

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 176

Alexandria, VA

1 August 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 August 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 28-00(E); 29-01(E); 35-01(E) and 39-01(E). Insert the attached pages and remove the corresponding pages. Remove page U9B1-11. This cover page replaces the Change 175 cover page.

BRIEF OF REVISION

These are the major changes made by Change 176:

Introduction. Updates information on how to obtain the JFTR and its changes.

U5222-D1. Explains that members whose first PDS is a dependent-restricted tour are authorized dependent travel to a designated place.

U5705. Clarifies that TLE is not allowed when dependents are returned early from an OCONUS location prior to issuance of PCS orders.

U9101; U9102; U9104; and U9204. Allows Overseas Housing Allowance and Temporary Living Allowance to be paid concurrently up to 10 days to a member's dependents upon the death of the member.

Appendix F. Designates the entire country of Estonia as an area to which shipment of consumables is authorized, effective 24 May 2001.

Appendix S. Adds Port of Spain and Tobago, Trinidad; Panama City, Panama; and Georgetown, Guyana as new FEML locations for U.S. Southern Command until 31 May 2003.

Various paragraphs. Revised the transition authority end date from 30 September 2001 to 31 December 2001.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
176	i	174	U4-i	173	U5B-5	171	U5D-39	166	U6A-15
176	iii	175	U4-iii	151	U5B-7	174	U5D-41	174	U6A-17
176	v	175	U4-v	151	U5B-9	174	U5D-43	174	U6A-18-1
171	vii	159	U4A-1	176	U5B-11	171	U4D-45	166	U6A-19
169	U-i	172	U4B-1	176	U5B-13	174	U5E1-1	166	U6A-21
169	U-iii	171	U4B-3	174	U5B-15	176	U5E1-2-1	166	U6B-1
160	U1-i	168	U4B-5	174	U5C-1	174	U5E1-3	166	U6B-3
173	U1-1	168	U4B-7	174	U5C-3	174	U5E1-5	173	U6B-5
176	U1-3	167	U4B-9	176	U5C-5	173	U5E1-7	173	U6B-7
168	U1-5	172	U4B-11	165	U5C-7	173	U5E1-9	173	U6B-9
174	U2-i	174	U4B-13	174	U5C-9	173	U5E1-11	173	U6B-11
174	U2-iii	153	U4B-15	176	U5C-11	173	U5E2-1	173	U6B-13
174	U2A-1	174	U4B-17	174	U5C-13	173	U5E2-3	173	U6B-15
174	U2A-3	165	U4C-1	174	U5C-15	173	U5E2-5	173	U6B-17
173	U2B-1	165	U4C-3	176	U5C-17	171	U5F-1	173	U6B-19
173	U2B-3	174	U4C-5	171	U5C-19	152	U5F-3	175	U7-i
168	U2C-1	165	U4C-7	171	U5C-21	174	U5F-5	174	U7-iii
176	U2C-3	165	U4C-9	171	U5C-23	171	U5F-7	152	U7-v
173	U2D-1	153	U4D-1,	171	U5C-25	174	U5F-9	160	U7-vii
176	U2E-1	153	U4D-3	175	U5C-27	171	U5F-11	143	U7-ix
168	U2F-1	153	U4E-1	176	U5C-29	174	U5G-1	157	U7A-1
172	U2G-1	175	U4F-1	174	U5C-31	174	U5G-3	168	U7B-1
166	U2G-3	175	U4F-3	175	U5C-33	174	U5G-5	175	U7C-1
174	U2G-5	175	U4F-5	170	U5D-1	172	U5G-7	168	U7D-1
174	U2H-1	169	U4G-1	170	U5D-2-1	176	U5H-1	168	U7E-1
174	U3-i	170	U4H-1	172	U5D-3	174	U5H-3	153	U7F1-1
174	U3-iii	159	U4H-3	172	U5D-5	174	U5H-5	157	U7F2-1
174	U3A-1	166	U4H-5	174	U5D-7	174	U5H-7	169	U7F3-1
173	U3B-1	166	U4H-7	174	U5D-9	173	U5I-1	174	U7G-1
171	U3B-3	159	U4I-1	174	U5D-11	171	U5J-1	172	U7G-3
156	U3B-4-1	142	U4I-3	174	U5D-13	171	U5J-3	172	U7G-5
170	U3B-5	174	U5-i	174	U5D-14--1	171	U5J-5	169	U7G-7
149	U3B-7	174	U5-iii	174	U5D-15	171	U5J-7	154	U7G-9
155	U3B-9	174	U5-v	174	U5D-17	171	U5J-9	154	U7G-11
174	U3B-11	174	U5-vii	164	U5D-19	168	U6-i	171	U7H-1
168	U3B-13	173	U5-ix	164	U5D-21	158	U6-iii	174	U7H-3
176	U3B-15	173	U5-xi	174	U5D-23	166	U6A-1	171	U7H-5
175	U3C-1	173	U5-xiii	174	U5D-25	166	U6A-3	171	U7H-7
174	U3D-1	172	U5-xv	174	U5D-27	166	U6A-5	157	U7I-1
167	U3D-3	151	U5A-1	170	U5D-29	173	U6A-7	170	U7J-1
172	U3E-1	174	U5A-3	171	U5D-31	173	U6A-9	160	U7K-1
172	U3E-3	174	U5A-5	171	U5D-33	173	U6A-10-1	168	U7L-1
170	U3F-1	174	U5B-1	171	U5D-35	166	U6A-11	168	U7M-1
166	U3F-3	166	U5B-3	171	U5D-37	166	U6A-13	151	U7N-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
168	U7O-1	172	A-1	167	L-3				
168	U7P-1	172	A-3	169	L-5	88	i-1		
171	U7Q-1	174	A-5	173	L-7	88	i-3		
168	U7R-1	172	A-7	169	M-i	88	i-5		
176	U7S-1	172	A-9	169	M-1	88	i-7		
160	U7T-1	174	A-11	169	M-3	88	i-9		
168	U7U-1	172	A-13	169	M-5	88	i-11		
168	U7V-1	174	A-15	169	M-7	88	i-13		
168	U7W-1	175	A-17	169	M-9	88	i-15		
168	U7W-3	172	A-19	169	M-11	88	i-17		
168	U7W-5	172	A-21	169	M-13	88	i-19		
161	U7X-1	174	A-23	169	M-15	88	i-21		
143	U8-i	172	A-25	169	M-17	88	i-23		
176	U8-1	172	A-27	169	M-19				
170	U8-3	172	A-29	169	M-21				
170	U8-5	174	B-1	169	M-23				
170	U8-7	138	C-1	169	M-25				
163	U9-i	174	D-1	169	M-27				
172	U9-iii	160	E-1	168	N-1				
169	U9-v	169	E-3	168	N-3				
172	U9A-1	169	E-5	176	N-5				
176	U9B1-1	169	E-7	174	O-1				
154	U9B1-3	174	E-9	175	O-3				
154	U9B1-5	174	E-11	175	O-5				
176	U9B1-7	168	E-13	171	O-6-1				
176	U9B1-9	176	E-15	176	O-7				
159	U9B2-1	176	F-1	175	O-9				
163	U9B2-3	133	F-3	174	O-11				
164	U9B2-5	176	G-1	159	O-12-1				
162	U9C-1	176	H-1	161	O-13				
162	U9C-3	176	I-1	162	O-15				
171	U9C-5	172	J-1	175	O-17				
171	U9C-6-1	173	J-3	173	O-19				
176	U9C-7	173	J-5	163	O-21				
176	U9C-9	154	K-1	176	P-1				
172	U9C-11	154	K-3	173	Q-I				
172	U9C-13	150	K-5	173	R-1				
173	U9C-15	145	U(K)-7	176	S-1				
176	U9C-17	129	U(K)-9	176	S-3				
172	U9D-1	172	K-11	174	T-1				
170	U9D-3	167	L-1	171	U-1				

