

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 172

Alexandria, VA

1 April 2001

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 April 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 47-00; 62-00; 69-00; 82-00; 72-00(E); 86-00(E); 89-00(E); 91-00(E); 94-00(E); 97-00(E); 99-00(E); 107-00(E); 06-01(E). Insert the attached pages and remove the corresponding pages. Remove page A-16-1. This cover page replaces the Change 171 cover page.

BRIEF OF REVISION

These are the major changes made by Change 172:

U2550-F5. Clarifies that when a conference is conducted at the PDS of the sponsoring activity, a majority of the attendees (at least 51%) must be from a PDS other than the PDS of the sponsoring activity in order for light refreshments to be provided at Government cost.

U3415. Proposes a change making it mandatory for uniformed members and civilian employees to use CTO services to obtain a rental vehicle for official business. This revision is based on rental car service policy found in Chapter 106, Defense Transportation Regulation (DTR).

U4100. Explains that the TDY location, not the lodging location, is the basis for determining the per diem rate.

U4125-B; U4130-B; U7150; Appendix A. Changes the mileage rates for privately owned automobiles to \$0.345, motorcycles to \$0.275 and airplanes to \$0.965 effective 22 January 2001.

U5243. Expands the type of education within the Student Dependent travel program to include graduate and vocational institutions by simply referring to "formal education".

U5310-C; U5335-E. Raises the constructive weight of PBP&E from 7 pounds per cubic foot to 40 pounds per cubic foot when the actual weight is not known and must be estimated. Also indicates the exception that a constructive weight of 5.7 pounds per cubic foot will be used when estimating the weight of HHG for dwelling to dwelling shipments within Germany is removed.

U5310-E; Appendix A. Clarifies that a member who ships an article of HHG (e.g., a boat or trailer over 14 feet) for which the carrier assesses a weight additive is only responsible for paying the portion of the weight additive that exceeds the HHG weight allowance.

U5310-F; U5315; U5335; U6007; U6056. Replaces the term “Government Bill of Lading” with “Government arranged move”. In addition, changes are made to reference “GBL” rate, to read “Government” rate.

U5630-E; Table U5G-3. Explains that DLA is not payable to members couple who occupy Government Quarters “at the new PDS”, if neither member has a dependent.

U9000-E; U9301-B2. Authorizes a member to receive two station allowances when the member PCSs from a location in a country/state (i.e., Alaska, Hawaii), moves the dependents from the old PDS to a designated place in the same country/state, and the new PDS is the same country/state as the dependents.

U9207; U9209. Allows the factor (65%, 100%) used to compute TLA to be raised in special circumstances. When one-time circumstances (storms, earthquakes, strikes, etc.) cause a temporary increase in lodging rates for TLA, a higher factor for lodging only may be authorized in advance by the PDTATAC Director.

Appendix A. Clarifies that an “employee” is a civilian individual and adds the term “agency” that is referred to within the definition of employee. Also adds reference to CG decision in definition of dependent.

Appendix J. Rewrites Appendix J proposing new wording and reorganization intended to simplify and update the JFTR.

Appendix O. Adds new laundry reimbursement provisions, authorized for uniformed members in par. T4040-E (Miscellaneous Expenses).

Appendix S. Adds Larissa, Greece and Niamey, Niger as new FEML locations for European Command until 1 January 2003.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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168	U3B-13	172	U5-vii	164	U5D-15	171	U5J-7
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157	U7A-1	172	U9C-11	169	M-19
168	U7B-1	172	U9C-13	169	M-21
168	U7C-1	172	U9C-15	169	M-23
168	U7D-1	172	U9C-17	169	M-25
168	U7E-1	172	U9D-1	169	M-27
153	U7F1-1	170	U9D-3	169	N-1
157	U7F2-1	172	A-1	168	N-3
169	U7F3-1	172	A-3	168	N-5
156	U7G-1	172	A-5	169	O-1
172	U7G-3	172	A-7	171	O-3
172	U7G-5	172	A-9	171	O-5
169	U7G-7	172	A-11	171	O-6-1
154	U7G-9	172	A-13	156	O-7
154	U7G-11	172	A-15	172	O-9
171	U7H-1	172	A-17	172	O-11
171	U7H-3	172	A-19	159	O-12-1
171	U7H-5	172	A-21	161	O-13
171	U7H-7	172	A-23	162	O-15
157	U7I-1	172	A-25	168	O-17
170	U7J-1	172	A-27	163	O-19
160	U7K-1	172	A-29	163	O-21
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168	U7S-1	172	E-9	88	i-5
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168	U7U-1	168	E-13	88	i-9
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U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1035 Space-Available Travel Initiative (SpATI) for Childcare Test

This paragraph applies to a test conducted by USTRANSCOM allowing members to travel in a space-available status to/from TDY to accompany dependents to/from long-term care providers in CONUS. This test applies to members:

1. permanently assigned to Azores, Okinawa and Aviano AB, Italy local area;
2. ordered to a CONUS TDY that is 30 days or longer;
3. with command sponsored dependent(s) who are unable to care for themselves (meaning children who are under the age of 19 or any dependent incapable of self care because of mental or physical incapacity);
4. who are sole caregivers for dependents; and
5. authorized to participate by their unit commanders.

Members authorized to participate in this test are allowed to travel space-available between their PDS and the CONUS and return to accompany their dependent(s). All travel must be arranged through the CTO as outlined in paragraph U3120. The member travels to and from the TDY location via the care provider's location to drop off/pick up the dependent(s). If the member must purchase other than space-available transportation to the port the member's reimbursement for travel and transportation is limited to the Government's cost for travel from the PDS directly to the TDY location and return to the PDS. If the member and dependent(s) are bumped from the space-available flight the member must contact the closest CTO and either 1) enter the space-required system and purchase space-required tickets for the dependent(s) from personal funds (Applies to OCONUS travel only. Space-required travel for dependants does not exist in CONUS.), or 2) use commercial tickets from the CTO and purchase tickets for the dependent(s) from personal funds. If the member travels space-available between the PDS and CONUS port, the member's reimbursement between that port and the TDY location and return is limited to the Government's cost for direct travel from the port to the TDY location and return to port. *There is no entitlement for travel and transportation allowances for the dependent(s).*

U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES

(See par. U7656)

U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS

Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

*A. Quarters Available. Members are required to check the Government quarters availability (e. g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost.*

NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
 - a. members attending service schools at an installation; and
 - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
 - a. when per diem is payable under MALT plus (par. U5105);
 - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. to a ship/afloat staff homeported OCONUS;
 - (1) and a member is accompanied by dependents authorized concurrent travel;

PART D: SOURCE OF FUNDS AND TRAVEL ADVANCES**U2300 SOURCE OF FUNDS**

- A. General. A member may be paid an advance of specified travel and transportation allowances.
- B. Travel Advance Information. Additional information on advance payment of travel and transportation allowances is located in the following paragraphs:
1. member travel, par. U5165;
 - *2. dependent outpatient travel, par. U5240-G3;
 3. dependent travel, par. U5250;
 4. HHG transportation, par. U5385;
 5. mobile home transportation, par. U5560;
 6. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
 7. recruiting expenses, par. U7033;
 8. SROTC members, par. U7150-E2d;
 9. attendants on behalf of member patients, par. U7252-A;
 10. escorts and attendants of dependents, par. U7555; and
 11. station allowances, par. U9116.

PART G: CONFERENCES

Effective 7 March 2000

U2550 CONFERENCE PLANNING

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are conferences under 5 CFR 410.404.

2. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),

b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),

c. meeting room and audiovisual costs,

d. registration fees,

e. speaker fees,

f. conference-related administrative fees, and

g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by

a. ensuring appropriate management oversight of the conference planning process,

- b. performing cost comparisons of the size, scope, and location,
 - c. determining if a Government facility is available at a lesser rate,
 - d. considering conference alternatives, e.g., teleconferencing,
 - e. maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. minimize the conference administrative costs,
 3. minimize the attendees' travel costs,
 4. minimize the attendees' time costs,
 5. use Government-owned or Government provided facilities as much as possible,
 6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and
 7. develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,
2. rent of rooms for official business,
3. usage of audiovisual and other equipment,
4. computer and telephone access fees,
- *5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items (when the conference is conducted at the sponsoring activity's PDS, and a majority of the attendees (at least 51%) are from other PDSs),
6. printing,
7. registration fees,
8. ground transportation, and
9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,

**PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR,
SUBWAY OR OTHER PUBLIC CONVEYANCE****U3400 GENERAL**

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

U3405 BASIC RULES

A. Reimbursement for Miscellaneous Expenses. A member may be reimbursed for miscellaneous expenses incurred for travel between two points which are a separate journey when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed regardless of the transportation mode.

B. Separate Journey. Under this Part, travel between any two of the following locations is a separate journey:

1. PDS,
2. TDY station,
3. POE,
4. POD,
5. last duty station,
6. HOR,
7. HOS,
8. PLEAD,
9. designated place,
10. vehicle processing point (origin & destination),
11. place of residence, and
12. a COT leave location.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/From Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. between place of residence, lodging, or place of duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. between a transportation terminal and limousine service terminal.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a carrier terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the place of duty.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for fares plus tip from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging, and from the PDS to the residence on the day of return from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An order-issuing official may authorize/approve a special conveyance when advantageous to the Government. Travelers' personal preference or minor inconvenience shall not be the basis for authorizing/approving special conveyance use.

*B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://public.transcom.mil/j4/j4lt/dtrpart1.pdf>)

a. *It is mandatory, within DoD, to obtain rental vehicles through the CTO, when available. (NOTE: It is not mandatory to use a CTO when renting an airplane or bus.)*

b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.

c. Use of companies and rental car locations participating in the MTMC agreement is encouraged because their Government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.

d. Justification for additional rental car costs may be required before reimbursement is allowed when a traveler makes rental car arrangements through the TO/CTO but subsequently disregards/changes those rental car arrangements

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Chapter 106 and Service regulations.

2. Military Management Traffic Command (MTMC) Policy (website address: <http://www.mtmc.army.mil>)

a. *MTMC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.*

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, MTMC, ATTN: MTPP-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the MTMC website at <http://dcsop.mtmc.army.mil/travel/car/default.htm>.

3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

4. Non-DoD Services. For CTO use in connection with rental cars, see Service Regulations.

C. Reimbursement for Special Conveyance Use

1. Expenses Reimbursable. When a rental automobile or other special conveyance is authorized/approved, the rental or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, the receipt should include a list of these expenses. These expenses include:

- a. fuel and oil;
- b. parking;
- c. garage, hangar or boathouse rental;
- d. subsistence of operator;
- e. ferry fares;
- f. bridge, road and tunnel tolls;
- g. liability insurance required by the company furnishing the special conveyance as a rental condition (see subpar. 2, below, for insurance);
- h. optional extra collision hull insurance for rental aircraft; and
- i. traveler access fee (when charged).

2. Insurance on a Rented Automobile

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or
- (2) certain classified special operations are involved.

b. Cost of Damage to Rented Automobile. A member may be reimbursed for personal funds paid to car rental agencies for damage sustained by a properly rented automobile that is damaged in the performance of official business. The Government may make direct payment to car rental agencies instead of to the member in the full amount of the loss sustained. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is prohibited.

c. Documentation Supporting Damage Claims. Claims for reimbursement of payments made directly to car rental agencies for the cost of damage to the rental vehicle should be appropriately documented. At a minimum, statements and itemized bills should be provided from the member and the car rental agency (to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damages) and an accident report (to establish fault on the part of the party not employed by the Government and to enable the Government to recoup its loss when the negligence of that party can be established without costly investigation (B-162186, May 28, 1971).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. between place of residence, lodging, or duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a transportation terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging and from the PDS to the member's residence on the day of return from TDY.

U3425 NOT USED

U3430 COURTESY TRANSPORTATION USE

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

PART B: PER DIEM ALLOWANCE

*U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4125-A. *The per diem rate is determined based on the traveler's TDY location, not the lodging location.* If neither Government nor commercial quarters are available at the TDY location, see par. U4125-A. Per diem rates are prescribed at <http://www.dtic.mil/perdiem/pdrates.html>.

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays for the purpose of qualifying for reduced travel fares (see par. U4325-F).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time. *NOTE: A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. *Exception:* A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is

required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

12 May		TDY		
13 May	Dep:	TDY Station	POC	
	Arr:	PDS		340 miles

Lodging cost \$62 per night. Per diem rate is \$87, lodging maximum is \$57 and M&IE rate is \$30. Government mess is not available at the TDY point.

*REIMBURSEMENT:		
5/10	75% times \$30 = \$22.50 plus \$57 (\$62 limited to \$57) =	\$ 79.50
5/11	\$30 plus \$57 =	87.00
5/12	\$30 plus \$57 =	87.00
5/13	75% times \$30 =	22.50
1 round trip of 680 miles x \$0.345 per mile =		<u>234.60</u>
Total Reimbursement =		\$510.60

EXAMPLE 2

ITINERARY:		
15 March	Dep:	Residence
	Arr:	Ft. Knox
16 March		TDY
17 March		TDY
18 March		TDY
19 March	Dep:	Ft. Knox
	Arr:	Residence

Lodging on post in Government quarters costs \$6 per night and a Government mess is available and the GMR is directed. The breakfast meal is not available on the 17th. (No Government mess deductions shall be made for the day of arrival and the day of departure). Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
3/15	75% times \$26 = \$19.50 + \$6	\$25.50
3/16	\$10.00 plus \$6	16.00
3/17	(\$8.00 + \$24) (divided by 2) = \$16.00 + \$2 (incidental) = \$18 plus \$6	24.00
3/18	\$10.00 plus \$6	16.00
3/19	75% times \$26	<u>19.50</u>
Total		\$101.00

U4130 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is entitled to the lesser of:

1. per diem or AEA for the actual travel time (no per diem or AEA while at the PDS) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

No allowances are credited for any day the member was in a leave status.

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

NOTE: *The GMR used in the following example(s) are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.*

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June – 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$82, lodging maximum is \$52 and M&IE maximum is \$30. Government mess is not available at the TDY point.

*REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	75% times \$30 =	22.50
6/29	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	74.50
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
2 round trips of 650 miles = 1300 x \$0.345 per mile =		448.50
Total Reimbursement =		\$1134.50

*Constructive Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50

6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x \$0.345 per mile =		224.25
Total Reimbursement =		\$1059.25

In this example the member is due \$1059.25 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

*REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x \$0.345 per mile =		255.30
Total Reimbursement =		\$393.30

*Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.345 per mile =		127.65
Total Reimbursement =		\$268.65

In this example the member is due \$268.65.

U4135 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN APPENDICES B OR D

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in this Volume when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be redelegated. In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in this Volume are without effect and the locality rates in Appendices B, or D, are used.

