accompanied baggage.

C. Unaccompanied (UB). Except for long-term TDY for a civilian employee, that part of a Service member’s/employee’s prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel;

2. Ordinarily is transported separately from the major bulk of HHG;

3. 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;

4. ICW PDT (including TCS for 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; and/or

5. ICW a long-term TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For a civilian 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). A break in service is defined as a period of four or more calendar days during which an individual civilian employee is no longer on the rolls of an agency. (See 5 Code of Federal Regulations (CFR) §300.703 (2004)).

BUSINESS CLASS. See Accommodations.

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

CENTRALLY BILLED ACCOUNT (CBA). See Government Travel Charge Card (GTCC).

CERTIFICATED AIR CARRIER. See U.S. Flag Air 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 PROGRAM. An airfare on a U.S. flag air carrier, under contract for a Government traveler on official travel. The City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. Airfares are priced on one way routes permitting multiple destination travel. No minimum or maximum length of stay.
required, and the Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. Many City Pairs routes have two contract fares: a YCA, and a —CA. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA): YCA refers to an unrestricted coach-class fare that includes the benefit of last-seat availability. The YCA airfare is the basis for the cost comparison.

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

B. Dual (Capacity Controlled) City Pair Airfare (‘Dash’ CA): CA refers to an unrestricted coach-class fare that is capacity controlled and only a certain number of seats are available on a given flight at the discounted CA rate. A —CA airfare should be used when available but only the YCA should be used for the cost comparison.

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

CODE SHARE. A commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code-share agreement.

COMBATANT COMMANDER. is the single commander of a unified or specified command, with a broad continuing mission, under a single commander, established and so designated by the President, through the Secretary of Defense, with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

COMMANDANT’S PAROLE (Service members). The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole is authorized by the Secretary concerned and whose court-martial sentence has not been 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 SPONSORED DEPENDENT is a (Service members).

1. A dependent who is authorized by the appropriate authority who is residing at an OCONUS location with a Service member at an OCONUS location at which an “accompanied by dependents” tour is authorized, the Service member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the Service member's permanent duty station (PDS).
2. The Service 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 Service member’s PDS vicinity.
3. Command sponsorship is not required to receive OHA at the ‘with dependent’ rate.

4. See Dependent.

COMMERCIAL POXY STORAGE FACILITY (Service members) is — Any commercial fee-for-service facility, open to the public for daily or long-term storage of household goods or privately owned vehicles.

COMMERCIAL TRANSPORTER is a — A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMERCIAL TRAVEL OFFICE (CTO). See Travel Management Company (TMC).

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

COMMUTED RATE (civilian employees) is a — A price rate used by civilian employees for household goods (HHG) transportation and storage in transit. The rate includes costs of line-haul transportation, packing, crating, unpacking, drayage incident due to transportation, and other accessorial charges, as well as costs of storage in transit within the applicable weight limit for storage, including in and out charges and necessary drayage. See the Commuted Rate Table for information and related accessorial charges incident due to official household goods HHG transportation for an eligible employee. See par. 054305-E4.

CONFERENCE is — A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR §410.404, but does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.

CONFERENCE REGISTRATION FEE is a — A fee required for conference attendance that does not include tuition for a course of instruction.

CONSECUTIVE OVERSEAS TOUR (COT) (Service members) is t — The PCS reassignment of a Service member from one OCONUS permanent duty station (PDS) to another PDS OCONUS PDS. See In Place Consecutive Overseas Tour.

CONSUMABLE GOODS. Consumable goods are part of household goods and must be for the traveler’s or the traveler’s dependent’s personal use. Also see Household Goods.

A. General. Consumable goods refer to expendable personal property, including food, personal hygiene, and household maintenance items, because they are used up, as opposed to wearing out. See the Defense Travel Management Office’s (DTMO) website for the designated locations to which consumable goods shipments are authorized.

A. 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. 2. Edible consumable
goods directly satisfy the need for food and nourishment.

B. B2. Personal hygiene Maintenance. Non edible consumable goods include items such as toiletries, deodorant, or toothpaste that are used for personal maintenance hygiene such as toiletries, deodorant, toothpaste and personal hygiene products.

C. C3. Household Maintenance. Non edible consumable goods include items such as paper products and liquid household cleaners that are used for the maintenance of the household keeping such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

D. D2. Exclusions. Consumable goods do not include items to maintain an automobile or other machinery. Items prohibited in consumable goods shipments include but are not limited to items that are used to maintain an automobile or other machinery, such as car batteries and tires, that are used to maintain an automobile or other machinery 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 CONUS includes 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. is a military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law. See 10 USC §101(a)(13).

A. A military operation that:

1. Is designated by the Secretary of Defense as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States, or against an opposing military force; or

B. A military operation that

2. Results in the call or order to, or retention on, active duty of a Service member under 10 USC §688, §12302, §12304, §12304a, §12305, or §12406; Ch 15 of title 10, or 14 USC §712, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. A U.S. flag air carrier that is under contract with the Government to furnish employees, members, and other persons authorized to travel at Government 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.

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UNACCOMPANIED BAGGAGE (UB). See Baggage is transported and is not carried by the traveler. A Service member and civilian employee may transport unaccompanied baggage during TDY or PCS travel. The component’s transportation office determines the methods of transportation and
payment. Unaccompanied baggage may be long-term TDY for a civilian employee, that part of a Service member’s/employee’s prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel;

2. Ordinarily is transported separately from the major bulk of household goods and HHG;

3. Usually is by an expedited mode because it’s needed immediately or soon after arrival at destination.

**A. For PCS - for interim housekeeping pending arrival of the major portion of HHG:**

4. ICW PDT (including temporary change of station for civilian employees) travel, PCS, renewal agreement RAT travel, and consecutive overseas tours COT/IPCOT travel, unaccompanied baggage includes personal clothing and equipment, equipment directly related to the assignment, essential pots, pans, cooking and light housekeeping items, and cribs, playpens, and baby carriages that are required for the care of dependents, 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 or furniture are not to be included in UB; and/or unaccompanied baggage.

5. B. For ICW a long-term TDY assignment travel, unaccompanied baggage includes is limited to the necessary personal clothing and effects, and for the individual and equipment directly related to the assignment TDY. For a civilian employee on long-term TDY, the UB unaccompanied baggage is not considered part of HHG, household goods but is considered a personal effects necessary item needed by the traveler that exceeds the accompanied baggage allowance.