THE JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

UNIFORMED SERVICE MEMBERS

Published by:
The Per Diem, Travel and
Transportation Allowance
Committee, Department of
Defense

NOTE: This Volume of the Joint Federal Travel Regulations is drilled to fit a three-ring binder. Activities with Joint Travel Regulations, Volume 1, in four-post binders may obtain three-ring binders locally.

INTRODUCTION TO
JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1
(JFTR) UNIFORMED SERVICE MEMBERS

FOREWORD

These regulations are published by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (MPP).

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including regular and reserve components).

When necessary, a Uniformed Service may supplement these regulations by administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. *DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 U.S.C. §1001 and DoD Directive 5154.29.*

If there is a headquarters dispersal, the authority for prescribing the entitlements in these regulations becomes vested in each Committee member. Each Committee member may issue necessary regulations prescribing entitlements applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. At that time, regulation-issuing authority again becomes vested in the Committee.

The JFTR is issued under the following authorities:

1. the United States Code, primarily sections found in title 37 (especially those sections concerning travel and transportation allowances in chapter 7) and title 10;
2. DoD directives, such as DoDD 1315.7, 1327.5, and 5154.29; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

CLAIMS AND ADVANCE DECISIONS

Under 31 U.S.C. §3702, the Secretary of Defense settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits. The Secretary of Defense also may issue an advance decision with respect to the same subject areas. The Secretary of Defense has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

A Service member who disagrees with a claim settlement by a paying office may submit the claim to DOHA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward a request for an advance decision through the PDTATAC.