U4140 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands or order-issuing officials think that 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 directly to:

Per Diem, Travel and Transportation Allowance Committee
 ATTN: Per Diem Rates
 Hoffman Building #1, Room 836
 2461 Eisenhower Avenue
 Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

**PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND
NONTEMPORARY STORAGE (NTS)**

Paragraph	Contents
U5300	General
U5305	Eligibility
U5310	Basic Entitlement <ul style="list-style-type: none">A. GeneralB. Prescribed Weight AllowancesC. Professional Books, Papers, and Equipment (PBP&E)D. Additional Consumable GoodsE. Certain Articles Involving a Weight AdditiveF. Excess Costs for Transportation of Boats as HHGG. Civilian Clothing of RecruitsH. StorageI. ServicesJ. Transportation of Replacement HHG ItemsK. Required Medical Equipment
U5315	Administrative Weight Limitations <ul style="list-style-type: none">A. GeneralB. EntitlementC. Exceptions
U5317	HHG Transportation Entitlement Disallowed
U5318	Re-transportation of the Same HHG
U5320	Methods of Transportation <ul style="list-style-type: none">A. HHGB. Unaccompanied BaggageC. Government-Procured TransportationD. Personally-Procured Transportation and NTSE. Split Shipment
U5330	Factors Affecting HHG Transportation <ul style="list-style-type: none">A. Combining Weight Allowances When Husband and Wife Are Both MembersB. Impact of Effective Date of OrdersC. Orders Amended, Modified, Canceled or RevokedD. Improper TransportationE. Items of Extraordinary ValueF. HHG and Mobile Home AllowancesG. HHG Transportation Before Orders IssuedH. Time Limitation
U5335	Determining the Net Weight <ul style="list-style-type: none">A. GeneralB. Government-Arranged Move and Transportation at Personal ExpenseC. DPM TransportationD. Unaccompanied Baggage

- E. When Shipment Weight is Unobtainable
- F. Exceptions

U5340**Excess Charges**

- A. General
- B. HHG Transportation in Excess of Authorized Weight Allowance
- C. HHG Transportation in Excess of Authorized Distance
- D. Transportation of Unauthorized Articles
- E. HHG Transportation With Special Routing or Services Provided

U5345**Transportation Under Various Types of PCS Orders**

- A. Entrance Into the Service
- B. Called/Ordered to Active Duty
- C. PCS With TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment
- D. Courses of Instruction of 20 or More Weeks at one Location
- E. CONUS Area in to Which HHG Transportation is Prohibited
- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

U5350**Transportation Under PCS Orders to or from Sea Duty or OCONUS Duty**

- A. Ordered to and 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 or 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 or 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 Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport
- I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed
- J. Reassignment OCONUS Before the Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action

U5355**Local Moves**

- A. General
- B. Local Move Incident to Reassignment or PCS
- C. Local Move and NTS Incident to Assignment or Termination of Government Controlled Quarters
- D. Local Move and NTS Incident to Vacating Local Economy Quarters

U5360**Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**

- 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 Members of the Reserve Components 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 Government or Government Controlled Quarters Upon Separation or Relief from Active Duty
- G. Time Limit
- H. Members Ordered Home to Await the Results of Disability Proceedings
- I. Member Serving in CONUS Who Has No Dependents and is Separated from the Service Under Other Than Honorable Conditions
- J. Member Ordered to a College

U5365**Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program**

- A. HOS Authorized
- B. Transportation to HOS Not Authorized
- C. Storage
- D. Member Undergoing Hospitalization or Medical Treatment
- E. Member Undergoing Education or Training
- F. Other Deserving Cases
- G. Member Required to Vacate Government or Government Controlled Quarters Before Selecting a Home
- H. Recalled to Active Duty Before Selecting a Home
- I. Recalled to Active Duty After Selecting a Home
- J. Members on TDRL Discharged or Retired
- K. Member Dies After Retirement or Release
- L. Members Ordered Home to Await Disability Retirement

U5370**HHG Transportation Under Unusual/Emergency Circumstances**

- A. General
- B. HHG Transportation Located in CONUS When Disciplinary Action is Taken Against A Member Stationed OCONUS
- C. PDS to Which Dependent Travel is Authorized Changed to Dependent Restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
- D. HHG Transportation Incident to Alert Notice
- E. Cadet or Midshipman Dies While Enrolled in Service Academy
- F. Member Reduced in Grade
- G. HHG Transportation Incident to Tour Extension
- H. HHG Shipment Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Member-With-Dependents Station in CONUS)
- I. HHG Transportation Incident to IPCOT
- J. Consumable Goods Allowance Incident to Tour Extension or IPCOT

U5372**HHG Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**

- A. General
- B. Limitations
- C. When Authorized
- D. Storage
- E. Termination of Missing Status
- 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
- G. Administrative Instructions

- U5375 Temporary Storage**
- A. General
 - B. Time Limits
 - C. Temporary Storage for HHG Transported from NTS to Destination
 - D. Temporary Storage Converted to NTS
 - E. Withdrawal and Local Move of Partial Lots of HHG from Temporary Storage
 - F. Further PCS Orders Received After the Member Arrives at a New PDS
 - G. Orders Amended, Modified, Canceled or Revoked

- U5380 Nontemporary Storage**
- A. General
 - B. Place of NTS
 - C. NTS as an Alternative to Transportation
 - D. NTS Converted to Temporary Storage
 - E. NTS of HHG Currently in Temporary Storage
 - F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
 - G. NTS Incident to Occupancy of Government or Government Controlled Quarters and Incident to Vacating Local Economy Quarters
 - H. NTS When Ordered on PCS to a Remote CONUS area With a Housing Shortage
 - I. Successive Periods of Entitlement to NTS
 - J. Orders Amended, Modified, Canceled or Revoked
 - K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation
 - L. Time Limits

- U5385 Advance of Funds**

PART E: PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION

Paragraph	Contents
U5400	General
U5405	Eligibility
U5410	Transportation
	A. Transportation Permitted
	B. When Transportation to the New PDS Not Permitted
	C. POV Shipment Replacement of POV Transportation
	D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late
U5413	Travel Reimbursement for POV Delivery and/or Pick-up
	A. General
	B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel
	C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved
	D. Concurrent POV Pick-up Accomplished with Member's PCS Travel and no TDY En Route Involved
	E. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route

- U5414** **Transportation of POV to/from PDS**
- A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS
 - B. Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS
 - C. Transportation of a POV Within CONUS Incident to PCS
- U5415** **Transportation Restrictions**
- A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area
 - B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
 - C. Restriction on Size of Vehicle
 - D. Combining POV Weight Limitations When Husband and Wife Are Members
- U5425** **Transportation Methods**
- A. Government/Commercial Transportation
 - B. Personally Procured Transportation
- U5435** **Ports Used**
- A. Designation of Ports
 - B. Alternate Ports
 - C. Transshipment from a Designated Port
- U5440** **Factors Affecting Transportation of POV**
- A. Transportation of POV May Be Deferred
 - B. Shipping Error
 - C. Orders Amended, Modified, Canceled or Revoked
 - D. Transportation Before Orders Issued
- U5445** **Excess Cost Collection**
- U5455** **POV Transportation Under Unusual or Emergency Circumstances**
- A. Official and Personal Situations
 - B. Member Reassigned from OCONUS PDS to Which Dependent Travel is Authorized to an OCONUS PDS to Which Dependent's Travel is not Authorized Before the POV is Transported from A CONUS VPC/Port
 - C. Incident to Alert Notice
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- A. From Other Than the U.S. Due to Official Situation
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- A. OCONUS Dependent Transportation Authorized
- B. Dependent Currently at an Appropriate Destination – Orders Not Issued
- C. Ex-Family Members' Travel Incident to Divorce or Annulment
- D. Dependents' Return to OCONUS Areas Authorized
- E. Entitlement on Next PCS

U5915

Mobile Home Transportation

- A. General
- B. Member Assigned to Full PCS Weight Allowance Area
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F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL

A. Transportation for Survivors of Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:
 - a. the member's spouse;
 - b. children who are unmarried and
 - (1) under 21 years of age; or
 - (2) under 23 years of age and a student dependent meeting the requirements in item 3 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any 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 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

2. Entitlements

- a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.
- b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3. Such allowances are authorized from the place of active duty, place of residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.
- c. Other Cases. For cases not covered by subpar. b, see par. U7205.

3. Travel and Transportation Allowance

- a. General. Survivors traveling under this subparagraph are entitled to one, or a combination, of the following for the authorized round trip travel:
 - (1) transportation-in-kind or Government-procured transportation,
 - (2) reimbursement for the cost of personally procured commercial transportation,

- (3) automobile mileage rate (See Appendix A) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in item (2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item (3).

- b. Per Diem Allowances While Traveling and at the Funeral and Burial Site. Surviving dependents traveling under this paragraph are entitled to per diem computed using the lodgings plus method in par. U4125. The per diem payable must not exceed the appropriate rate in either Appendix B or Appendix D for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with subpar. 2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.
- c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.
- d. Reimbursable Expenses. Reimbursement of expenses prescribed in par. U5212 is authorized in connection with travel under this subparagraph.

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

B. Funeral Travel of Families of Members Who Died While POWs or MIAs During the Vietnam Conflict

1. General. This subparagraph applies to family members (as defined in subpar. 2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains have been returned to the United States, Puerto Rico, or any territory or possession of the United States (37 U.S.C. §406 (Note)).
2. Definition of Eligible Family Members. "Family members," as used in this subparagraph, includes a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the member before the member became 21 years of age. If none of these desire to travel as authorized in this subparagraph, the brothers, sisters, half-brothers, half-sisters, adoptive brothers and sisters of the member are eligible family members.
3. Entitlements. The eligible family members are issued invitational travel orders under Chapter 7, Part T, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

***U5243 TRANSPORTATION OF STUDENT DEPENDENTS**

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents, as defined in this subparagraph,

1. attend a dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or
2. attend, or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense,

is entitled to transportation of minor dependents between such schools and their places of residence as provided in this subparagraph. The transportation allowance authorized is transportation in kind, or reimbursement therefor as prescribed in par. U5203-A, first itemization, item 2, or a MALT as prescribed in par. U5203-A, item 3. *No per diem is payable unless otherwise indicated.* Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in this subparagraph.

B. Dependent Students Attending Dormitory DoDEA Schools

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

a. Dependent. A "dependent" in this subparagraph (20 U.S.C. §932) is a minor individual who:

(1) has not completed secondary schooling; and

(2) is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from the member.

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

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

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

a. Travel to Member's Residence

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

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

b. Travel to Other Than the Member's Residence

(1) Members entitled to transportation under this subparagraph for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Government's transportation cost from the DoDEA school to the member's residence by the authorized mode.

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

4. Authorized Transportation is

a. Government-owned/procured (on a space-required basis),

b. reimbursed (see par. U5203-A, item 2), or

- c. a MALT (see par. U5203-A, item 3).

NOTE: See Chapter 3, Part B, for transportation procurement.

5. Per Diem. *Per diem is not payable.*

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

C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes

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

- a. a student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), and
- b. one or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.
- c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in JTR, Volume 2.

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

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

- a. Formal education is

- (1) a secondary education;
- (2) an undergraduate college education;
- (3) a graduate education pursued on a full-time basis at an institution of higher education (20 U.S.C. §1001); and
- (4) vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 U.S.C. §1002(c)). A "postsecondary vocational institution" means a school that:
 - (a) provides an eligible program of training to prepare students for gainful employment in a recognized occupation;
 - (b) has been in existence for at least 2 years, and
 - (c) is accredited by an organization recognized by the Secretary of Defense.

NOTE: The definition of "DoDEA school" in subpar. U5243-A1b does NOT apply to this subparagraph.

- b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in

Appendix A, who is under 23 years of age and:

- (1) attends or will attend a school in the U.S. to obtain formal education, or
- (2) graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: Student dependents who are separated from their school in the U.S. and who have not previously traveled at Government expense to the member's OCONUS PDS are not precluded from traveling on the member's PCS entitlement to the member's PDS under this Part.

2. Transportation Entitlement. A member is entitled to one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct – 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. ***NOTE: Entitlement to a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***

3. Limitations. This subparagraph does not apply to a member

- a. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;
- b. who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if:
 - (1) the child is eligible to attend a secondary school under the Defense Dependent's Education Act of 1978 other than on a 7-day-a-week dormitory basis; or
 - (2) the member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;
- c. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or
- d. who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

4. Travel to a Location Other than the Member's OCONUS PDS

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

- a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.
- b. Travel Performed at Personal Expense

(1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.

(2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.

c. Government-Procured Transportation Not Available

(1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.

(2) Pars. U3125-B and C apply to dependent student travel.

(3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.

b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.

d. When a POC is used, mileage (see Appendix A) is authorized up to what it would have cost the Government if Government-procured transportation had been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

*E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

A. General. Not more than two family members of a member described in subpar. 1 or 2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.
2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:
 - a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
 - b. while traveling directly to or from such training.

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

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

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

1. transportation-in-kind or Government-procured transportation;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see Appendix A) for the distance traveled by POC.

Government /Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in item 2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item 3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

E. Reimbursable Expenses. Reimbursement of expenses prescribed in par. U5212 is authorized in connection with travel under this paragraph.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

*C. Professional Books, Papers, and Equipment (PBP&E). A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in subpar. B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identify as PBP&E are HHG, if otherwise qualified.

NOTE: PBP&E must be declared at origin and identified on the inventory.

Effective 10 November 1998

D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is entitled to transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the personal use of the member and/or dependents. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

*E. Certain Articles Involving a Weight Additive. When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), 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 subpar. B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

*F. Excess Costs for Transportation of Boats as HHG. The following examples outline the method to determine excess cost, using various rates available from MTMC that might arise in connection with the movement of a boat. ***(NOTE: The various Government ‘rates’ in the examples are used strictly for the examples and should not be used for actual calculations.)***

EXAMPLE 1

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).
 Member is 0-6 with a weight allowance of 18,000 lbs.
 Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs. (includes weight additive, see par. U5310-D).
 The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is \$69.65/cwt.
 The MTMC one-time-only (OTO) rate for movement of boat between authorized points is \$5,000.

EXCESS COST COMPUTATION

STEP 1:

Government’s Maximum Transportation Cost Liability.

Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat’s actual weight plus any weight additive(s).

NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		8,000 lbs.
Weight of boat and additive(s)		+ 2,800 lbs.
Total weight of HHG and boat (including additive(s))		10,800 lbs
*Does not exceed member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs. = 180 cwt)	180 cwt	
Times lowest usable applicable Government rate	x \$69.65/cwt	
Gov't's maximum transportation cost liability	\$12,537.00	

STEP 2:

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 5,000.00
Weight of HHG actually transported (12,000 lbs. = 120 cwt) times lowest usable applicable Government rate	120 cwt x \$70.20/cwt =	+ \$ 8,424.00
Total		\$13,424.00

STEP 3:

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is less than the cost in STEP 1.

The member owes for excess:

Total STEP 2	\$13,424.00
Less STEP 1	\$12,537.00
Difference (if negative amount enter zero)	\$ 887.00
Additional accessorial costs member owes (lift on/off charges)	+ \$ 300.00
Total cost member owes for transportation	\$ 1,187.00

EXAMPLE 2

Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles).

Member E-6 (with dependents) with a weight allowance of 11,000 lbs.

Member transports HHG weighing 8,000 lbs. (net less 10%) and a 17' bass boat and trailer weighing 2,800 lbs.

(includes weight additives, see par. U5310-D).

The lowest usable applicable Government rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 11,000 lbs. between authorized points is \$39.05/cwt.

The MTMC OTO rate for movement of boat/trailer between authorized points is \$900.

EXCESS COST COMPUTATION

STEP 1:

Government's Maximum Transportation Cost Liability.

Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s).

NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		8,000 lbs.
Weight of boat and additive(s)		+ 2,800 lbs.
Total weight of HHG and boat (including additive(s))		10,800 lbs.*
*Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs. = 108 cwt)	108 cwt	
Times lowest usable applicable Government rate	X \$ 39.05/cwt	
Gov't's maximum transportation cost liability	\$ 4,217.40	

STEP 2:

Actual HHG Transportation Cost.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable Government rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 900.00
Weight of HHG actually transported (8,000 lbs. = 80 cwt)	80 cwt	
Times lowest usable applicable Government rate	x \$39.05/cwt =	+ \$3,124.00
Total		\$4,024.00

STEP 3:

Compare the results of STEPS 1 and 2.
 In this case, the cost in STEP 2 is less than the cost in STEP 1.
 The member does not owe any excess:

Total STEP 2	\$4,024.00
Less STEP 1	- \$4,217.40
Difference (if negative amount enter zero)	\$ 000.00
Additional accessorial costs member owes	+ \$ 000.00
Total cost member owes for transportation	\$ 000.00

EXAMPLE 3

Member on PCS from Ft Clayton, Panama to Ft Benning, GA.
 Member is E-6 (with dependents) with a weight allowance of 11,000 lbs.
 Member transports HHG weighing 7,000 lbs. (net less 10%) and a 22' sailboat and trailer weighing 1,834 lbs. (includes weight additives, see par. U5310-D).
 The lowest usable applicable Government rate (MTMC's I-X single factor international rate) for HHG transportation of 11,000 lbs. between authorized points is \$40.45/cwt.
 The MTMC OTO rate for movement of boat between authorized points is \$4,055.86.

EXCESS COST COMPUTATION

STEP 1:

Government's Maximum Transportation Cost Liability.

Multiply the MTMC lowest usable applicable Government rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight plus any weight additive(s).

