



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/hm

3 September 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD for MAP 112-13(I) – USCG Address Change

1. **SYNOPSIS:** Coast Guard address changes due to Department of Homeland Security HQ relocation.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Coast Guard.
4. These changes are scheduled to appear in JFTR change 323 dated 1 November 2013.
5. Revisions in this information item are *effective 3 September 2013*.

//approved//

**VELDA A. POTTER**

Policy and Regulations Branch

Attachment:

Rev 1

**Uniformed E-Mail Distribution:**

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

# **JFTR REVISIONS**

## **Introduction:**

### **FOREWORD**

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### **PURPOSE AND AUTHORITY**

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### **TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS**

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### **VOUCHER SETTLEMENT APPEAL**

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

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

1. Army/Air Force/Marine Corps. DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700
2. Navy. DFAS-PTCA/CO, PO Box 182317, Columbus, OH 43218-2317
- \*3. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907
4. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333
5. U.S. Public Health Service. Submit to the proper Operating Division IAW guidance provided by Service agreement.

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

### **APPEAL PROCESS**

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### **PARAGRAPH NUMBERING SYSTEM**

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### **CHANGES**

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### **FEEDBACK REPORTING**

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

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

1. Army. Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- \*5. Coast Guard. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD Components. Directly to Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000.  
FAX: (571) 372-1301.

#### HOW TO GET THE JFTR

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#### HOW TO OBTAIN LOCALITY PER DIEM RATES

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#### Par. U4095-I, item 5:

- A. \*\*\*\*\*
- B. \*\*\*\*\*
- C. \*\*\*\*\*
- D. \*\*\*\*\*
- E. \*\*\*\*\*
- F. \*\*\*\*\*

G. \*\*\*\*\*

H. \*\*\*\*\*

I. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to:

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
- \*5. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD COMPONENTS. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

## **Par. U4120-A5:**

### **U4120 PER DIEM RATE REVIEW**

A. General. When a traveler, command, or AO believes the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity via the appropriate Service/AGENCY channels, and the applicable department/office listed below:

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
- \*5. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

8. Office of the SECDEF and other DoD COMPONENTS. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

B. \*\*\*\*\*

**Par. U6001-D2b:**

A. \*\*\*\*\*

B. \*\*\*\*\*

C. \*\*\*\*\*

D. Funding

1. The [Joint Plan for DoD Noncombatant Evacuation and Repatriation](#) contains the fund cites chargeable for evacuation allowances for a DoD member's dependent.

2. Questions ICW fund cites should be addressed to:

a. **DoD: The Joint Plan Proponent**

HQDA, ODCSPER  
ATTN: DAPE-PRO  
300 Army Pentagon  
Washington, DC 20310-0300

FAX:  
(703) 695-6953 (commercial)  
(312) 225-6953 (DSN)

PHONE:  
(703) 695-9547 (commercial)  
(312) 225-9547 (DSN)

\*b. **Coast Guard**

USCG Commandant (CG-832)  
2703 Martin Luther King JR Ave SE  
STOP 7618  
Washington DC 20593-7618

PHONE:  
(202) 372-3565 (commercial)

c. **NOAA**

Director, CPC

8403 Colesville Road  
Suite 500, ATTN: CPC1  
Silver Spring, MD 20910-6333

FAX:  
(301) 713-4140 (commercial)

PHONE:  
(301) 713-3444 (commercial)

d. **USPHS**

Director  
Division of Commissioned Corps Personnel and Readiness  
1101 Wootton Parkway  
Tower Building PL 100  
ATTN: Travel Coordinator  
Rockville, MD 20852

FAX:(240) 453-6141 (commercial)

PHONE: (240) 453-6059 (commercial)

E. \*\*\*\*\*

F. \*\*\*\*\*

G. \*\*\*\*\*

H. \*\*\*\*\*

**Par. U6050-B2:**

A. \*\*\*\*\*

B. Funding. The Joint Plan for DoD Noncombatant Evacuation and Repatriation (<http://www.armyg1.army.mil/MilitaryPersonnel/NEO.asp>) contains the fund cites chargeable for evacuation allowances for a member's dependent of any DoD Service. Questions relating to:

1. DoD fund cites should be addressed to the Joint Plan proponent: HQDA, ODCSPER, ATTN: DAPE-PRO, 300 Army Pentagon, Washington, DC 20310-0300; fax numbers: DSN (312) 225-6953 or COML (703) 695-6953 for unclassified material; phone DSN (312) 225-9547, COML (703) 695-9547; or

\*2. Coast Guard: Commandant (CG-832), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7618., Washington DC 20593-7618, telephone 202-372-3567; or

3. NOAA: Director, CPC ATTN: CPC1, 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333 fax number: COML (301) 713 4140, phone COML (301) 713-3444.

C. \*\*\*\*\*

D. \*\*\*\*\*

E. \*\*\*\*\*

**Par. U10000-C, item 5:**

A. \*\*\*\*\*

B. \*\*\*\*\*

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/ approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

\*5. Coast Guard. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;

6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or

7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. \*\*\*\*\*

E. \*\*\*\*\*

F. \*\*\*\*\*

G. \*\*\*\*\*

H. \*\*\*\*\*

**Par. U10022-C2d(5):**

A. \*\*\*\*\*

B. \*\*\*\*\*

C. Private Sector Housing Owned

1. \*\*\*\*\*

2. \*\*\*\*\*

a. \*\*\*\*\*

b. \*\*\*\*\*

c. \*\*\*\*\*

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

(1) Army. Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;

(2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

(3) Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

(4) Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

\* (5) Coast Guard. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907;

(6) NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or

(7) U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

3. \*\*\*\*\*

4. \*\*\*\*\*

5. \*\*\*\*\*

D. \*\*\*\*\*

### **Par. U10422-B1e:**

A. \*\*\*\*\*

B. Pretrial Confinement in a Foreign Country. For a member in pretrial confinement in a foreign country, BAH or OHA payment is authorized as follows:

1. An enlisted member in grade E-1, E-2, E-3, or E-4 (4 or fewer years' service). Payment is authorized for a period NTE 2 months under the conditions stated in par. U10422-A. For any subsequent months there must be showing of hardship on the dependent and authorization/approval on a case-by-case basis as

a. Army:  
Director, DFAS-PMTA/IN  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-2301

b. Navy:  
Chief of Naval Personnel (N-130C)  
701 S. Courthouse Road  
Building 12, Room 3R180  
Arlington, VA 22204-2472

c. Air Force:  
HQ USAF/A1PA  
1500 W. Perimeter Road  
Suite 4790  
Joint Base Andrews NAF Washington, MD 20762-6604

d. Marine Corps:  
Commandant of the Marine Corps (MRP-1)  
3280 Russell Road  
Quantico, VA 22134-5143

\*e. Coast Guard:  
Commandant (CG-1222)  
U.S. Coast Guard  
2703 Martin Luther King JR Ave SE, STOP 7907  
Washington, DC 20593-7907

2. \*\*\*\*\*

C. \*\*\*\*\*