Correspondence to DOHA should be addressed to:
Defense Office of Hearings and Appeals (DOHA)
Claims Division
PO Box 3656
Arlington, VA 22203-1995

Throughout the JFTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the Department of Defense Office of Hearings and Appeals (DOHA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, September 30, 1992. Website decisions of the DOHA are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, May 5, 1998).

For DOHA information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JFTR is coordinated with that of the Joint Travel Regulations (JTR). The volume letter "U," precedes a 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown. ***NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing the numbers of existing paragraphs.***

Paragraph U 5 310 -B2a(1)(a)

Volume 1

Chapter 5

Paragraph 310

Subparagraphs

References and citations to the JFTR should be in the following format:

JFTR, par. U5310
JFTR, par. U5310-A
JFTR, par. U5310-A1
JFTR, par. U5310-A1a
JFTR, par. U5310-A1a(1)(a)
JFTR, pars. U5310-U5350

*Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JFTR, par. U5310-A2
JFTR, par. U5310-B4a

The most specific unit of reference should be used.

*CHANGES

Changes to the entitlements in the JFTR are initiated by DoD Uniformed Travel Determinations (UTD), Department of State Travel Per Diem Supplements, Per Diem Determinations (PDs), or memoranda.

UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes are disseminated by message.

PDs make changes in the per diem rates contained in Appendices B and D, and changes to the tables contained in Appendices J and K. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in Appendix B.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements and administrative memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4140.

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

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), Department of the Navy, 2 Navy Annex, Washington, DC 20370-0201;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building I, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

HOW TO GET THE JFTR

Requests for copies of the JFTR and changes thereto should be routed as follows:

1. Army. The JFTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 16655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication resupply channels.

2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). Requisition the basic only if the complete publication is required as all changes are issued with the basic publication. Requisition changes individually when only a specific change(s) is required.

(a) **For up to 3 copies**, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098.

*(b) **For more than 3 copies**, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller, Publications Management Branch) (FMA-31), 1000 Navy Pentagon, Room 5E476A, Washington, DC 20350-1000. FAX COMM 703-692-4900, DSN 222-4900 or E-Mail to Schlegel.Willie@HQ.NAVY.MIL.

(c) **For changes in distribution**, mail, fax or E-mail requirement (including SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (FM&C) at the address in (b) above.

3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.

4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.

5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.

6. Coast Guard. JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.

7. NOAA Corps. Through the Commissioned Personnel Center (CPC1), 1315 East-West Highway (Station 12137), Silver Spring, MD 20910-3233.

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 in 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;

Table U2C-2

Part I -- Beginning of Travel Status

Departure from PDS -- Other than Aircrew Members and Couriers

	A	B	C	D	E
Rule	When Member Departs From	And Proceeds To	And Then To	And Then To	Travel Status Begins When Member Departs From
1	Home	Transportation Terminal	N/A	N/A	Home
2	Home	Office 1/	Transportation terminal	N/A	Office 2/,5/
3	Home	Office 1/	Another duty/ departure point within the PDS 3/,4/	Transportation terminal	Another duty/departure point within the PDS 5/

Part II -- Ending of Travel Status

	A	B	C	D	E
Rule	When Member Returns To	And Proceeds To	And Then To	And Then To	Travel Status Ends When Member Returns To
4	Terminal	Home	N/A	N/A	Home 2/
5	Terminal	Office 1/	Home	N/A	Office 1/,2/,5/
6	Terminal	Another duty/ arrival point within the PDS 3/,4/	Home	N/A	Another duty/arrival point within the PDS 5/

1/ Disregard travel to/from office or other duty point if no duty was performed thereat.

2/ Applicable even though terminal is located at the PDS.

3/ Example: Member departs Navy Annex and proceeds to Pentagon for briefing prior to departing on TDY. Pentagon then becomes "another duty point." Member departs Navy Annex and proceeds to restaurant for lunch and after lunch proceeds to terminal. Restaurant becomes the "other departure point."

4/ "Another departure/arrival point is never a transportation terminal.

5/ Does not prevent reimbursement of transportation between home and PDS on travel days IAW pars. U3320-C, U3410-B and U3420-B.

CHAPTER 2

PART E: RESERVED

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city-pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city-pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

*For more information on GSA's Airline City-Pairs Program, call or e-mail

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- (1) transportation in kind (no per diem) by the least expensive transportation mode available, or
- (2) be paid an amount up to the Government's cost of such transportation.

This limitation shall not apply to members in the following categories:

- a. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5130-A1);
- b. retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, February 14, 1967);
- c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions;
- e. discharged under 10 U.S.C. §1173 for hardship; or
- *f. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service Under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. found unfit by a physical evaluation board to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130, and
3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

U5130 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 THE VSI OR SSB PROGRAMA. General

1. Travel to HOS Authorized. A member on active duty is entitled to travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- *e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001); or
- *f. separated under the VSI or SSB program from a DoD Service (on/after 5 December 1991 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

A member may select a home :

- a. any place within the United States;
- b. the HOR outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
- c. any other place. ***NOTE: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.***

NOTE: A member with 18 or more years of active service as of 1 November 1981 may select a home any place in the world.