NOTE: If the sum exceeds the member's maximum authorized weight allowance, multiply the lowest usable applicable Government rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		7,000 lbs.
Weight of boat and additive(s)		+ 1,834 lbs.
Total weight of HHG and boat (including weight additive(s))		8,834 lbs.*
*Does not exceed member's authorized weight		
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt)	88.34 cwt	
Times lowest usable applicable Government rate	X \$ 40.45/cwt	
Gov't's maximum transportation cost liability	\$3,573.35	

STEP 2:

Actual Cost of HHG Transportation.

Add the sum of the MTMC international OTO rate for the boat and the lowest usable international OTO HHG rate times the weight of HHG actually transported, other than a boat.

NOTE: When HHG including a boat are transported OCONUS together, the HHG are transported at an OTO HHG rate also.

International OTO rate for moving boat		\$4,055.86
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
Times lowest usable applicable international OTO HHG rate	x \$79.00/cwt =	+ \$5,530.00
Total		\$9,585.86

STEP 3:

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is more than the cost in STEP 1.

The member owes the following excess:

Total STEP 2	\$ 9,585.86
Less STEP 1	- \$ 3,573.00
Difference (if negative amount enter zero)	\$ 6,012.86
Additional accessorial costs member owes	+ 000.00
Total cost member owes for transportation	\$ 6,012.86

NOTE 1: All rates used in the above examples are for illustrative purposes only. MTMC domestic rates plus MaxPac rates for domestic shipments, and MTMC International single factor rates for international shipments, change periodically. In the above examples, these rates are shown as D-X or I-X rates. The above examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.

NOTE 2: If boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the normal JFTR method of computing excess cost applies.

NOTE 3: Members are responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

G. Civilian Clothing of Recruits. Recruits, required by Service regulations to dispose of civilian clothing when they receive their uniform clothing, are authorized transportation of up to 50 pounds of civilian clothing to their HORs.

H. Storage. HHG temporary storage is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Services. Incident to HHG transportation, the HHG are packed, crated, unpacked and uncrated, drayed and hauled (as necessary). Drayage or hauling includes the use of special rigging and equipment for heavy or delicate articles and handling including, but not limited to, any combination of the following:

1. at point of origin:
 - a. from quarters to packing/crating facility and/or to place of storage;
 - b. from packing/crating facility to quarters, 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 quarters, 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. at destination from:
- a. carrier's station to quarters and/or place of storage;
 - b. place of storage to quarters.

J. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or 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, December 9, 1988). The member's full weight allowance is authorized for the replacement shipment.

K. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, U.S.C., required by a member/dependent (who is entitled to medical care under Title 10, U.S.C.). Required medical equipment:

1. may be shipped in the same manner as PBP&E (see subpar. C),
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 under title 10, U.S.C.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to 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.

B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,000 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See subpar. C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see U5310-C), and required medical equipment (see U5310-K).

C. Exceptions

1. General. Administrative weight limitations do not apply:
 - a. to shipments from nonforeign OCONUS areas to any location where there is no Service administrative weight limitation;
 - b. to members with a weight allowance of less than 2,000 pounds; or
 - c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.
3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:
 - a. the member is assigned COT from an unrestricted to a weight restricted area;
 - b. the member extends a tour for one year or longer within the same weight restricted area;
 - c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
 - d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.

*4. Additional HHG at Member's Expense. The Government may transport additional HHG at the Government rate; however, the member is responsible for the cost of transporting the excess weight.

U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED

(See par. U5203-B for related dependent transportation):

HHG transportation entitlement does not exist for members

1. of reserve components 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 (see par. U5345-B2);
2. on leave;
3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J;
4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

U5320 METHODS OF TRANSPORTATION

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government - Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with subpar. A.

D. Personally-Procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Reimbursement claims should be prepared and submitted in accordance with Service regulations (see par. U1010-B7). The Government's cost limit is linked to the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

NOTE: Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc.

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost:

- a. when a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

- a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or
- b. payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) a public scale or a Government scale was not available; or
- (2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructive HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

E. Split Shipment. A member may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed:

1. the member's authorized HHG weight allowance, and
2. the cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances When Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or
2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-F for the authorized weight allowance of the surviving spouse/member.

B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-H for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

C. Orders Amended, Modified, Canceled, or Revoked. HHG transported after PCS orders are received shall be transported to the proper destination at Government expense when the orders are later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected, through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments shall be charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and this subparagraph, HHG transportation is not authorized for members who elect mobile home allowances.

2. PCS Between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel shall not be performed by all the dependents, a member is entitled to:

(1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and

(2) mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is entitled to HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not entitled to HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) whose dependents are returned to CONUS or Alaska under par. U5240 or U5900; and

- (2) who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A;

also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for items of HHG removed from the mobile home to meet safety requirements.

- b. A member:

- (1) whose dependents are returned from Alaska to CONUS under par. U5240-D, and

- (2) who elects mobile home allowances from Alaska to CONUS, is not entitled to HHG or unaccompanied baggage transportation, except for items of HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

- a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in subpars. b and c.

- b. Mobile Home Transported by Government-Procured Transportation. When a Government-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total cost of HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the Government for mobile home transportation to the point of breakdown.

- c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total cost of the HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by Government-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG shall be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

G. HHG Transportation Before Orders Issued

1. General. Except as indicated in subpar. 2, HHG transportation (before PCS orders are issued) is authorized if the request for transportation is supported by a:

- a. statement from the PCS order-issuing official or a designated representative that the member was advised before such orders were issued that they would be issued;

- b. written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the orders is different than that named in a statement prescribed in item a; and

- c. written agreement to pay the entire cost of transportation (if PCS orders are not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS orders are issued, during which a member may be advised that orders are 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 on which the orders are actually issued. General information furnished to the member concerning the

issuance of orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)

2. Members Assigned to Vessels Preparing to Enter Overhaul. HHG transportation before PCS orders are issued is authorized for members assigned to a vessel which has been scheduled for an overhaul, provided the order-issuing official or the designated representative provides a statement that the vessel's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the time of specific overhaul site determination and the actual departure of the vessel to such site. If the scheduled vessel overhaul is canceled, subpar. C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in this Volume, a member's entitlement to HHG transportation may be used any time while the orders remain in effect and prior to receipt of further PCS orders, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, July 22, 1975).

*U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual weight of unpacked and uncrated HHG is unknown, the weight is determined under subpars. B, C, or D.

B. Government-Arranged Move and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

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 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage 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 unaccompanied baggage shipment weight is unobtainable by the methods in subpars. B, C, or D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in subpars. B and C, the appropriate official may deviate from these allowances.

U5340 EXCESS CHARGES

A. General

1. Transportation. The member is liable for all transportation costs arising from the services listed, if the constructive cost to the Government of the authorized weight is exceeded:
 - a. transportation of HHG in excess of the authorized allowance;
 - b. transportation for distance in excess of that between authorized places;
 - c. transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
 - d. transportation of unauthorized articles; and
 - e. special services requested by the member incident to HHG transportation.
2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS orders. If the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on PCS Orders. When the member makes only one shipment (that is, nothing is placed in NTS) the total cost of transportation, less the cost of transporting unauthorized articles as determined in subpar. D, shall be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8500 of all costs of HHG transportation.
2. Multiple Shipments Made on PCS Orders
 - a. Member Not Administratively Weight Restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the cost attributable to the excess weight shall be computed on the shipment which results in the least excess cost to the member.
 - b. Member Assigned to or from Administratively Weight Restricted Area
 - (1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight shall be computed on the shipment to/from that area which results in the least cost to the member. 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.

PART E: PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION

*U5400 GENERAL

1. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCS.
2. These allowances are discretionary.
3. POV transportation is authorized unless restricted by the authorizing/order-issuing official or Service regulations.
4. For other requirements related to shipping a POV, see the MTMC web site at: <http://www.mtmc.army.mil/>, and "Shipping your POV" at: <http://144.101.37.132/property/pov/povpam.pdf>.

U5405 ELIGIBILITY

Transportation of a POV (see definition of POV in Appendix A) for the member's or dependents' personal use may be authorized for a member:

1. when ordered to make a PCS to, from or between OCONUS stations;
2. upon change of homeport of the vessel to which assigned; or
3. when ordered to make a PCS within CONUS and the member cannot drive (see par. U5414-C).

Once the POV transportation has been authorized/approved, the member is entitled to the related shipment/transportation.

U5410 TRANSPORTATION

A. Transportation Permitted. When a POV shipment is authorized, one POV of NTR 20 measurement tons may be transported from the POV port/VPC serving the old PDS,

1. to the POV unloading port/VPC serving the new PDS,
2. to the POV unloading port/VPC serving another authorized place (see subpar. B and par. U5455-A and B), or
3. to the new PDS if authorized/approved by the Secretarial Process. POV transportation shall be denied when restricted suspended, or prohibited (see par. U5416).

For POV shipment 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. For POV shipment upon separation or retirement, the "new PDS" is the HOR or authorized HOS under U5130-A1 of the member. For combining POV shipping weight limits when husband and wife are members, see par. U5415-D.

B. POV Shipment When Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized in a foreign OCONUS PDS, SEE Chapter 5, Part I.

1. General. If a member 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 or 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 (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted 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 United States territory or possession, to which dependent transportation is authorized under Part C; or
- c. any OCONUS location to which dependent transportation is authorized under par. U5222-D1, item c or
- d. *POV transportation to locations justified under par. U5222-D1 item d must be authorized/approved by the Secretarial Process.*

2. Subsequent Shipment

a. A member serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized shipment 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.

b. A member ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized shipment of a POV from the POV loading port/VPC serving the place to which a POV was shipped under subpar. 1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under PCS orders. *NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.*

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or 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 December 27, 1983).

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.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependents), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. *NOTE: A POV has not*

arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.) The maximum reimbursement is \$210.

Examples:

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	
Maximum Reimbursement Amount Entitlement:	\$00.00	
Required Delivery Date:	14 June	
Member arrives at destination:	3 June	
Member rents a vehicle:	15 June – 25 June	
Member receives notice POV arrived & ready for P/U:	22 June	
Maximum Reimbursement Amount Entitlement:	\$210.00	
(15-21 June – 7 days @ \$30 a day = \$210.00)		
Required Delivery Date:	2 June	
Member arrives at destination:	21 May	
Member rents a vehicle on:	5-6 June	
	11-14 June	
	28 June	
Member is notified vehicle is ready for P/U:	29 June	
Member Reimbursement Amount Entitlement:	\$210.00	
(7 days vehicle rental @ \$30 a day = \$210.00)		
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	
Maximum Reimbursement Amount Entitlement:	\$60.00	
(30-31 Jan – 2 Days @ \$30 a day = \$60.00)		
(entitlement does not start until after the RDD)		

U5413 REIMBURSEMENT FOR TRAVEL FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member entitled to POV transportation in connection with a PCS is entitled to reimbursement for the POV delivery to a designated POV loading port and pick-up from a designated POV unloading port. The Service concerned designated the ports, using and constraints of par. U5435. No entitlement exists under this subparagraph when POV transportation to the new PDS is not permitted. See par. U5410-B. Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph. For POV shipment to the first PDS, or to the port serving the first PDS, the “old PDS” is the HOR or PLEAD of the member. For POV shipment upon separation or retirement, the “new PDS” is the HOV or authorized HOS under U5130-A1 of the member.

B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel. An eligible member is entitled to a round trip transportation payment at the automobile mileage rate (See Appendix A) from the:

1. old PDS to the designated POV loading port; and
2. designated POV unloading port to the new PDS.

C. Concurrent POV Delivery Accomplished with Member’s PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port Via Vehicle Port. When a member and/or dependent(s) delivers the POV from the old PDS to the designated POV loading port, and then travels to the passenger port facility, the member is authorized:

- a. MALT at the applicable rate per mile in Appendix A for the official distance from the old PDS to the designated POV loading port; and
- b. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC. See par. U5105-B1, - B2 and/or U5205-A2 for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.*

In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE (see par. U5160-F).

2. Delivery – Travel to Vehicle Port Via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated POV loading port, and then returns to the passenger port, is paid PCS official one-way distance from the passenger port to the designated POV loading port. Reimbursement for travel back to the passenger POE is not authorized.

D. Concurrent POV Pick-up Accomplished with Member’s PCS Travel and no TDY En Route Involved. When a member and/or dependent(s) travels from the passenger POD to the designated POV unloading port concurrent with PCS travel to the new PDS, the member is authorized.

1. MALT (see par. U5101-B1 and/or U5205-A2) for the official distance from the designated POV unloading port to the new PDS; and
2. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expenses, or a MALT for travel by POC. See par. U5105-B1 and/or U5205-A2 for direct travel from the passenger POD to the designated POV unloading port. *The reimbursement for transportation from the passenger POD to the designated POV unloading port shall not exceed the cost for direct travel from the passenger POD to the new PDS.*

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger POD to the new PDS (see par. U5160-F).

E. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route

1. POV Delivery to Port in Connection with TDY En Route. A member who delivers a POV to a designated POV loading port in connection with PCS travel overseas with TDY en route, is authorized:

- a. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2):

- b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the TDY station to the designated POV loading port; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the designated POV loading port to the passenger POE. ***The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.***

In addition, members receive a flat per diem for the travel in items (2) and (3) for the allowable travel time (see par. U5160-F) for travel from the TDY station to the passenger POE. ***NOTE: When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.***

2. POV Pick-up in Connection with TDY En Route. A member who picks up a POV from a designated POV unloading port in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the passenger POD to the designated POV unloading port;
- b. a MALT for one authorized traveler at the rate in Appendix A for the official distance from the designated POV unloading port to the TDY station; and
- c. a MALT for one authorized traveler at the rate in Appendix A 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. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger POD to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) for travel from the passenger POD to the TDY station. ***NOTE: When a dependent(s) accompanies the member and/or picks up a POV from the designated POV unloading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.***

U5414 TRANSPORTATION OF POV TO/FROM PDS

A. Transportation of POV 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 transportation of a POV 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. Transportation of a POV Between OCONUS VPC/Port and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS VPC/port when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. a travel hazard exists between the VPC/port and PDS;
2. the member is physically unable to drive between the VPC/port and PDS; or
3. the conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the VPC/unloading port. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the VPC/unloading port in another country to pick up the POV. Transportation to the PDS is authorized.

C. Transportation of a POV Within CONUS Incident to PCS. An eligible member ordered on a PCS between CONUS PDSs who cannot drive between the PDSs, may be authorized/approved transportation of a POV from old CONUS PDS to new CONUS PDS when:

1. the member is physically unable to drive, or
2. there is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

U5415 TRANSPORTATION RESTRICTIONS

A. Restrictions of a POV Purchased in a Nonforeign OCONUS Area. A POV purchased in a nonforeign OCONUS area by a member not permanently assigned there at the time of the purchase, generally shall not be shipped at Government expense during the first PCS following purchase of the POV. The exception to the general prohibition is if the POV is used by the member or dependent for transportation at the member's OCONUS PDS. This subparagraph does not apply to alternate port shipments authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Shipment of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. determined to be necessary by the Service concerned;
2. determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or
3. directed by the foreign government concerned.

C. Restriction on Size of Vehicle . A member who desires to ship a POV which exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless the Secretarial Process has authorized/approved this shipment because an oversized POV is required by the member or dependent(s) for medical reasons. Collection of such excess costs are made in accordance with Service regulations. This subparagraph does not apply to travel aboard oceangoing car ferries.

D. Combining POV Weight Limitations When Husband and Wife Are Members. The 20 measurement tons limitation contained in subpar. C may be combined for the purpose of shipping one larger vehicle at Government expense in lieu of a POV shipment for each member during the transfer of both members under PCS orders. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had shipped a vehicle of 20 measurement tons through the designated POV loading port.

U5425 TRANSPORTATION METHODS

A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry is covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).

B. Personally-Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is entitled to reimbursement for the expense incurred when:

1. personally procured POV transportation was based on erroneous advice of a representative of the Government (Reimbursement under this item shall not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)); or
2. a POV is transported on oceangoing car ferries in connection with a PCS between an OCONUS PDS and a CONUS PDS, or between two OCONUS PDSs provided:
 - a. the use of such service is authorized in the orders concerned;
 - b. commercial shipping services are used; and
 - c. when foreign registered carriers are used, the statement relating to the nonavailability of U.S. registered vessels required by pars. U3125-C4 and U3130-F3 is attached to the reimbursement voucher.