2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:

- a. is retired without pay;
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or involuntary separation as described in par. U5130-A1e; or
- c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in par. U5130-A1e and U5130-A1f.

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in subpars. 2, 3, and 4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I)

b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130- B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5155 NOT USED

U5212 REIMBURSABLE EXPENSES

The member is authorized reimbursement for the expenses listed in pars. U4520-A and U4520-C incurred incident to dependents transportation. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING TRAVEL OF DEPENDENTS

A. Members Attain Eligibility for Dependent Travel. A member, ineligible for dependents' travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is first entitled to dependents' travel and transportation allowances upon a subsequent qualifying PCS, as set forth in this paragraph.

1. While on Duty at a Station to Which Dependents' Travel Is Authorized. When a member attains eligibility for dependents' travel and transportation allowances while at a PDS to which dependents' travel ordinarily is authorized, the member is entitled to travel and transportation allowances for their travel on the member's next PCS. Entitlement is for travel from the dependents' location on the date of receipt of PCS orders, up to the entitlement for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time orders are received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

2. While on Duty in a Dependent-Restricted Tour Area. If a member becomes eligible for dependents' travel and transportation allowances while serving a dependent-restricted tour, the member is entitled to travel and transportation allowances only upon PCS to a PDS to which dependents' travel and transportation is authorized. Entitlement is from the dependents location on the date of receipt of PCS orders to the new PDS or to another place authorized under this Part, up to the entitlement for travel from the place where the dependents remained, or to which they moved at personal expense, when the member was transferred to the dependent-restricted tour area.

B. Dependent Child Attains Age 21 or 23 or Loses Student Status While Member Serving OCONUS. A member is entitled to travel and transportation allowances for an unmarried dependent child who was transported at Government expense to the member's OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in:

1. the United States or its possessions, or,
2. the dependent's native country if the dependent is foreign-born.

If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is entitled to travel and transportation allowances described in par. U5241-D1.

C. Dependents Acquired on or Before Effective Date of Orders. Except upon graduation from a Service academy (see par. U5222-A2), a member, who acquires a dependent on or before the effective date of PCS orders, is entitled to dependents' travel and transportation allowances from the place where the dependent is acquired to the new PDS, up to the entitlement for travel from the old PDS to the new PDS. Such entitlement is without regard to:

1. whether TDY is directed or performed en route, or
2. the location of the old or new PDS.

Intentionally left blank.

Dependents shall not be moved again at Government expense until subsequent PCS orders are issued or the member is selected to serve an IPCOT. A member moving dependents to a designated place under this subparagraph may move dependents to the OCONUS PDS at personal expense. If dependents are command sponsored there after arrival, they may be moved at Government expense when subsequent PCS orders are issued.

5. Reimbursement for Transoceanic Travel. Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by dependents at personal expense.

D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances

*1. PCS on a Dependent-Restricted Tour. When transferred by PCS orders on a dependent-restricted tour, a member may elect to move dependents from the old PDS (or HOR if member's first PCS on active duty) to a designated place in:

- a. CONUS;
- b. a nonforeign OCONUS area; if:
 - (1) the member was a legal resident of that area before entering on active duty;
 - (2) the member's spouse was a legal resident of that area at the time of marriage;
 - (3) the member was called to active duty from that area;
 - (4) it is the member's HOR; or
 - (5) authorized/approved through the Secretarial Process;
- c. an OCONUS location at which PCS orders state the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or
- d. an OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary concerned;
 - (1) this authority may not be delegated below the Service headquarters that directs dependents' travel and transportation policy and procedures;
 - (2) for Armed Forces' members, this authority may be used only to return foreign-born dependents to the spouse's native country per DoDD 1315.7;**
 - (3) the Commandant of the Coast Guard (G-WP) may make exceptions for Coast Guard members; and
 - (4) dependents residing in the same country as the member shall not be command sponsored, if moved there under this authority.

2. Assignment to Unusually Arduous Sea Duty on a Specified Vessel, Afloat Staff, or Unit. When a member is transferred by PCS orders to a vessel, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as

specified in par. U5222-D1. Members are entitled to dependents' travel and transportation allowances under this subparagraph when the old homeport or PDS is identical to the new homeport or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to Vessel or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a vessel or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the vessel or afloat staff is so specified, or the member is thereafter transferred by PCS orders to such vessel or afloat staff, the member is entitled to dependents' travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Entitlement. When a member is:

- a. transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;
- b. transferred by PCS order from a specified vessel, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified vessel, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);
- c. on permanent duty aboard a vessel or staff referred to in par. U5222-D2 or U5222-D3 when such vessel or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or
- d. on permanent duty on a dependent-restricted tour on the date the restriction against dependents' travel to the member's PDS is removed;

except as provided in par. U5215-F, dependents' travel and transportation allowances are authorized from the place the dependents are located on receipt of PCS orders involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which dependents were moved at Government expense under par. U5222-D1 or U5222-D3, whichever results in the lesser entitlement, to the member's PDS. Dependents' travel and transportation allowances are authorized from the place to which dependents were moved under this paragraph or from the homeport for a vessel, afloat staff, or afloat unit if dependents are located there on receipt of PCS orders involved in U5222-D4b, to the new PDS. A member is entitled to dependents' travel and transportation allowances even though the homeport of the old vessel, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

5. Change of Homeport. When on duty with a vessel, afloat staff, or an afloat unit specified as unusually arduous on the effective date of the homeport change, a member is entitled to dependents' travel and transportation allowances:

- a. from the old homeport or designated place to the new homeport if the homeport change is incident to commencement of an overhaul to be performed at the new homeport. If travel is from the old homeport to a location other than the new homeport, par. U5218 applies. If travel is from a designated place to a location other than the new homeport, the entitlement is limited to that from the designated place to the new homeport.
- b. from the old homeport to the new homeport or to a designated place if the homeport change is incident to completion of an overhaul. If travel is from a location other than the old homeport to the new homeport, par. U5218 applies. If travel is from a location other than the old homeport to a designated place, the entitlement is limited to that from the old homeport to a designated place.
- c. from the old homeport or from a designated place to the new homeport or from the old homeport to a designated place, if the homeport change is not incident to an overhaul. Travel from one designated place to another is not authorized.

2. active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not entitled to dependents' travel and transportation allowances in connection with relief from that active duty.

F. Member Serves Less Than Initial Prescribed Period of Service. This subparagraph applies to members separated from the Service or relieved from active duty who have not served at least 90 percent of an initial active duty enlistment of other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. This subparagraph does not apply to a member who is:

1. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5230-A1a);
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);
3. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
4. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
5. discharged under 10 U.S.C. §1173 for hardship;
6. discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions; or

*7 involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for entitlement to exist under this subparagraph. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not entitled to select a home under par. U5130, but who, for the convenience of the Government, is ordered to a place to await the results of the disability proceedings, is entitled to dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board shall not be contested. Dependents' travel under this subparagraph shall not preclude entitlement to dependents' travel when disability separation orders, or other orders, ultimately are issued. Such entitlement is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed entitlement for the distance from the member's PDS at the time the member received orders to proceed in an awaiting orders status to the point to which the member is entitled incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 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 THE VSI OR SSB PROGRAM

A. General

1. Travel to HOS Authorized. A member on active duty is entitled to the dependents' travel and transportation allowances from the last PDS or the place to which they last traveled at Government expense, to the member's HOS (under par. U5130) when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- *e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001); or
- *f. separated under the VSI or SSB program (on/after 5 December 1991 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is entitled to dependents' travel and transportation allowances for travel actually performed up to the entitlement for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under this subparagraph to the member's HOR or PLEAD outside the United States under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is entitled to dependents' travel and transportation allowances under par. U5225-A when the member:

- a. is retired without pay;
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or involuntary separation as described in par. U5230-A1e; or
- c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in par. U5230-A1e and U5230-A1f.

U5130) when the member is:

1. retired for physical disability or placed on the TDRL (without regard to length of service),
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, February 14, 1967),
3. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,
4. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,
- *5. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001),
- *6. separated under the VSI or SSB program (on/after 5 December 1991 through/ending 31 December 2001) from a DoD Service or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

Except for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, U5365-E, and U5365-F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is entitled to HHG transportation under par. U5360 when the member:

1. is retired without pay;
2. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability, or involuntary separation as described in par. U5365-A5 or
3. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in pars U5365-A5 and U5365-A6.

C. Storage

1. General. A member or a dependent, entitled to HHG transportation under par. U5365-A or U5365-K, is entitled to NTS. The entitlement begins on the date orders are issued and terminates 1 year from the date of termination of active duty, except as indicated in pars. U5365-D and U5365-H.
2. One-Year Period Extended Because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is entitled to NTS under par. U5365-D (see par. U5012-I).
3. One-Year Period Extended Because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:
 - a. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
 - b. the member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by par. U5365-D, if applicable.

4. Temporary Storage. Temporary storage of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:
- a. necessary because of conditions beyond the control of the member, or dependent (if applicable);
 - b. such conditions arise after transportation from NTS; and
 - c. authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in temporary storage under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the date of termination of active duty, is entitled to HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Entitlement to HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).
2. During 1-Year Period After Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following termination of active duty, is entitled to HHG transportation until 1 year after the date of termination of active duty plus a period equal to the period of the member's hospitalization or treatment. An extension of that time limit may be authorized/approved through the Secretarial Process (see par. U5012-I). The member is entitled to NTS until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. NTS in excess of this total time is at the member's expense. Further extension of the time limit for NTS is not authorized.