Additional authority exists for reimbursement under other circumstances (see par. U5455-E).

U5435 PORTS USED

A. Designation of Ports. The Service concerned designates ports to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports. Transportation may be between ports other than the designated ports (i.e., between alternate ports), provided the member reimburses the Government for any excess cost involved. An alternate port shall be in the same country as the designated port, unless an alternate port in a different country is authorized/approved by the Secretarial Process. Secretarial process authorization/approval is not required to select an alternate CONUS port from which to ship a POV.

C. Transshipment from a Designated Port. A POV transported from an OCONUS port to the designated CONUS port, may be transshipped to another CONUS port if:

1. the PCS orders are amended or modified before the member takes delivery of the POV at the designated POV unloading port;
2. transshipment is authorized by the Secretarial Process;
3. the member agrees to reimburse the Government for the cost of the transshipment; or
4. direct ocean service is not available from the designated POV loading port to the designated POV unloading port in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING TRANSPORTATION OF POV

A. Transportation of POV May Be Deferred. An eligible member is not required to transport a POV each time entitled to such transportation. An eligible member electing not to transport a POV at Government expense may, upon assignment to another PDS where shipping entitlement exists, transport the POV from the designated POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation entitlement, to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders; or
2. present PDS to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders;

whichever provides the greater entitlement.

NOTE: *There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.*

B. Shipping Error. A POV, shipped by the Government to a wrong destination, shall be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of PCS orders may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if PCS orders are later amended, modified, canceled, or revoked.

D. Transportation Before Orders Issued. Transportation of a POV is permitted (see pars U5710-A and U5415-B), before PCS orders are issued to an eligible member, provided the request is supported by a:

1. statement from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued;
2. written agreement signed by the applicant to remit the entire cost of transportation if PCS orders to authorize transportation are not issued later;
3. 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 orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders are 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 orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty, etc.) may not be considered as advice that the orders will be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. ordered on PCS to an OCONUS area, and
- b. who, in anticipation of the dependents accompanying or joining, ships a POV to the OCONUS area,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the shipment when it is determined the return shipment is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Entitlement on Next PCS. *A member who has transported a POV under subpar. 1 has no further POV transportation entitlement from the last or any previous OCONUS PDS to CONUS.*

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.

A member whose PDS is OCONUS, and who is not entitled to transportation of a POV in connection with early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without orders, dependents are not returning to CONUS, etc.), is entitled to, and orders may be issued providing for, transportation of a POV to the designated POV VPC/unloading port serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

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 VPC/loading port for transportation to the OCONUS PDS, and
2. after reporting for duty at that PDS, but before the POV is shipped 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 VPC/unloading port ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member entitled to dependents' transportation under par. U5240-D is entitled to POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death

1. 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, the member's POV may be shipped at Government expense (including required overland transportation) to the member's HOR; to the residence of dependents, next of kin, or other person entitled to receive custody of personal effects; or to such other place as determined in accordance with Service regulations.

2. POV Transported by Other Than the Government. In lieu of having the POV transported by the Government, the member, the dependent, next-of-kin, any other person entitled to receive custody of the POV, or someone designated by one of these may:

- a. drive the vehicle 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 is authorized); or
- b. arrange transportation of the POV and receive reimbursement.

In either case, the total reimbursement shall not exceed the cost that would have been incurred had the vehicle been transported and/or stored at Government expense. See Service claims regulations for Government liability when the vehicle is driven. If a member is reported injured or ill, the allowances provided by this subparagraph are authorized only when a prolonged hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital. Reimbursement in such cases is limited to the cost of over water and overland transportation between the points:

- a. the vehicle was transported; or
 - b. shipment at Government expense would have been authorized,
- whichever is less

3. Storage

- a. Non-temporary Storage. If the person entitled to receive custody of the POV:

- (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,

the POV may be stored at Government expense until such time as proper disposition can be made.

- b. Temporary Storage. Temporary storage of a POV may be authorized/approved (using the provisions of par. U5375) provided the POV is turned over for shipment within the time limits in par. U5372-B3. Temporary storage in excess of 180 days in such cases is at the expense of the person for whom the shipment is being made.

4. Additional Moves

- a. Change in Status. A POV transported under subpar. 1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.
- b. No Change in Status-Member Reported as Missing for More Than 1 Year. A POV transported under subpar. 1 may again be transported under subpar. 1 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.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has a POV shipping entitlement under PCS orders, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final shipment of that POV to a destination in accordance with the procedures prescribed in this Part. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)). Transportation under this paragraph exhausts the entitlement for transportation of a POV under the member's PCS orders.

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident To Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of shipment means turning the POV into the designated POV loading port for shipment before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension shall be for a specific additional time period. A time extension shall, based on the facts and circumstances in the individual case, be a finding that having the POV shipped within that initial time frame would be a hardship for the member.

NOTE: See par. U5012-I for restrictions to time limit extensions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program. Transportation of a POV for an eligible member must be initiated within 1 year following the member's termination of active service. Initiation of shipment means turning the POV into the designated POV loading port for shipment before 1 year expires following the termination of active service. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of par. U5365-D through F).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Incident to PCS. Unless otherwise prescribed in this Volume or Service Regulations, transportation of a POV for an eligible member may be initiated any time while the orders remain in effect and prior to receipt of further PCS orders, 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, July 22, 1975).

U5460 CARE AND STORAGE

The Government's responsibility begins when the POV is accepted for shipment and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. 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.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

This applies to Government-authorized movement of a POV for members or their dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. (**NOTE:** *A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.*) *The maximum reimbursement is \$210. (See Examples in par. U5410-D.)*

- d. elects not to occupy such quarters or facility,

is entitled to DLA.

14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a dual military couple (both below grade E-6) is entitled to DLA if the spouses:

- a. *have no dependents*,
- b. are assigned simultaneously to permanent duty aboard ship(s),
- c. elect not to occupy assigned shipboard quarters, and
- d. occupy non-Government quarters ashore,

(B-252098.2, October 18, 1993).

C. Special Categories DLA Not Authorized. No DLA entitlement accrues in connection with a PCS:

1. from home or from PLEAD to first PDS;
2. from last PDS to home or to the PLEAD;
3. from last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. when the member does not relocate the household; or

for a member with dependents, in connection with PCS travel performed:

5. under the conditions outlined in par. U5203-B, items 1a, b, c, and d; 2a, b, c, e, and f; and 3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. who relocates the household incident to official alert notification,
2. but before PCS orders are issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-H,

is entitled to the DLA only when the PCS has been completed.

*E. Entitlement when a Member Married to a Member Is Transferred to a New PDS. Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2001		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,419.74	\$2,978.67
O-9	\$2,419.74	\$2,978.67
O-8	\$2,419.74	\$2,978.67
O-7	\$2,419.74	\$2,978.67
O-6	\$2,219.92	\$2,682.03
O-5	\$2,138.07	\$2,585.22
O-4	\$1,981.38	\$2,278.89
O-3	\$1,587.92	\$1,885.42
O-2	\$1,259.59	\$1,609.92
O-1	\$1,060.67	\$1,439.17
O-3E	\$1,714.68	\$2,026.27
O-2E	\$1,457.65	\$1,828.22
O-1E	\$1,253.43	\$1,689.14
W-5	\$2,013.07	\$2,199.67
W-4	\$1,787.73	\$2,016.59
W-3	\$1,502.55	\$1,847.59
W-2	\$1,334.42	\$1,699.72
W-1	\$1,116.99	\$1,469.97
E-9	\$1,468.22	\$1,935.61
E-8	\$1,347.61	\$1,784.22
E-7	\$1,151.33	\$1,656.59
E-6	\$1,042.17	\$1,530.71
E-5	\$961.21	\$1,376.66
E-4	\$836.21	\$1,376.66
E-3	\$820.36	\$1,376.66
E-2	\$666.32	\$1,376.66
E-1	\$594.16	\$1,376.66

Table U5G-2

<u>SECONDARY</u> DLA RATES EFFECTIVE 1 JANUARY 2001		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$1,935.78	\$2,382.93
O-9	\$1,935.78	\$2,382.93
O-8	\$1,935.78	\$2,382.93
O-7	\$1,935.78	\$2,382.93
O-6	\$1,775.95	\$2,145.64
O-5	\$1,710.45	\$2,068.17
O-4	\$1,585.10	\$1,823.12
O-3	\$1,270.34	\$1,508.35
O-2	\$1,007.68	\$1,287.94
O-1	\$848.54	\$1,151.33
O-3E	\$1,371.74	\$1,621.02
O-2E	\$1,166.12	\$1,462.57
O-1E	\$1,002.75	\$1,351.31
W-5	\$1,610.45	\$1,759.74
W-4	\$1,430.19	\$1,613.27
W-3	\$1,202.03	\$1,478.07
W-2	\$1,067.53	\$1,359.77
W-1	\$893.60	\$1,175.98
E-9	\$1,174.57	\$1,548.49
E-8	\$1,078.10	\$1,427.36
E-7	\$921.05	\$1,325.27
E-6	\$833.75	\$1,224.56
E-5	\$768.97	\$1,101.34
E-4	\$668.97	\$1,101.34
E-3	\$656.30	\$1,101.34
E-2	\$533.07	\$1,101.34
E-1	\$475.32	\$1,101.34

NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.

ENTITLEMENT TO DLA WHEN A MEMBER MARRIED TO A MEMBER IS TRANSFERRED					
R U L E	<u>If one member</u> A	<u>and the other member</u> B	<u>at the old PDS</u> <u>they occupied</u> C	<u>at the new PDS</u> <u>they occupied</u> D	<u>then DLA is payable</u> E
1	has no dependents	has no dependents	the same quarters	the same quarters ³	to either member at the "without dependent" rate, but not both ^{1,4}
2				separate quarters ^{2,3}	
3			separate quarters	the same quarters ³	
4				separate quarters ^{2,3}	
5		has dependents	the same quarters	the same quarters ³	to either the member who has no dependents at the "without dependent" rate or to the member who has dependents at the "with dependent" rate, but not to both members ¹
6				separate quarters ^{2,3}	
7			separate quarters	the same quarters ³	
8				separate quarters ^{2,3}	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with dependent" rate, but not to both ¹
10				separate quarters ²	to both members at the "with dependent" rate
11		separate quarters	the same quarters		
12			separate quarters ²		

1. The husband and wife may select the greater entitlement. However, when one member moves incident to a PCS at one time and establishes a household at the new PDS and, at a later date, the other member moves incident to a PCS and occupies the same residence as the spouse:
 - (a) both members would be entitled to a DLA at the "without dependent" rate under Rule 1,
 - (b) the member who has no dependents at the "without dependent" rate, and the member with dependents at the "with dependent" rate under Rule 5, and
 - (c) both members at the "with dependent" rate under Rule 9.
2. Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.
3. Except as indicated in par. U5610-B, and when a member in pay grade E-7 and above without dependents elects not to occupy available Government quarters, a member, who has no dependents and who is assigned to Government quarters at the new PDS (including a ship), is not entitled to DLA.
- *4. DLA is not payable to either member of a member-married-to-member couple who occupy Government quarters at the new PDS, if neither member has a dependent.

Table U5G-3

Lodging:	\$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$275) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$190 (Daily amount that is payable to dependents within the maximum \$380 established in (c) for costs incurred by the three dependents for 27 days)
Lodging Tax:	\$10.62
Total:	\$200.62 (Actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$200.62 = \$5,416.74)).

U6006 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of a POV shipped to the designated place under par. U6008. In the absence of a POV at the safe haven location, to assist with unexpected local transportation costs a transportation allowance may be paid as follows: for the first evacuated dependent without family, \$10 per day; for first evacuated dependent with one additional family member, \$15 per day; for first evacuated dependent with two or more additional family members \$20 per day. No receipts are required. This allowance is intended to partially offset the expenses these evacuated dependents incur for required travel by commercial transportation (including rental car) between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under par. U6008-D for expenses incurred to rent a motor vehicle.

U6007 HHG TRANSPORTATION

A. General. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.*** Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. Nontemporary storage (NTS) of HHG in excess of 18,000 lbs is not authorized. Members who personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents will need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement. (See par. U5380-G1a(3)).

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6004, the member is entitled to transportation of:

- a. unaccompanied baggage for the dependents, and

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

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

2. Dependents Directed to Select Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's overseas PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized or Ordered

*1. Government-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 Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when evacuation of the PDS is authorized/ordered, and,

- a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' 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 HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

- b. if the dependents are directed to 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 HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or 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 entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and
- c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

from the former safe haven to the new safe haven.

(d) Actual total daily amount, within the maximum amounts shown in (c) (\$105 for M&IE and up to \$275 for lodging), that is paid for 27 days (15 August to 10 September) is determined as follows:

M&IE:	\$105 (The M&IE in this daily amount is paid to cover cost of meals and incidental expenses for the three dependents. No itemization or receipts are required.)
Lodging:	\$85 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$275) that may be reimbursed. A lodging receipt is required for this amount.)
Daily amount:	\$190 (Daily amount that is payable to dependents (within the maximum \$380 established in (c) for costs incurred by the three dependents for 27 days)
Lodging Tax:	\$10.62
Total:	\$200.62 (Actual daily amount (including lodging tax) paid to dependents for costs incurred by the three dependents while at the designated place for 27 days (27 days x \$200.62 = \$5,416.74).

U6055 LOCAL TRAVEL ALLOWANCES IN AND AROUND SAFE HAVEN AND DESIGNATED PLACE

Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and do not have a POV at the safe haven or the designated place. In the absence of a POV at the safe haven location, to assist with unexpected local transportation costs a transportation allowance may be paid as follows: for the first evacuated dependent without family, \$10 per day; for first evacuated dependent with one additional family member, \$15 per day; for first evacuated dependent with two or more additional family members \$20 per day. No receipts are required. This allowance is intended to partially offset the expenses such evacuated dependents incur for required travel by commercial transportation (including rental car) between the dependents' place of lodging at the safe haven or designated place and medical/dental appointments, finance office, and family support service center, commissary, pharmacy, post office, etc. in the local area. Allowances under this paragraph may not be paid for days reimbursement is received under par. U6057-D for expenses incurred to rent a motor vehicle.

U6056 HHG TRANSPORTATION

A. General. A member with dependents is entitled to HHG transportation (including unaccompanied baggage as defined in Appendix A) as noted in the following subparagraphs incident to an evacuation of dependents from the member's PDS. Up to 18,000 pounds of HHG may be moved and stored at Government expense minus any weight of HHG otherwise in storage at Government expense for the member. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving HHG there are the responsibility of the member/dependents.*** Unaccompanied baggage items may be shipped separately from HHG in an amount not to exceed 350 lbs for each dependent 12 years of age and older, and 175 lbs for each dependent under 12. The provisions of subpar. U5320-B, which establish a 1,000-lb limitation on shipment of unaccompanied baggage by an expedited mode and provide exception authority thereto, apply to an unaccompanied baggage shipment made under this Part. The 1,000-lb limitation applies to the sum of the unaccompanied baggage shipped for the member's family. NTS of HHG in excess of 18,000 lbs is not authorized. Members who personally procure the HHG transportation authorized below are entitled to reimbursement in accordance with subpar. U5320-D, unless the member has of PCS orders, in which case reimbursement is under subpar. U5320-D or E.

B. HHG at PDS When Evacuation Authorized or Ordered. A member, whose HHG are at or in the vicinity of the member's PDS when the evacuation is authorized or ordered, is entitled to HHG transportation under subpars. 1 and 2. The official acting as the transportation officer in the area being evacuated is the authority for transporting unaccompanied baggage by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. U5320-B. That official may authorize/approve the use of commercial air and/or any weights above 1,000 lbs via commercial air if the dependents shall need the items immediately or soon after they arrive at the safe haven or designated place, as appropriate.

NOTE: Nontemporary storage also may be appropriate for vacating Government quarters in order to meet an unusual Service operational requirement (See par. U5380-G1a(3)).