E. Member Undergoing Education or Training. A member entitled to HHG transportation under par. U5365-A who:

1. on the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or
2. begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under par. U5365-D (if applicable),

is entitled to HHG transportation until 1 year after the education or training is completed, or 2 years after the date of termination of active duty, whichever is earlier, and continued NTS provided:

1. such additional period for storage and transportation is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

A further extension of the time limit for HHG transportation and continued NTS at member's expense but under Government auspices, may be authorized/approved through the Secretarial Process (see par. U5012-I). Notwithstanding the extension of the time limit within which HHG transportation must begin, the storage period at Government expense is as specified in par. U5365-C.

F. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5365-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the best interest of the Service, or substantially to the

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

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**U5700 PURPOSE**

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters *in CONUS* due to a PCS.

U5705 ENTITLEMENT

A. A member is entitled to TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. before leaving the old CONUS PDS, designated place (see Appendix A), or (beginning October 5, 1999) an enlisted member's CONUS HOR or technical school, if the member is reporting to the member's first PDS,
2. after arriving at the new CONUS PDS (including (beginning October 5, 1999) an enlisted member's first PDS, if the member is reporting there from HOR or initial technical school), designated place,
3. when househunting is performed after the member PCSs to the new PDS (i.e., in conjunction with a PCS),
4. for the elapsed time between PDSs when per diem is not payable, and
5. when the member's PCS orders are cancelled/revoked after the member occupies temporary quarters, the member is entitled to receive TLE reimbursement up to the maximum number of days allowable.

NOTE: The days covered must have been spent in the vicinity of the old/new PDS, designated place, or (ICW being ordered to active duty) an enlisted member's CONUS HOR or initial technical school.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent near the old PDS before (or after) the member checked out of the activity at the old PDS, and/or at a designated place (see Appendix A) en route, and/or near the new PDS before (or after) the member checked into the new activity at the new PDS. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid the maximum allowable TLE allowance for days spent at/near the old/new PDS or a designated place en route as described in the 8-day example.

*B. A member is not authorized TLE:

1. due to a move when entering active duty, except (beginning October 5, 1999) for enlisted members reporting to their first PDSs,
2. due to a move when leaving active duty,
3. for a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS),
4. for a dependent(s) acquired after the effective date of PCS orders, or
5. for dependent(s) returned from an OCONUS location prior to issuance of a PCS order (see Chapter 5, Part J).

NOTE: For the next PCS, the member is entitled to TLE for the acquired dependent, including in the vicinity of the place the dependent was acquired.

U5710 TIME LIMITATIONS

TLE may not be paid for more than:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS),
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS), or
3. beginning October 5, 1999, 10 days for enlisted members reporting to their first PDS from their HOR or initial technical school (a member may split the days among CONUS HOR or initial technical school, designated place in CONUS, and CONUS PDS; if first PDS is OCONUS, a member may split the days between CONUS HOR or initial technical school and designated place in CONUS).

U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. must be a temporary place of residence;
2. must be in the vicinity of the old and/or new PDS/designated place;
3. may be allowed if assigned family-type Government quarters are not occupied:
 - a. because the HHG have not been shipped from the old PDS;
 - b. because the HHG have not been received at the new PDS;
 - c. because the quarters are undergoing repair/renovation;
 - d. because the HHG have been packed, picked up and/or shipped from the losing PDS; or
 - e. for similar reasons.

NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost for that day is zero. However, the meals portion is payable.

U5720 REIMBURSEMENT

A. Member Married to Member. When both spouses are members:

1. each may be reimbursed up to \$110 per day,
2. both may not claim the same dependent(s) for TLE; and
3. a member is not a dependent for TLE payment.

B. Per Diem Rate Used. For TLE reimbursement:

1. the *locality* per diem rate is used, or
2. when a member and dependents occupy temporary quarters at different locations, the highest applicable locality per diem rate is used in the computation.

C. Maximum Reimbursement. A member:

1. may be reimbursed a maximum of \$110 per day for TLE (B-221732, April 10, 1987), (this applies if a member and dependent(s) occupy temporary quarters on the same *or* different days);

PART S: TRAVEL EXPENSES OF MEMBERS NOT PAYABLE BY GOVERNMENT

U7650 TRAVEL UNDER PERMISSIVE ORDERS

An order permitting a member to travel, as distinguished from directing a member to travel, does not entitle the member to expenses of travel.

U7651 TRAVEL UNDER ORDERS BUT NOT ON PUBLIC BUSINESS

Expenses incurred during periods of travel under orders which do not involve public business (such as travel in connection with nonofficial recreational programs) are not payable by the Government.