1. Dependents Directed to Move to Safe Haven. When dependents are directed to move to a safe haven under par. U6053, the member is entitled to transportation of:

- a. unaccompanied baggage for the dependents, and
- b. those items of HHG authorized/approved by competent authority as needed for the dependents' comfort and well-being at the safe haven,

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

2. Dependents Directed to Select Designated Place. When the dependents are directed to select a designated place and they move to a designated place, or convert their safe haven to a designated place, the member is entitled to transportation of HHG from the member's CONUS PDS and/or from NTS to the designated place and/or placement in NTS.

C. HHG En Route to PDS When Evacuation Authorized/Ordered

*1. Government-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 Government-arranged move, or have been turned over to the Government for transportation to the member's PDS, when an evacuation of the PDS is authorized/ordered, and,

- a. if the dependents are directed to proceed to a safe haven, unaccompanied baggage for the dependents and those items of HHG authorized/approved by competent authority as being needed for the evacuated dependents' 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 HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents is accomplished at Government expense;
- b. if the dependents are directed to 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 HHG shipments contain HHG which must be earmarked for both NTS and for shipment to the dependents, the sorting of such shipments to send part of the HHG to NTS and part to the dependents are accomplished at Government expense.

If efforts fail to stop the forward movement of HHG and they arrive at the PDS after the evacuation is authorized or ordered, the member is entitled to transportation of the HHG under subpar. B.

2. HHG of Members Who Personally Arrange for Transportation. When a member personally arranges for transportation of HHG by any means and those HHG are en route to the PDS when the evacuation is authorized or 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 entitled to transportation of the HHG under subpar. B.

D. Transportation of HHG Incident to Authorized or Directed Movement of Dependents From Safe Haven and When Dependents Convert Their Safe Haven to Designated Place

1. Dependents Move From Safe Haven to Safe Haven. When dependents are authorized or directed to proceed from one safe haven to another safe haven, the member is entitled to transportation of:

- a. unaccompanied baggage,
- b. items of HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under subpar. B or C, and
- c. authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority determines was necessary for the evacuated dependents' comfort and well-being at the safe haven,

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

Effective 1 November 1999

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

(1) Except when paid station allowances under subpar. G2, a member away from home for other than training purposes who is called to active duty for:

- (a) a period of 140 or more days, or
- (b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) unusual circumstances,
- (d) emergency circumstances, or
- (e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in subpar. 4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

(NOTE: Subpar. 2 is effective as of 10 February 1996.)

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C. §6323(d)) outside the United States.

3. Others. Except as provided in subpar. 2, other reserve component members who perform duty described in subpar. A without pay may be entitled to occasional meals, quarters, or the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations, including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved. They are not entitled to per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,
- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

*b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. 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. The member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles $(38 - 18) @ \$0.345 = \6.90 .

Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (round trip) $@ \$0.345 = \5.52 .

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation 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 Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location Other than Home/Assigned Unit to a TDY Station

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other 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 Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL. The member is due travel cost from Chicago, IL to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

5. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not entitled to travel and transportation allowances.

*b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less distance from home to assigned unit.

Example: A member's home is Springfield, VA, assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX to the Pentagon (1315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1315 NTE 16 – 9 = 7) x 2 (round trip) @ \$0.345 = \$4.83.

6. Reimbursement of Service Charges for Transient Government Housing Use. Reservists not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed the actual cost of lodging.

D. Inactive Duty Training Without Pay

1. Standby Reserves. There is no entitlement to travel and transportation allowance for members of the Standby Reserve of the Armed Forces who voluntarily perform inactive duty training without pay.

2. Other Than Standby. Other members authorized to perform inactive duty training without pay are entitled to travel and transportation allowances in subpar. C.

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed the actual cost of lodging.

E. SROTC Members

1. Applicability. This subparagraph applies to designated SROTC applicants and members appointed under 10 U.S.C. §2104 and §2107.
2. Advanced Training (10 U.S.C. §2104)
 - a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.
 - b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in subpars. c and d for travel to and from installations: 1) for medical or other examinations, 2) to observe military functions or operations, or 3) for other observations deemed appropriate by the Service concerned.
 - c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.
 - d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under subpars. a or b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.
 - e. Mixed Modes. If travel under subpar. a or b is by mixed modes, entitlement is to the automobile mileage (no per diem) for the distance of the ordered travel up to the constructive cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).
 - f. Per Diem Not Authorized. There is no per diem entitlement for members and designated applicants appointed under 10 U.S.C. §2104 (53 Comp. Gen. 957 (1974)).
 - g. Lodging and Meal Expense at Point of Delay. 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 Government quarters or mess are available (B-195791, March 31, 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.
3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)
 - a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they 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. Entitlement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.
 - b. Travel Under TDY Orders. TDY travel entitlements are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of this subparagraph, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart

- U9152** **Concurrent Payment of COLA and TLA**
 - A. General
 - B. COLA Paid and Not Deducted from TLA
 - C. COLA Paid But Deducted from TLA

- U9153** **COLA Entitlement Incident to PCS Between PDS in Close Proximity**

- U9154** **COLA Entitlement for a Member Without Dependents**
 - A. Government Mess Availability
 - B. Leave Periods

- U9155** **Noncommand Sponsored Dependents in Vicinity of PDS**

- U9156** **Fractional COLA for a Member Without Dependents**

- U9157** **COLA for Member With Dependents**
 - A. General
 - B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member

- U9158** **Geographic COLA Locations**

- U9159** **Submission of COLA Reports**

- U9160** **Station Allowances for Members of the Reserves**

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

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U9200	General
U9201	Conditions Under Which Payable <ul style="list-style-type: none">A. GeneralB. Responsibilities of Overseas Commander
U9202	Allowance Upon Initial Assignment <ul style="list-style-type: none">A. GeneralB. Entitlement When Member and Dependents Entitled to Monetary Allowance in Lieu of Transportation Plus Flat Per DiemC. Entitlement When Entitled to Per Diem Under Chapter 4, Part BD. Entitlement When Member Arrives Before DependentsE. Entitlement During Period of HospitalizationF. Additional Entitlement

- U9203 Allowance Under Special Conditions**
- A. Member Must Vacate Established Permanent Quarters in PDS Vicinity
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 - F. Period of TDY or Deployment While Away from Old PDS
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- U9205 Effect of Leave or Permissive TDY on Entitlement to TLA**
- U9206 Old and New PDSs in Close Proximity or in Same Country**
- A. General
 - B. New PDS Within Commuting Distance
- U9207 Rates Payable, Computation Procedures and Examples**
- A. General
 - B. Temporary Lodging Not Available at PDS
 - C. Temporary Lodging Furnished by Government Contractors
 - D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction
 - E. Computation of TLA
 - F. TLA While Quarters Being Renovated
 - G. TLA When Permanent Quarters Lack a Stove and/or Refrigerator
 - H. Temporary Quarters Contain Facilities for Preparing and Consuming Meals
 - I. Examples of TLA Computations
- U9208 Advance Payment**
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PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

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- U9300 Members Assigned to Ships or Fleet Units**
- A. Member With Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit
 - B. Member Assigned to Duty Aboard Two-Crew Submarine (SSBN)
 - C. Fractional COLA for Member Without Dependents
 - D. Officer Without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except When Operating as a Service in the Navy)

CHAPTER 9**STATION ALLOWANCES****PART A: DEFINITIONS****U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER**

A. Member With Dependents. In this Chapter, a member who:

1. is authorized to have dependents reside at or in the vicinity of the member's PDS outside:
 - a. the United States for OHA purposes, and
 - b. CONUS for COLA purposes,and whose dependents do so reside;
2. is joined by or who acquires dependents while serving outside:
 - a. the United States for OHA purposes, and
 - b. CONUS for COLA purposes,provided the dependents are command-sponsored;
3. on the effective date of PCS orders had a member spouse:
 - a. who was later released from active duty, or
 - b. separated/retired from the Service,and remained in the vicinity of the first member's former PDS.

The requirements in item 2 do not apply to members whose PDSs are in nonforeign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective nonforeign OCONUS area, or are officers or employees of the United States stationed in the nonforeign OCONUS area, as the case may be.

B. Member Without Dependents. In this Chapter, means a member:

1. who has no dependents,
2. whose dependents do not reside in the PDS vicinity,
3. who is not a "member with dependents" under subpar. A, during the remainder of a tour in which dependents join or are acquired by the member,
4. who has noncommand sponsored dependents residing in the PDS vicinity, or
5. who does not have legal custody and control of the dependents (B-131142, June 3, 1957).

C. Sharer. In this Chapter a member entitled to an OHA and residing with one or more:

1. members entitled to an OHA; and/or
2. federal civilian employees, including dependents, entitled to a living quarters allowance; and/or
3. individuals, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

D. Station Allowances

1. OHA authorized in Part B1,
2. COLA authorized in Part B2, and
3. TLA authorized in Part C.

*E. Vicinity. In this Chapter, the country, state (when in Alaska or Hawaii), or territory or possession of the United States within which the member's PDS is located (see par. U9301-B for exception). When a member resides with the dependent(s) at, and commutes to the PDS from, a place in an adjacent country, the dependents reside in the PDS vicinity. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the designated place, station allowances may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country. Except as provided in par. U9157-A, item 1, temporary absences of dependents from the member's residence, including absences of dependent children attending school in another OCONUS location, do not affect OHA and COLA payment if the member maintains family-type quarters during their absence.

F. Government Mess and Government Quarters

1. Government Meals. In addition to Government Dining Facility/Government Mess as defined in Appendix A, Government mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the U.S. Government.
2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

G. Basic Allowance for Housing - II (BAH-II). BAH-II replaced BAQ (Effective 1 January 1998) and is paid without regard to whether housing costs exceed or are less than the applicable BAH-II rate prescribed in DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, Table 26-12 for Department of Defense members and Service pay regulations for members of non-DoD Services.

H. Family Separation Housing (FSH). FSH replaced FSA-I (Effective 1 January 1998) and is paid at applicable rates prescribed in DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 27 for Department of Defense members and Service pay regulations for members of non-DoD Services.

a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C.. Temporary Lodging Furnished by Government Contractors. When temporary lodgings are furnished by a Government contractor, TLA is computed as prescribed in subpar. E. When the member and/or dependents check into or out of Government contractor accommodations at a time of day which results in the payment of a quarters charge for the calendar day before checking-in or the calendar day of checking-out, the daily amount of TLA determined under this subparagraph for the calendar day of checking-in or the calendar day preceding the day of checking-out is increased by the extra amount of quarters charge paid. Statements required by the Services in support of TLA payment under this subparagraph indicates occupancy of Government contractor quarters.

D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under the jurisdiction of the Government (whether operated with appropriated or nonappropriated funds), TLA is computed as prescribed in subpar. E. When the member and/or dependents check into or out of the type of quarters addressed in this subparagraph at a time of day which results in the payment of a rental or service charge for the calendar day before checking-in or for the calendar day of checking-out, the daily amount of TLA determined under this subparagraph for the calendar day of checking in or the calendar day preceding the day of checking-out is increased by the amount of the extra rental or service charge paid.

E. Computation of TLA. Except when more than one TLA rate as prescribed in subpar. A or B, applies within the computation period, and except as prescribed in subpars. F, G, and H, TLA computations are made in increments of 10 days (15 days when determined to be appropriate by the TLA approving authority) or less when entitlement to TLA ceases to exist before the end of a 10-day (or 15-day) period. Computations are accomplished as follows:

*Step 1: Determine the Percentage to be Used Based on Number of Individuals. In computing TLA allowances, establish a percentage based on the number of individuals using the following table:

<u>Number of Persons in Family Occupying Temporary Lodging</u>	<u>Percentage Applicable</u>
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent under 12, add	25%
For each additional dependent 12 and over, add	35%

***NOTE 1: The above percentage factors are used for both lodging and M&IE unless a TLA - Special has been authorized for lodging per par. U9209.**

***NOTE 2: A member authorized a temporary lodging cost at the new PDS under par. U9202-C3 as a TLA expense during a period of TDY or deployment is included in the number of persons occupying the temporary lodgings.**

Step 2: Determine the M&IE Equivalency. Multiply the percentage in Step 1 by the applicable locality M&IE rate prescribed in Appendix B for the member's PDS, except when temporary lodging is not available at the PDS (subpar. B) and except as prescribed in subpars. F & G.

Step 3: Determine Gross Daily Equivalency. Add the result in Step 2 (less the member's share of the meal allowance when member authorized lodging cost under par. U9202-C3) to the actual daily lodging cost, including lodging taxes, if any, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9202-C3). Receipts, invoices or statements from the provider of the lodging are required to verify lodging expenses. Invoices or statements must reflect the cost incurred for lodging already occupied and not lodging expenses expected to be incurred in the future. If the member is in a TDY per diem status,

reduce that amount by any portion of lodging expenses used to determine the per diem rate for the member. (*NOTE: When staying with friends or relatives, lodging cost is not allowed. The member's share of the meal allowance is determined by dividing the resulting amount in Step 2 by the number of persons in the family occupying the temporary lodgings, including the member.*)

Step 4: Determine Net Daily Equivalency. From the result in step 3,

a. Deduct:

- (1) the total daily allowances (par. U9201-B2, items c, d, e (and f in Alaska and Hawaii only)), and
- (2) COLA, if paid and deductible per par. U9152-C.

b. Do not deduct:

- (1) housing allowances when staying with friends or relatives,
- (2) with dependent housing allowances, or OHA if claim is for member only, or
- (3) BAS when not paid, only dependents are entitled to TLA, or member authorized lodging cost as a TLA expense under par. U9202-C3).
- (4) OHA and housing allowances when member authorized OHA and TLA under par. U9202-F.

*Step 5: Determine Maximum TLA Allowance. Multiply the percentage obtained in Step 1 times the locality per diem rate at <http://www.dtic.mil/perdiem/> except as prescribed in par. U9209.

*Step 6: Determine Applicable Daily Rate. Compare the amounts found in Steps 4 (less the member's meal allowance as determined in Step 3, when member is authorized lodging cost as a TLA expense under par. U9202-C3) and Step 5. Pay the lesser of these two amounts for each day. For examples of TLA computation, see subpar. I and par. U9209 for a TLA - Special example.

F. TLA While Quarters Being Renovated. When a member and/or dependents occupy Government quarters while the kitchen is being renovated and meals cannot be prepared therein, the member is entitled to TLA to cover the cost of restaurant meals purchased as a result of that renovation. The TLA is determined by multiplying the percentage in subpar. E, Step 1, times the total of the meals amount in the M&IE rate for the locality concerned, reduced by the daily amount of the member's BAS except when the member is absent on other duty, such as TDY or field duty/sea duty. When the member is absent on such duty, deduction of BAS shall not be made.

G. TLA When Permanent Quarters Lack a Stove and/or Refrigerator. When a member and/or dependents initially occupy permanent quarters which lack a stove and/or refrigerator and meals cannot be prepared therein, the member is entitled to TLA to cover the cost of restaurant meals purchased as a result of this situation. TLA under this subparagraph is determined by multiplying the percentage in subpar. E, Step 1, times the total of the meals amount in the M&IE rate for the locality concerned, reduced by the daily amount of the member's BAS except when the member is absent on other duty, such as TDY or field duty/sea duty. When the member is absent on such duty, deduction of BAS shall not be made.

H. Temporary Quarters Contain Facilities for Preparing and Consuming Meals. When temporary lodgings have facilities and space for preparing and eating meals, as determined by the designated overseas commander concerned or the designated representative, the daily rate of TLA is computed under subpar. E with the following modifications:

1. substitute one-half of the M&IE amount at <http://www.dtic.mil/perdiem/> for the locality M&IE rate in Step
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend or relative, or to the first and last days of TLA;
2. determine maximum TLA allowance for use in Step 5 by multiplying the percentage determined in Step 1 by the total of the lodging amount and one-half the M&IE at <http://www.dtic.mil/perdiem/>.

Daily amounts received as BAS are included as allowances received under subpar. E, Step 4, since one-half the M&IE amount is considered an equitable amount for the purchase of groceries. The presence of a cookstove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, cooking and eating utensils is prima facie evidence of adequate cooking and eating facilities as contemplated by this subparagraph. When the member shows to the local housing officer's satisfaction that such facilities are inadequate or for other reasons may not be used for all or part of the period period involved, the member is entitled to TLA as prescribed in subpar. E. Member's explanation for nonuse endorsed by the local housing officer shall support payment of the allowance under such circumstances. To facilitate administration of the entitlement, the housing officer shall maintain a current list of such available accommodations and shall make the list available to incoming personnel.

I. Examples of TLA Computation. The following examples of TLA computations are provided to ensure uniformity among all Services and to furnish specific guidance in computing TLA payments. Locality per diem, BAS and housing allowance rates used in these examples may not be the rates currently in effect and are for illustration purposes only.

EXAMPLE 1

This example shows TLA computations for an O-6 with one dependent, a spouse. The member is assigned to NAS Sigonella (Sicily), Italy. The per diem rate at Sigonella is \$150 (\$76 Max Lodging-\$74 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and a monthly housing allowance of \$733.20 (\$24.44 per day). The member and spouse arrive at Sigonella (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)

- 4/2 Member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate record of expenses for lodging in temporary lodgings, and to register with and keep the housing officer informed at least every 10 days of progress in obtaining permanent quarters.
- 4/11 Member submits a report of lodging expenses of \$1140 (\$114 per day, which includes lodging taxes) for the period 4/1 through 4/10 and the case is reviewed to ascertain the progress in obtaining permanent housing. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is extended for a 10-day period.
- 4/21 Member submits report of lodging expenses of \$1140 (\$114 per day, which includes lodging taxes) for 4/11 through 4/20. Member was in TDY status on 4/15 through 1600 on 4/18. Lodging costs at PDS for 4/15, 4/16 and 4/17 were authorized for member as a TLA expense under par. U9202-C3. Member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodation.

<u>Computation of TLA for 2-10 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
*3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	\$74 + \$114 = \$188
4. Deduct daily allowances from Step 3:	\$188 - \$ 28.74 = \$159.26
Housing Allowance =	\$24.44
BAS =	\$ 4.30
Total =	\$28.74
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$150

6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 each day.	\$159.26 vs \$150; \$150 x 9 = \$1350
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<u>Computation of TLA for 11-14 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
*3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	\$74 + \$114 = \$188
4. Deduct daily allowances from Step 3:	\$188 - \$ 28.74 = \$159.26
Housing Allowance =	\$24.44
BAS =	<u>\$ 4.30</u>
Total =	\$28.74
5. Determine maximum TLA rate- Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$ 150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 each day.	\$159.26 vs \$150; \$150 x 4 = \$600

<u>Computation of TLA for 15-17 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
*3. Add the result in Step 2, less member's share of meal allowance, to the allowable daily lodging cost (including lodging taxes). <i>NOTE: Member's share of meal allowance is amount in Step 2, divided by number of occupants including the member.</i>	\$74 divided by 2 = \$37 \$74 - \$37 = \$37 \$37 + \$114 = \$151
4. Deduct daily allowances from Step 3: <i>NOTE: No BAS deduction since member allowed lodging cost only under par. U9202-C3.</i>	\$151 - \$24.44 = \$126.56
Housing Allowance =	\$24.44
BAS =	<u>\$ 0.00</u>
Total =	\$24.44
5. Determine maximum TLA rate- Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$150
6. Compare amounts in Steps 4 & 5 (less member's share of meal allowance). Pay the lesser amount for each day. Pay \$113 for each day.	\$126.56 vs \$113 (\$150 - \$37) \$113 x 3 = \$339

<u>Computation of TLA for 18-20 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
*3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	\$74 + \$114 = \$188
4. Deduct daily allowances from Step 3:	\$188 - \$ 28.74 = \$159.26
Housing Allowance =	\$24.44
BAS =	<u>\$ 4.30</u>
Total =	\$28.74
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 for each day.	\$159.26 vs \$150 \$150 x 3 = \$450

EXAMPLE 2

This example shows TLA computations for an O-1 with one dependent, a spouse. The member is assigned to a ship homeported at Gaeta, Italy. The per diem rate at that locality is \$132 (\$66 Max Lodging-\$66 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and a housing allowance of \$393.30 per month (\$13.11 per day). While the ship is away from its homeport on 1 October, the member and spouse arrive at Gaeta and occupy a transient facility under the jurisdiction of the Government. Their temporary accommodations do not contain facilities for preparing and eating meals. On 6 October the ship returns to Gaeta and the member reports aboard for duty at 1900 that day. The ship remains in port until 7 November. The member moves into permanent quarters on 11 October.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)

- 10/2 Member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate record of expenses for lodging in temporary lodgings, and to register with and keep the housing officer informed at least every 10 days of progress in obtaining permanent quarters.
- 10/6 Member submits a report of lodging expenses of \$490 (\$98 per day) for the member and spouse from 10/1 through 10/5. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is extended for a 10-day period.

<u>Computation of TLA for 1-5 October</u>	
Since member is waiting for a ship and is in a per diem status, no TLA is payable to the member for that day (par. U9202-C2). However, TLA is payable for the spouse.	
1. Determine TLA percentage based on one individual	65% for one individual
2. Multiply percentage in Step 1 times M&IE rate	65% x \$66 = \$42.90
*3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes). Divide lodging cost by 2, because member is in a per diem status (par. U9202-C2). \$98 divided by 2 = \$49	\$42.90 + \$49 = \$91.90
4. Deduct daily allowances from Step 3: (BAS not deducted since only dependent entitled to TLA)	\$91.90 - \$13.11 = \$78.79
Housing Allowance =	\$13.11
BAS =	\$ 0.00
Total =	\$13.11
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	65% x \$132 = \$85.80
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$78.79 for each day.	\$78.79 vs \$85.80; \$78.79 x 5 = \$393.95

10/11 Member submits a report of lodging expenses of \$490 (\$98 per day) for self and spouse from 10/6 through 10/10. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is terminated on 10/10 because member moves into permanent quarters on 10/11.

<u>Computation of TLA for 6-10 October</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$66 = \$66
*3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	\$66 + \$98 = \$164
4. Deduct daily allowances from Step 3:	\$164 - \$17.41 = \$146.59
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	100% x \$132 = \$132
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$132 for each day.	\$132 vs \$146.59; \$132 x 5 = \$660

EXAMPLE 3

Member and 3 dependents occupy temporary lodging which contain facilities for preparing and consuming meals. Per diem rate at <http://www.dtic.mil/perdiem/> = \$150 (\$76 Max lodging-\$74 M&IE). Lodging expense is \$138, including lodging taxes per night.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times one-half of the M&IE rate. (Half of M&IE rate = \$37)	$150\% \times \$37 = \55.50
*3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	$\$55.50 + \$138 = \$193.50$
4. Deduct daily allowances from Step 3:	$\$193.50 - \$17.41 = \$176.09$
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41
5. Determine maximum TLA rate – Multiply percentage in Step 1 times the total of the maximum lodging amount plus one-half of the M&IE amount (\$76 plus \$37)	$150\% \times \$113 (\$76 + \$37) = \169.50
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$169.50 for each day.	\$176.09 vs \$169.50; Pay \$169.50 for each day

EXAMPLE 4

(Shows COLA deduction)

Member and 3 dependents occupy temporary lodging which do not contain facilities for preparing and consuming meals. Per diem rate at <http://www.dtic.mil/perdiem/> = \$150 (\$76 Max Lodging, \$74 M&IE). Lodging expense is \$138 per night.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only)

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times the M&IE rate.	$150\% \times \$74 = \111.00
3. Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes)	$\$111 + \$138 = \$249.00$
Since the member is paid COLA under Service regulations (see par. U1010-B12) while entitled to TLA, steps 4, 5 and 6 are computed as follows (see par. U9207-E, step 4, item a(2)):	
4. Deduct daily allowances from Step 3:	$\$249.00 - \$30.28 = \$218.72$
Housing Allowance =	\$13.11
BAS =	\$ 4.30

COLA =	<u>\$12.87</u>
Total =	\$30.28
5. Determine maximum TLA rate - Multiply percentage in Step 1 times the Locality per diem rate.	150% x \$150 = \$225.00
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$218.72 each day.	\$218.72 vs \$225.00; Pay \$218.72 for each day

U9208 ADVANCE PAYMENT

No advance of funds is authorized in connection with the allowance prescribed in this Part.

***U9209 TLA - SPECIAL**

TLA - Special. The percentage factors (65%, 100%, 25%, 35%) authorized in par. U9207-E are generally adequate. However, these percentages may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a special event. Examples of one time circumstances that may warrant a TLA - Special include:

1. natural disasters,
2. summits,
3. strikes,
4. world's fairs,
5. conventions, or
6. other similar events.

Under special or unusual circumstances a higher factor *for lodging only* may be authorized *in advance only* by means of a determination of a TLA - Special issued by the Director, PDTATAC. Requests for higher percentage factors *for lodging only* must be submitted by the member's command to the

Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
Hoffman Building I, Room 836,
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

fax 703-325-2945, DSN 221-2945

or from the command by email to tla.specials@perdiem.osd.mil

Requests *must be sent before the fact* and should include event dates (dates a TLA - Special is required if different from the dates of the event), hotel prices before and anticipated during the event, and locations affected.

EXAMPLE

(Shows TLA - Special)

Member, spouse and 2 children under 12 due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1 through 20 September before moving into permanent quarters 21 September. The per diem rate at <http://www.dtic.mil/perdiem/> is \$269 (\$186 Max Lodging, \$83 M&IE). Due to a national convention, room prices will escalate for some part (or all) of the family's anticipated TLA

period. *PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.* PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August through 5 September. The percentages (see par. U9207-E, Step 1) for the M&IE portion of TLA remain at the ordinary levels. Lodging expense is \$650 per night for 1 through 5 September and \$300 per night for 6 through 20 September. The member is entitled to a daily BAS of \$7.58 and a monthly housing allowance of \$723.60 (\$24.12).

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only)

<u>Computation of TLA for 1-5 September</u>	
1. Determine percentage M&IE based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times the M&IE rate.	150% x \$83 = \$124.50
3. Add result in Step 2 to allowable daily lodging cost (including lodging taxes)	\$124.50 + \$650 = \$774.50
4. Deduct daily allowances from Step 3:	\$774.50 - \$31.70 = \$742.80
Housing Allowance =	\$24.12
BAS =	\$ 7.58
Total =	\$31.70
5. Determine maximum TLA rate - Multiply percentage in PDTATAC's TLA - Special determination times the maximum Lodging rate. Add the percentage M&IE from Step 1	150% + (3 x 75%) = 375% 375% x \$186 = \$697.50 \$124.50 \$822.00
Total =	
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$742.80 for each day.	\$742.80 vs. \$822.00; \$742.80 x 5 = \$3,714.00

<u>Computation of TLA for 6-20 September</u>	
1. Determine percentage M&IE based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times the M&IE rate.	150% x \$83 = \$124.50
3. Add result in Step 2 to allowable daily lodging cost (including lodging taxes)	\$124.50 + \$300 = \$424.50
4. Deduct daily allowances from Step 3:	\$424.50 - \$31.70 = \$392.80
Housing Allowance =	\$24.12
BAS =	\$ 7.58
Total =	\$31.70
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	150% x \$269 = \$403.50

6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$392.80 for each day.	\$392.80 vs. \$403.50; \$392.80 x 15 = \$5,892.00
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**PART D: MISCELLANEOUS CONDITIONS AFFECTING
PAYMENT OF ALLOWANCES**

U9300 MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS

A. Member With Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit. A member with dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to receive the appropriate station allowances for a member with dependents when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents have established a residence at or in the vicinity of the homeport. The applicable station allowances are payable in such cases even though the member is being fed, quartered, or both, in kind aboard ship or with the member's fleet unit. The rates payable are the rates applicable to the homeport of the ship or fleet unit. When determining the rates of station allowances payable, and the rules applicable under this Part, to a member assigned to a vessel or fleet unit whose dependents have established a residence at or in the vicinity of the homeport of such vessel or fleet unit, such homeport is considered as though it were the "member's duty station" or "PDS."

B. Member Assigned to Duty Aboard a Two-Crew Submarine (SSBN)

1. When Member Reports to Homeport Before Reporting on Board. When a member, assigned by PCS orders to a two-crew nuclear submarine (SSBN), reports to the homeport of the vessel, the member is entitled to station allowances. When determining the rates payable and the rule applicable, the homeport of the vessel is considered as though it were the member's PDS (see pars. U2200-C3 and U4102-I (57 Comp. Gen. 178 (1977))).

*2. Member Without Dependents Ordered to TDY at Homeport. The payment of HA and COLA is authorized under Parts B1 and B2 to a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the OCONUS homeport of the vessel. When determining the rates payable and rules applicable in connection with HA and COLA under this subparagraph, the homeport of the vessel is considered as though it were the member's duty station. This subparagraph does not apply to entitlements other than HA and COLA (53 Comp. Gen. 535 (1974)).

C. Fractional COLA for Member Without Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS homeport is entitled to a fractional COLA as prescribed in par. U9156 when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

D. Officer Without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except When Operating as a Service in the Navy). An officer, without dependents and assigned to a ship or an afloat staff homeported OCONUS, is entitled to HA when quarters on board become uninhabitable due to overhaul and/or repairs and there are no Government quarters available ashore. A COLA is authorized when there is no Government mess available ashore or aboard ship. When determining the rates payable in connection with HA and COLA under this subparagraph, the rates applicable to the location of overhaul or repair of the ship shall apply (B-188481, June 13, 1978).

U9301 MEMBERS ORDERED PCS TO A DEPENDENT RESTRICTED OR UNACCOMPANIED TOUR

A. General. A member with dependents who is reassigned from an OCONUS PDS to a dependent restricted or unaccompanied tour at an OCONUS PDS may be authorized to receive station allowances as provided in this paragraph. Such authorization cannot be retroactive. A member who is reassigned from a PDS in CONUS to a PDS in a dependent restricted tour area or to an OCONUS unaccompanied tour is entitled to station allowances on behalf of dependents when the dependents move to a designated OCONUS location pursuant to pars. U5222-C3a, U5222-C4, U5222-D1, item b, c or d (68 Comp. Gen. 167 (1989)).

B. Reassignment from CONUS or from Overseas from Other Than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour

Effective 19 June 2000

1. Dependents Remain in Vicinity of Old PDS (Includes Spouse Separated from the Service or Relieved from Active Duty After Effective Date of Spouse's PCS Order). A member on OCONUS duty whose dependents are residing in the vicinity of the member's PDS at the time orders are issued reassigning the member to a dependent restricted or unaccompanied tour is entitled to station allowances for the old PDS in the same manner as if the member were present there for duty for the period dependents continue to reside in the vicinity of the old PDS, if authorized at a level specified by the Secretary concerned. The Secretarial authorization is not required if the PCS orders state the member is scheduled to be assigned back to the old PDS to serve an accompanied tour immediately after completing the dependent restricted or unaccompanied tour. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the old PDS, station allowances under this subparagraph may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country.

*2. Dependents Move to Designated Place. If dependents move to a designated place under par. U5222-C3a, U5222-C4, item b or item c, or U5222-D1, item b, item c or item d, the member is entitled to station allowances (59 Comp. Gen. 353 (1980)) applicable to that designated place in the same manner as if the member were there present for duty. The payment must be supported by a copy of the dependent travel authorization and by the member's statement that the dependents have established a residence at the designated OCONUS place. This includes TLA when the member's PDS is reclassified from "other than an overseas dependent restricted" tour PDS to a "dependent restricted" tour. Entitlement to station allowances for the old PDS, if authorized under subpar. 1, shall not continue beyond the day before the date the dependents depart from the old station vicinity. Entitlement to station allowances authorized in Parts B1 and B2 and par. U9200 at the rates authorized for the designated place begin on the date the dependents arrive there.

3. Member Serves Dependent Restricted Tour at the First PDS. When a member serves a dependent restricted tour at the first PDS, entitlement to station allowances for dependents is based on locations described in par. U5222-D1, items b, c, or d if the dependents have been authorized/approved to reside there through the Secretarial Process.