U7652 RETURN FROM LEAVE TO DUTY ABROAD

Personnel attached to OCONUS activities should make definite plans, before they request leave, as to when and how they can return at the expiration of the leave. The Government cannot guarantee return transportation by Government conveyance and shall not authorize transportation by commercial conveyances at Government expense.

U7653 ATTENDANCE AT PUBLIC CEREMONIES

Members who participate in public ceremonies or demonstrations and whose expenses are borne by the sponsoring agency, are not entitled to travel expenses.

U7654 RESIGNATION OR RELEASE AT OWN REQUEST OF PUBLIC HEALTH SERVICE MEMBERS

The Assistant Secretary for Health or the Secretarial Process may, at the official's discretion, divest a member of the Public Health Service of any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume if that member resigns or separates of the member's own volition:

1. before completing 2 years of continuous active duty, or
2. before completing a period of active duty agreed to in writing, or
3. without adhering to prescribed Service policy regarding separation from the Service or release from active duty.

U7655 SEPARATION AT PERSONAL REQUEST OF NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION CORPS MEMBERS

When a member of the National Oceanic and Atmospheric Administration Corps resigns of the member's own volition before completing 3 years of service from the date of appointment in the National Oceanic and Atmospheric Administration Corps, the Secretary of Commerce may, at the Secretary's discretion, divest the entitlement to any or all travel and transportation allowances to which such member would otherwise be entitled under this Volume.

***U7656 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES**

An authorization issued to a member of the Armed Forces stationed at a CONUS PDS authorizing the member to participate in "The Educational Leave Program Relating to Continuing Public and Community Service" under DoDI 1322.21, dated 1 June 1994, is permissive and does not entitle the member to PCS allowances under Chapter 5 to participate in the Program or to any other allowances to which the member otherwise would be entitled under this Volume, for any period the member is on educational leave. The member is entitled to any other allowances to which otherwise entitled under this Volume for any period the member reports to the designated unit of assignment during scheduled school breaks or for any period the member takes regular leave. See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH eligibility. The statutory authority for this Program expires 31 December 2001.

CHAPTER 8

COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)

U8000 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under this Part:

1. a member assigned to a high cost area in CONUS;
2. a member in an unaccompanied status OCONUS, if the primary dependent of the member resides in a high cost area in CONUS;
3. a member assigned to duty in CONUS, if the Secretarial Process, determines under the conditions in par. U8005-B that:
 - a. the primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and
 - b. it would be inequitable for the member's eligibility for the allowance to be determined on the basis of the duty location of the member.

U8001 DEFINITION OF TERMS AS USED IN THIS PART

A. High Cost Area. An area is a high cost area for a fiscal year for purposes of this Part if the uniformed services' cost of living for that area for the 'base period' exceeds the average cost of living in CONUS for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12 month period ending on June 30 of the year in which such fiscal year begins. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not be less than 8 percent. The Administering Secretaries, shall prescribe a higher threshold percentage to be applied for a fiscal year, when it is necessary to do so in order to ensure the total amount of CONUS COLA payments made to members of the uniformed services under this Part for such fiscal year, does not exceed the total amount available to all uniformed services for that fiscal year for paying such allowance.

B. Member With Dependents. The term "member with dependents" as used in this Part means a member who is entitled to BAH (or would be entitled to a BAH if Government quarters were not occupied) at the with-dependent rate.

C. Member Without Dependents. The term "member without dependents" as used in this Part means a member who is entitled to a BAH (or would be entitled to a BAH if Government quarters were not occupied) at the without-dependent rate.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. the member's spouse; or
2. for an unmarried member, a dependent as defined in Appendix A (except items 1, 8, 9 and 10).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Part means any portion of a member's assignment to an OCONUS PDS when dependents reside in, or during which all dependents return to, a location in CONUS to establish a permanent residence.

U8002 RATES PAYABLE**A. General**

1. CONUS COLA shall be paid to a member with or without dependents assigned to a PDS in a high cost area.
2. For members with dependents who, under the circumstances in par. U8005, do not reside at the PDS location, CONUS COLA shall be paid based on the location of the primary dependent.

CONUS COLA is payable at a rate prescribed in a rate table prepared by the PDTATAC.

B. Both Husband and Wife are Members. When both husband and wife are members, each is entitled to a CONUS COLA. This entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case shall a spouse who also is a member on active duty be considered as a dependent for entitlement purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA is paid for one spouse at the with dependent rate and for the other at the without dependent rate.

C. Member Assigned to Ship or Afloat Staff. For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is considered the member's PDS.

D. Member in Leave Status Awaiting Final Discharge. Leave status does not affect the rate of CONUS COLA paid to the member.

E. Member Processing for Separation or Retirement. The CONUS COLA entitlement for separation or retirement processing shall be:

1. CONUS PDS to Separation Activity: based on the rate of the last PDS;
2. CONUS COLA paid at the primary dependent's location immediately prior to separation based on the rate for the primary dependent's location.