C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour

1. Dependents Continue to Remain at Member's Prior PDS or Previously Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s), where dependents do not move, continues to be entitled to station allowances on the same basis and under the same conditions as authorized in subpar. B1 or B2.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s) in which dependents are not permitted to establish a residence is entitled to the station allowances on the same basis and under the same conditions as authorized in subpar. B2.

D. Member's PDS Declared a Dependent Restricted Tour Area. When dependents are residing in the vicinity of member's PDS at the time such PDS is declared to be an area in which dependents may not reside, station allowances entitlement is as authorized in subpar. B2 or par. U9304, as applicable.

E. Entry Permission Withdrawn While Dependents en Route. If dependents are en route to a member's PDS, or to a designated place to which transportation of dependents at Government expense has been authorized, when the PDS is declared a dependent restricted tour area or further orders are issued assigning the member to another dependent restricted tour area, the member is entitled to the station allowances as a member with dependents prescribed in Parts B1 and B2 and par. U9200 for the place to which dependents are diverted, beginning on the day

APPENDIX A

PART I: DEFINITIONS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.
4. Security (Enclosed). Any private room that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master 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 at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

(NOTE: On common carrier aircraft with two classes of service, the higher class is first class.)

1. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Premium Class Other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).
3. Coach-Class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist class and economy class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The lowest level of sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).
6. Lowest First Class. The least expensive first class reserved accommodations available on a ship.

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

1. An establishment owned by the Federal Government;

2. An establishment treated as an apartment building by State or local law or regulation; or
3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTIVE DUTY. Full-time duty in the active service (37 U.S.C. §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. Full-time training duty in the active military service for the purpose of training members of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary concerned.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, NOTE 2.

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a Permanent Change of Station (PCS) order, but before member travel.

***AGENCY.**

A. Includes

1. An Executive agency, as defined in 5 U.S.C. §101;
2. a military department;
3. an office, agency or other establishment in the legislative branch; and
4. the Government of the District of Columbia.

B. Does NOT include

1. A Government-controlled corporation;
2. a member of Congress;
3. an office or committee of either House of Congress or of the two Houses; and
4. an office, agency, or other establishment in the judicial branch.

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DoD and Service regulations). (***NOTE: The primary purpose of annual training is to provide readiness training, but annual training also may support active component missions and requirements; i.e., operational support.***)

APPROVED. The ratification or confirmation of an act already done.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 U.S.C. §101(4)).

AUTHORIZED. The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL. The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

AUTOMOBILE MILEAGE RATES: See *MILEAGE (ALLOWANCE)*.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. (*NOTE: Baggage may accompany a traveler or be transported separately.*)

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. That part of a member'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, and
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.

NOTE 1: *Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist 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 or furniture must not be included in unaccompanied baggage.*

NOTE 2: *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

BLANKET TRAVEL ORDER. (Also called *Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.*) An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. (Also see *Travel Orders.*) (*NOTE: Blanket travel orders are not used in DTS.*)

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. (*NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)*)

CERTIFICATED AIR CARRIER. See *U.S. Flag Air Carrier.*

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. (**NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.**)

COMMAND SPONSORED DEPENDENT. See **DEPENDENT, COMMAND SPONSORED.**

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

COMMERCIAL TRANSPORTER. 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.

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

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.

CONSECUTIVE OVERSEAS TOUR (COT). (*Also see IN PLACE CONSECUTIVE OVERSEAS TOUR.*) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces 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
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 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 CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's 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 Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing *all* other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://www.dtod-mtmc.belvoir.army.mil>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics

Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT. Defined by 37 U.S.C. §401.

NOTE: Exception. For entitlement purposes under JFTR:

- 1. a member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;***
- 2. a child is treated as a dependent of either a mother and father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);***
- 3. a member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 U.S.C. §204.***

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-G1), any of the following individuals: (See exception ***NOTES*** above.)

1. a member's spouse;
- *2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders 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 21 years of age (including an illegitimate child of the member's spouse, B-177061/B-177129, December 13, 1974) (***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood;***);
4. a member's unmarried adopted child under 21 years of age (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. a member's unmarried illegitimate child under 21 years of age if the member's parentage of the child is established in accordance with 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: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;***);

8. for transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government 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 a dependent of the member, 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 21 years of age 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 dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;
10. for return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See JFTR, par. U5240-E.);
11. for a dependency determination made on or after 1 July 1994, an unmarried person who:
 - a. is placed in the legal custody of the member 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 the age of 21, or
 - (2) has not attained the age of 23 years 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.

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. (**NOTE:** *The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.*)

DEPENDENT, COMMAND SPONSORED. (*Also see DEPENDENT*) Dependent(s) residing with a member at an OCONUS location where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who meet the following conditions:

1. is eligible to travel to the member's PDS incident to the PCS orders (Except for acquired dependents and children born after the effective date of PCS orders.),
2. is authorized by the appropriate authority to be at the member's PDS, and

3. the member is entitled to station allowances at the with-dependents rate on behalf of the dependent(s) as a result of their residence in the vicinity of the member's PDS. See DODD 1315.7 (Military Personnel Assignments) for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

DEPENDENT RESTRICTED TOUR. An established tour at an OCONUS PDS that does not permit command sponsored dependents. Also referred to as unaccompanied hardship OCONUS tour or remote tour.

DESIGNATED PLACE. Except as used in JFTR, Chapter 6 (Evacuation Allowances):

1. a place in the United States, Commonwealths of Puerto Rico, and the Northern Mariana Islands, Guam, or any territory or possession of the United States;
2. the OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable (**NOTE: Limited to the native country of foreign born dependents for DoD Services and Coast Guard**);
3. the OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, D1 or F3;
4. the OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of JFTR, par. U5222-F3, while a member serves a dependent restricted or unaccompanied tour.

NOTE 1: *To receive entitlements associated with designated place moves, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.*

NOTE 2: *For definition of "designated place" as used in JFTR, Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.*

DETACHMENT. 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.

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "Government Meal Rate" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

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.

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 distances.

DUTY STATIONS. For the purpose of entitlement to HHG and mobile home transportation and storage:

1. the home of a member at the time of
 - a. appointment to regular Service from civilian life or a reserve component;

- 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 members on sea duty, the homeport of the vessel or mobile unit to which the member is assigned;
 3. the place where a vessel is being built or being fitted out is a shore duty station until the date of commissioning, at which time the homeport assigned to such vessel is the new station;
 4. the home of a member upon:
 - a. retirement;
 - b. transfer to a Reserve Component, 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.

EARLY RETURN OF DEPENDENTS. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member’s Command, prior to the issuance of a Permanent Change of Station (PCS) order.

EFFECTIVE DATE OF PCS ORDERS.

1. For members being separated or retired, the last day of active duty. (See below for Reservists being separated.)
2. For all others, including Reservists being separated and recalled retired members who continue 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, 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.

NOTE: *The following are examples of computing the effective date of orders:*

EXAMPLE 1

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.

Authorized and actual reporting date	10 June
Less 7 days travel time actually used	3 June
Add 1 day	4 June
Effective date of PCS order	4 June

EXAMPLE 2

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 2100 miles shall be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

***EMPLOYEE.** A civilian individual:

1. employed by an agency (as defined in this Appendix), 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 U.S.C. §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

FAMILY. See *DEPENDENT*.

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government 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 subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises

(NOTE: Everything ordinarily covered by per diem is furnished without charge, except that officer members are 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.

(NOTE: Members furnished quarters and subsistence obtained by contract are performing field duty when so declared by competent official.)

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND FOREIGN COUNTRY.

Any area or country *other than*:

1. the United States, or
2. an area listed as a non-foreign area.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S.; also, children of a foreign-born dependent spouse.

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.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:** Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession are separate geographical localities.*

***NOTE 2:** When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

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 CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the traveler.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. (***NOTE:** A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-D (Personally-procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).*)

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government 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 nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp (***NOTE:** A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by or made available to them.*);
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 Government on military aircraft.

(NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government 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 Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2000.

1. Discount Government Meal Rate: \$6.60 per day
2. Standard Government Meal Rate: \$8.00 per day

(NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.)

GOVERNMENT MESS. See *GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodation owned, operated, or leased by the U.S. Government;
2. lodgings or other quarters obtained by U.S. Government contract;
3. quarters in a state-owned National Guard camp;
4. sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;
5. temporary lodging facilities as defined in this Appendix;
6. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
7. family-type housing owned or leased by the U.S. Government.

NOTE 1: Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.*

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE: Members, traveling together under orders directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.**)

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual 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.*

NOTE 2: *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 actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or 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 where 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). 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 stated in JFTR, par. U5130-A1

***HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and possibly 3*) associated with the home and all personal effects (see **NOTE 1**) belonging to a member and dependents on the effective date (see **NOTE 2**) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: *See par. U5310-E for articles involving weight additives.*

NOTE 2: *HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-K1b or U5370-K2 applies.*

1. 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 inventory at origin as PBP&E.);
- b. spare POV parts (see definition in this Appendix) 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), and miscellaneous associated hardware);
 - d. consumable goods for members ordered to locations listed in Appendix F;
 - e. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and their associated trailers, and golf carts);
 - f. boats; and
 - g. ultralight vehicles (defined in 14 C.F.R. Sec 103.1 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).
2. HHG **do not** include:
- a. personal baggage when carried free on tickets;
 - b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
 - c. live animals including birds, fish and reptiles;
 - d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States 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, November 1, 1957 and B-180439, September 13, 1974);
 - f. items for resale, disposal or commercial use rather than for use by the member and dependents; and
 - g. privately owned live ammunition (B-130583, May 8, 1957).
3. Local laws 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 cause damage (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);
 - b. that cannot be taken from the premises without damage to the article or the premises; and
 - c. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants.

HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. duty prescribed for members of a Reserve component by the Secretary concerned, or
 - b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in A above, when performed by members of the National Guard, 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 orders, cover a specific assignment, and have a prescribed time limit.

INITIAL ACTIVE DUTY TRAINING. 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). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. (***NOTE:*** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*)

INVITATIONAL TRAVEL. See **TRAVEL, INVITATIONAL.**

INVOLUNTARILY SEPARATED. Members denied reenlistment or involuntarily discharged under other than adverse conditions as those conditions are characterized by the Secretary concerned, for a member of the Army, Navy, Air Force, or Marine Corps who was on active duty or full time National guard duty on 30 September 1990, or after 29 November 1993, and for a member of the Coast Guard who was on active duty after 30 September 1994.

NOTE 1: *Whether or not a discharge is under adverse conditions for DoD personnel is determined by referring to the reasons for separation as well as the character of the member's service. This is determined in accordance with DoD Directive 1332.14 for enlisted members and DoD Directive 1332.30 for officers, and in appropriate Coast Guard directives for Coast Guard personnel.*

NOTE 2: *To qualify for transition benefits, a member must be separated involuntarily:*

1. *under honorable conditions and,*
2. *for enlisted members, not for reasons of misconduct, separation in lieu of court-martial, or for other reasons established by the military department concerned for which service ordinarily is characterized as under other than honorable conditions, or*
3. *for officers, not for resignation in lieu of trial of court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions.*

Each Secretary concerned, without further delegation, may designate certain categories of involuntary retirements as also eligible.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission’s nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. (**NOTE:** *Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.*)

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCAL MOVE. As used in Chapter 4, Part G, and Chapter 5, Part D, a move:

1. involving HHG drayage or shipment for a short distance between residences;
2. to or from a NTS facility in the area of the member's PDS;
3. in the area of the member's last PDS when the member is authorized a final move during a separation or retirement;
4. incident to reassignment or PCS to a new PDS near the old PDS;
5. between residences within a metropolitan area; or
6. not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: *A local move of HHG includes necessary packing, crating, hauling, unpacking and uncrating.*

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (**NOTE:** *"Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.*)

***MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual expenses for operating a POC. Mileage allowance rates are:

1. privately owned automobile \$0.345 (effective 22 January 2001),
2. privately owned motorcycle \$0.275 (effective 22 January 2001), and
3. privately owned airplane \$0.965 (effective 22 January 2001). (**NOTE:** *Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis; see par. U3305-C.*)

NOTE: *For purposes of converting kilometers to miles -- One kilometer equals .62 mile. Example: To convert 84 kilometers to miles:*

$$\begin{array}{rclcl}
 \textit{kilometers} & \textit{times (X)} & 0.62 & = & \textit{miles} \\
 84 \textit{ kilometers} & X & 0.62 & = & 52 \textit{ miles}
 \end{array}$$

MISSING STATUS. The absence status of a member who is officially 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 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,
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A monetary allowance for the authorized use of a POC during official travel, the amount of which depends on the number of miles for which the allowance may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. MALT rates per POC are:

1. \$0.15 per mile for one authorized traveler,
2. \$0.17 per mile for two authorized travelers,
3. \$0.19 per mile for three authorized travelers, and
4. \$0.20 per mile for four or more authorized travelers.

(NOTE: For purposes of converting kilometers to miles -- One kilometer equals .62 mile. Example: To convert 84 kilometers to miles:

$$\begin{array}{rcl}
 \textit{kilometers} & \textit{times (X)} & \textit{0.62} = \textit{miles} \\
 84 \textit{ kilometers} & X & 0.62 = 52 \textit{ miles}
 \end{array}$$

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

OCONUS. Outside CONUS.

OFFICER. 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.

OFFICIAL STATION. See *PERMANENT DUTY STATION*.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. See *AUTHORIZING/ORDER-ISSUING OFFICIAL*.

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE. The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands -see NOTE 1 below*) and *service charges where applicable, for:*

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters and fires furnished in room when such charges are not included in the room rate. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

NOTE 1: a. *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.*

b. *The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
3. **Incidental Expenses.** Incidental expenses include:
 - a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U3610-C for reimbursement of fees and tips incurred at transportation terminals.);
 - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site (**NOTE: If, in the authorizing/order-issuing official's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.**);

Effective for TDY travel performed on or after 1 January 2001:

- c. personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
- h. Taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands –see NOTE 1 above*) and service charges on any of the expenses in items 1 through 3g.

Effective for TDY travel performed on or after 1 January 2001:**(NOTE 2:**

(a) Except as indicated in (b), the cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost for personal laundry/dry-cleaning and pressing of clothing is not reimbursable when the traveler is entitled to a reduced per diem authorized under par. U4135. Proportional meal rate or Government meal rate is not a reduced per diem for this purpose.

(c) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.)

PER DIEM, REDUCED. See REDUCED PER DIEM.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile 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 a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 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.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport 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, and geographically-based station allowances.

NOTE 1: *The geographic limits of the PDS are:*

a. For members -- 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 on a ship or in an incorporated city or town, the official station limits are the reservation, station, or established area, or, in the case of large reservations, an established subdivision thereof having definite boundaries, within which the designated post of duty is located.

b. For invitational travelers –

- (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 reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries in which the home or principal place of business is located.*

NOTE 2: *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the location of the school or installation is the PDS regardless of the terms of the orders involved, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for 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 from a reserve component;
 - b. being called to active duty for 20 or more weeks or being called to 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); or

- d. enlistment or induction into the Service (regular or during emergency);
2. 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 members on sea duty, it's the homeport of the ship or mobile unit to which the member is assigned (except as noted in the basic definition);
3. the place where a vessel is being built or being fitted out is a shore duty station until the date of commissioning, at which time the homeport assigned to such vessel is the new station;
4. the home of the member upon:
 - a. retirement;
 - b. transfer to a Reserve component, 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.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components 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 a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are 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 where the member attains a military status or where 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.

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 other instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: 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. See *PDS*

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government 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). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. (*NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.*) A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JFTR, par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:
 - a. is self-propelled;
 - b. is licensed to travel on the public highways;
 - c. is designed to carry passengers or HHG; and
 - d. has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.
2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

NOTE 1: In the case of a leased vehicle, the member 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 are the responsibility of the member.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 U.S.C. §2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). (*Also called PRO or PRO-Gear.*) Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;
2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. 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;
4. communication equipment used by members in association with the MARS (see DoDD 4650.2);
5. individually owned or specially issued field clothing and equipment;
6. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
7. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)), rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. *See BLANKET TRAVEL ORDERS.*

RESERVE COMPONENT:

1. The Army National Guard of the United States,
2. the Army Reserve,
3. the Naval Reserve,
4. the Marine Corps Reserve,
5. the Air National Guard of the United States,
6. the Air Force Reserve,
7. the Coast Guard Reserve, and

8. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

SECRETARY CONCERNED. As defined in 37 U.S.C. §101(5):

1. the Secretary of the Army, with respect to matters concerning the Army;
2. the Secretary of 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 Secretary of the Air Force, with respect to matters concerning the Air Force;
4. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
5. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

SEPARATED FROM THE SERVICE. 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.

SERVICES. See *UNIFORMED SERVICES*.

***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 the weight or height of the traveler, and similar characteristics.

STANDARD CONUS RATE.

1. The per diem rate for any CONUS location not included in a defined locality (county/area) in the JFTR/JTR, Appendix D.
2. Effective 1 January 2000 the Standard CONUS rate is \$55 (lodging) + \$30 (M&IE) = \$85 (total).

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*.

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders 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 where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. (***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***)

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site www.saipan.com)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. Also see *TERRITORIES AND POSSESSIONS OF THE UNITED STATES*. An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States.

NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. (**NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)*)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. (**NOTE:** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*)

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government 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.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). *See Travel Orders.*

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by JTR, par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. ***Unlimited Open.*** An authorization allowing a member to travel on official business without further authorization for a specified period of time. (***NOTE: Unlimited Open travel orders are not used in DTS.***)
2. ***Limited Open.*** An authorization allowing a member to travel on official business without further authorization 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. (***NOTE: Limited Open travel orders are not used in DTS.***)
3. ***Repeat.*** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. (***NOTE: Repeat travel orders are not used in DTS.***)
4. ***Trip-by-trip.*** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. (***NOTE: See par. U2200 for more detail.***)

UNACCOMPANIED BAGGAGE. See **BAGGAGE, UNACCOMPANIED.**

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

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. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. 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 Government mess, and

3. where there are U.S. Government operations.

NOTE: *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.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
*DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
*GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force

JTR	Joint Travel Regulations
*LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
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
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
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
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
RDD	Required Delivery Date
*RPDCI	Retail Price Data Collection Instrument
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations

U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center
VSI	Voluntary Separation Incentive

APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

- The order-issuing agent has arranged Transportation.
 - Transportation tickets are included with this order.
 - Transportation tickets shall be provided at a later date
- To arrange transportation call: (____) _____
- You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of **\$0.345** cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You shall be paid a per diem allowance to cover your expenses for lodging (with taxes at locations in CONUS separately), meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to:

APPENDIX J*COST-OF-LIVING ALLOWANCE (COLA)****PART I - INTRODUCTION**

A. Purpose. A cost-of-living allowance (COLA) is paid to members assigned to high cost OCONUS areas to help them maintain the equivalent purchasing power of their CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the level of COLA needed to equalize purchasing power between CONUS-based members and their OCONUS counterparts. COLA compensates members if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Data Collection Instrument (LPDCI) and the Retail Price Data Collection Instrument (RPDCI). The LPDCI and the RPDCI are the two OCONUS surveys conducted which determine OCONUS prices. See Part I, Appendix M for more detailed information about the LPDCI and RPDCI data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPDCI. The LPDCI is the individual member survey that:

- a. is *required* at least once every three years but may be submitted more frequently (see Appendix M);
- b. determines from where the service members purchase their goods/services, i.e.;
 - (1) local market outlets (on the economy); and/or
 - (2) commissary/exchange;
- c. determines the purchase percentage from each source (local market and/or commissary/exchange); and
- d. is conducted before the RPDCI.

2. RPDCI. The RPDCI is the market basket survey that:

- a. is *required* annually but may be submitted more frequently (see Appendix M),
- b. reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and
- c. includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are *overall* 10 percent more expensive than in CONUS. An index of 100 indicates that the *overall* cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Payments. Members' COLA payments are determined using data from three individual sources/tables. The three tables can be accessed on the PDTATAC web site at <http://www.dtic.mil/perdiem> and include:

1. Annual Compensation for Members With/Without Dependents (on the PDTATAC web site, select 'Rates', 'Overseas Cost of Living Allowances (COLA)', 'COLA - Annual Compensation Tables', 'PaytablesJULYYYYY.pdf'),
2. Average Annual Spendable Income Table (on the PDTATAC web site select 'Rates', 'Overseas Cost of Living Allowances (COLA)', 'COLA - Annual Compensation Tables', '2000 Spendable Income.pdf'), and
3. Cost-of-Living Allowance Indexes (on the PDTATAC web site select 'Rates', 'Overseas Cost of Living Allowances (COLA)', 'Complete COLA Index List', 'YYYY-MM-DD-COLA INDEXES.pdf').

E. Spendable Income. For COLA purposes, spendable income is that portion of the member's RMC used to purchase items in the RPCDI. Members receive a COLA payment as a *percentage of, and based on, their spendable income*: COLA is *not* based on *total* income. Spendable income differs according to the member's:

1. grade,
2. years of service, and
3. number of dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. grade,
2. years of service,
3. number of dependents,
4. annual compensation - see Part II, Table I,
5. average annual spendable income - see Part II, Table II, and
6. member's PDS and COLA index - see Part II, Table III.

G. Computation Steps

1. Determine the member's annual compensation based on grade and years of service (see Part II, Table I).
2. Determine the member's average annual spendable income (see Part II, Table II),
 - a. in column one of the table matrix, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,
 - b. follow this dollar range (line) to the right to the applicable column for the number of dependents,
 - c. this number is the member's 'average annual spendable income'.
3. Determine the member's COLA index based on PDS (see Part II, Table III).
4. Subtract 100 from the prescribed COLA index and convert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

5. Multiply the member's average annual spendable income (determined in Step 2 above) by the percentage from Step 4 above. The result is the member's **annual** COLA. To determine the monthly allowance:
 - a. divide the annual COLA amount by 360 (days),
 - b. carry the result to 5 digits to the right of the decimal,
 - c. multiply the result in item b by the number of days in the month for which the allowance is payable, and
 - d. round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

A member in grade E-8 with 22 years service is assigned to an OCONUS PDS. Part II, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is entitled to COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I indicates the member's annual compensation is \$52,462.
2. Table II indicates the member's 'Average Annual Spendable Income' is \$32,100 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$51,000-\$54,999 and four dependents.
3. The COLA index for member's PDS in Table III is 120.
4. 100 subtracted from the COLA index of 120 (Step 3) leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's 'Average Annual Spendable Income' (\$32,100) determined in Step 2 by the .20 multiplier (Step 4). This results in an annual COLA of \$6,420 ($.20 * \$32,100 = \$6,420$),
 - a. divide \$6,420 by 360 (days) with 5 digits to the right of the decimal ($\$6,420/360 = \17.83333),
 - b. multiply the result by the number of days for which the allowance is payable ($\$17.83333 * 31 = \552.83333),
 - c. round to the nearest cent - \$552.83 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (*when necessary*) exchange rates for countries where members are assigned. For more currency adjustment information see Part II, Appendix M. Based solely on the currency fluctuations, adjustments are made twice monthly to Cost-of-Living Allowances (COLA).

I. Significant Unique Expenses. In some areas, members must purchase significantly expensive items (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. For more information on unique expenses see Part I, Appendix M. Unique expenses must be:

1. incurred by the *majority* of members assigned,
2. of an individual significant amount, and
3. *actually paid* by members at the overseas PDS.

APPENDIX J*COST-OF-LIVING ALLOWANCE INDEXES****PART II - COST OF LIVING ALLOWANCE TABLES**

For current geographic COLA information, and the following tables, please see the PDTATAC web site at:

<http://www.dtic.mil/perdiem/>

Table I - Annual Compensation for Members With/Without Dependents:

on the PDTATAC web site, select 'Rates', 'Overseas Cost of Living Allowances (COLA)', 'COLA - Annual Compensation Tables', 'PaytablesJULYYYYY.pdf'

Table II - Average Annual Spendable Income:

on the PDTATAC web site select 'Rates', 'Overseas Cost of Living Allowances (COLA)', 'COLA - Annual Compensation Tables', '2000 Spendable Income.pdf'

Table III - Cost-of-Living Allowance Indexes:

on the PDTATAC web site select 'Rates', 'Overseas Cost of Living Allowances (COLA)', 'Complete COLA Index List', 'YYYY-MM-DD-COLA INDEXES.pdf'

APPENDIX K

PART II

COUNTRIES WHICH PREVIOUSLY HAD RENTAL ADVANCE PROTECTION WILL CONTINUE TO HAVE RENT PROTECTED LOCALITY CODES IN THE OHA QUERY UNTIL ALL MEMBERS PREVIOUSLY PROTECTED HAVE PCS'D OR CHANGED QUARTERS.

COUNTRIES CURRENTLY DESIGNATED AS AUTHORIZED FOR RENTAL ADVANCES

LOCATION	DATE ESTABLISHED
BRAZIL	February 1, 2001
COLOMBIA	November 1, 1998
HONG KONG	September 1, 1998
INDONESIA	September 1, 1998
PHILIPPINES	September 1, 1998
THAILAND	November 16, 1997
VENEZUELA	November 16, 1998

COUNTRIES PREVIOUSLY DESIGNATED AS AUTHORIZED FOR RENTAL ADVANCES

LOCATION	DATE ESTABLISHED	DATE ELIMINATED
KOREA	December 1, 1997	March 1, 1999
MALAYSIA	February 1, 1998	September 1, 1998
SINGAPORE	January 1, 1998	September 1, 1998

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; (***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***); and
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals; and
- *17. **CIVILIAN EMPLOYEES ONLY**:
 - (a) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

*18. **UNIFORMED MEMBERS ONLY:**

(a) Except as indicated in (b), the cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* reimbursable when a reduced per diem is authorized under JFTR, par. U4135. *PMR and GMR are not reduced per diem rates for this purpose;*

(c) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

*19. similar travel related expenses (***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

F. **Reimbursement for Travel Expenses At the TDY Location**

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, *Assigned Unit* is a reserve member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. 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.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations ***for members (and their dependents) of the Uniformed Services only:***

<u>Authorized FEML Location</u>	<u>Command Region</u>	<u>Authorized Destination</u>	<u>Recertification Due Date</u>
Albania, Tirana	European	Frankfurt	31 July 2000
Argentina	Southern	Miami	31 March 2001
Armenia, Yerevan	European	Frankfurt	31 July 2000
Australia, Alice Springs	Pacific	Adelaide	30 April 2001
Australia, Exmouth	Pacific	Perth	30 April 2001
Australia, Learmonth	Pacific	Perth	30 April 2001
Azerbaijan, Baku	European	Frankfurt	31 July 2000
Bahrain	Central	Frankfurt	30 September 2002
Bangladesh	Pacific	Honolulu	30 April 2001
Barbados	Southern	Miami	30 September 2002
Belarus	European	Frankfurt	31 July 2000
Belize	Southern	Miami	31 March 2001
Bolivia	Southern	Miami	31 March 2001
Botswana	European	Frankfurt	31 July 2000
Brazil	Southern	Miami	31 March 2001
Bulgaria	European	Frankfurt	31 July 2000
Burma	Pacific	Los Angeles	30 April 2001
Cambodia, Pnom Penh	Pacific	Honolulu	30 April 2001
Cameroon	European	Frankfurt	31 July 2000
Canada, British Columbia, Masset	Atlantic	Vancouver	30 April 1999
Chad	European	Frankfurt	31 July 2000
Chile	Southern	Miami	31 March 2001
China	Pacific	Los Angeles	30 April 2001
Columbia	Southern	Miami	31 March 2001
Cote d'Ivoire	European	Frankfurt	31 July 2000
Croatia, Zagreb	European	Frankfurt	31 July 2000
Cyprus	European	Frankfurt	31 July 2000
Democratic Republic of Congo	European	Frankfurt	31 July 2000
Djibouti	Central	Frankfurt	30 September 2002
Dominican Republic	Southern	Miami	31 March 2001
Ecuador	Southern	Miami	31 March 2001
Egypt	Central	Frankfurt	30 September 2002

El Salvador	Southern	Miami	31 March 2001
Eritrea, Asmara	Central	Frankfurt	30 September 2002
Estonia	European	Frankfurt	31 July 2000
Ethiopia, Addis Ababa	Central	Frankfurt	30 September 2002
Fiji	Pacific	Honolulu	30 April 2001
Georgia, Tbilisi	European	Frankfurt	31 July 2000
Ghana, Accra	European	Frankfurt	31 July 2000
Greece, Athens	European	Frankfurt	31 July 2000
*Greece, Larissa	European	Frankfurt	1 January 2003
Guatemala	Southern	Miami	31 March 2001
Haiti	Southern	Miami	31 March 2001
Honduras	Southern	Miami	31 March 2001
Hong Kong	Pacific	Los Angeles	30 April 2001
India	Pacific	Frankfurt	30 April 2001
Indonesia	Pacific	Honolulu	30 April 2001
Israel, Tel Aviv	European	Frankfurt	31 July 2000
Jamaica	Southern	Miami	30 September 2002
Jordan	Central	Frankfurt	30 September 2002
Kazakhstan, Almaty	Central	Frankfurt	30 September 2002
Kenya	Central	Frankfurt	30 September 2002
Kuwait	Central	Frankfurt	30 September 2002
Kyrgyzstan, Bishkek	Central	Frankfurt	30 September 2002
Latvia	European	Frankfurt	31 July 2000
Lithuania, Vilnius	European	Frankfurt	31 July 2000
Mali, Bamako	European	Frankfurt	30 April 2002
Malaysia	Pacific	Sydney	30 April 2001
Marshall Islands, Majuro	Pacific	Honolulu	30 April 2001
Mexico	Southern	San Antonio	31 March 2001
Moldova, Chisnau	European	Frankfurt	31 July 2000
Mongolia	Pacific	Honolulu	30 April 2001
Morocco	European	Frankfurt	31 July 2000
Mozambique	European	Frankfurt	31 July 2000
Namibia, Windhoek	European	Frankfurt	30 April 2002
Nicaragua	Southern	Miami	31 March 2001
*Niger, Niamey	European	Frankfurt	1 January 2003
Nigeria	European	Frankfurt	31 July 2000
Oman	Central	Frankfurt	30 September 2002
Pakistan	Central	Frankfurt	30 September 2002
Paraguay	Southern	Miami	31 March 2001

Peru	Southern	Miami	31 March 2001
Philippines, Metro Manila	Pacific	Honolulu	30 April 2001
Poland	European	Frankfurt	31 July 2000
Qatar	Central	Frankfurt	30 September 2002
Romania	European	Frankfurt	31 July 2000
Russia, Moscow	European	Frankfurt	31 July 2000
Rwanda, Kigali	European	Frankfurt	31 July 2000
Saudi Arabia	Central	Frankfurt	30 September 2002
Senegal	European	Frankfurt	31 July 2000
Singapore	Pacific	Honolulu	30 April 2001
Skopje (Former Yugoslav Republic of Macedonia)	European	Frankfurt	31 July 2000
South Africa	European	Frankfurt	31 July 2000
Suriname	Southern	Miami	31 March 2001
Sri Lanka	Pacific	Frankfurt	30 April 2001
Syria	European	Frankfurt	31 July 2000
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand	Pacific	Honolulu	30 April 2001
Tunisia	European	Frankfurt	31 July 2000
Turkey, Ankara	European	Frankfurt	31 July 2000
Turkey, Izmir	European	Frankfurt	31 July 2000
Turkmenistan, Ashgabat	Central	Frankfurt	30 September 2002
Uganda, Kampala	European	Frankfurt	31 July 2000
Ukraine, Kiev	European	Frankfurt	31 July 2000
United Arab Emirates	Central	Frankfurt	30 September 2002
Uruguay	Southern	Miami	31 March 2001
Uzbekistan, Tashkent	Central	Frankfurt	30 September 2002
Venezuela	Southern	Miami	31 March 2001
Vietnam	Pacific	Honolulu	30 April 2001
Yemen	Central	Frankfurt	30 September 2002
Yugoslavia	European	Frankfurt	31 July 2000
Zambia, Lusaka	European	Frankfurt	30 April 2002
Zimbabwe	European	Frankfurt	31 July 2000