U8003 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases:

1. for the number of days of travel authorized in connection with a PCS (par. U5160);
2. for a member of the reserve components, for any active duty time when the order to active duty is for less than 20 weeks. (Exceptions: par. U8011);
- *3. for any member of the Armed Forces participating in "The Educational Leave Program Relating to Continuing Public and Community Service" under DoDI 1322.21, dated 1 June 1994, during any period the member is on such educational leave. However, the member is entitled to CONUS COLA for any period(s) while reporting to the designated unit of assignment during scheduled school breaks or during any period the member takes regular leave. The statutory authority for the Program expires 31 December 2001;
4. for a member with or without dependents when the member is in confinement.

U8004 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in this paragraph and par. U8005, entitlement to CONUS COLA at the rate prescribed for a particular PDS begins on the day the member reports to a PDS where there is a rate prescribed. Similarly, except as otherwise provided in this paragraph, CONUS COLA at the rate paid at the member's old PDS shall continue through the day before the day the member reports at the new PDS in

**PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND
INTERIM HOUSING ALLOWANCE****U9100 GENERAL**

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

***U9101 OHA STARTS/STOP**

A. Start. OHA generally starts on the day a member reports to a new PDS, or when dependents arrive in advance of their sponsor, as specified in par. U9110-C. OHA starts on the day after the member's reporting day if, on the reporting day, a member:

1. without dependents is authorized MALT PLUS or TLA; or
2. with dependents is authorized MALT PLUS for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under par. U9101-C, or
2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. day before the member departs in compliance with PCS orders,
2. homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent

transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. **Secretarial Extensions.** OHA continuation beyond the 60-day period authorized in par. U9101-B may be authorized by the Service's Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

***U9102 CONCURRENT PAYMENT OF OHA AND TLA.** OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9101-B or U9101-C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters);
4. station allowances are authorized under par. U9301, or
5. upon the member's death, TLA, for up to 10 days, may be authorized in conjunction with OHA payment to dependents while dependents are awaiting transportation home. (See par. U9104).

OHA may be paid if authorized/approved by the Service's Secretarial Process, beginning the date the lease for permanent quarters on the local economy begins, during any authorized/approved TLA period for a member who could not occupy the permanent quarters due to non-delivery of the member's HHG or Government-owned furniture/appliances.

U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

***U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH**

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

NOTE 1: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>). (Also see par. U9102 for continued TLA for up to 10 days.)

NOTE 2: Non-DoD Members - See Service pay regulations. (Also see par. U9102 for continued TLA for up to 10 days.)

U9105 DETERMINING MONTHLY RENT

A. **General.** Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant shall be used in computing the OHA. The cost of a separate lease for parking one POV at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the PDS is not included in rent. The following rules apply for determining rent.

1. is entitled to dependent transportation;
2. is ordered to a PDS at which an accompanied-by-dependents tour may be elected, and
3. elects to serve an unaccompanied tour but is accompanied or joined by dependents;

is not entitled to OHA when available Government quarters are not occupied based on the presence of noncommand-sponsored dependents in the PDS vicinity. If the member changes the election and agrees to serve the accompanied tour, par. U9110 applies from the date dependents are command-sponsored.

U9110 OHA ENTITLEMENT FOR MEMBERS WITH DEPENDENTS

OHA is payable to a member with dependents at all times except as indicated in par. U9110-A or when Government quarters are assigned to, or occupied jointly by, the member and dependents.

A. Member Paying Child Support Assigned Government Quarters. A member with dependents authorized:

1. BAH-II at the with dependent rate (members who were assigned to Government quarters and receiving BAH-II at with dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF;

solely because the member is paying child support is not entitled to OHA if the member is assigned:

1. Government quarters; or,
2. to sea duty and elects not to occupy assigned unaccompanied quarters, unless the member is in a grade above E-6.

B. OHA Reduction. BAH-II at the without-dependent rate for the member's grade is used to make the reduction in par. U9109-A when computing OHA for a member who is entitled to OHA at the without-dependent rate and is being paid:

1. BAH-II at the with-dependent rate;
2. BAH-II at the without-dependent rate plus BAH-DIFF; or
3. BAH-DIFF only (member in grade above E-5 assigned to sea duty who elects not to occupy assigned unaccompanied quarters).

C. Dependents Arrive Before Member at or in Vicinity of a PDS Outside the United States. When dependents arrive at or in the PDS vicinity outside the United States in advance of a member, OHA entitlement begins as indicated in pars. U9110-C1 and U9110-C2.

1. Old PDS Outside the United States. If the old PDS is outside the United States, OHA entitlement begins on the day one or more dependents arrive, except that OHA may not be paid for any day before the date PCS orders are issued.
2. Old PDS in the United States. Except as provided in par. U9301-D, entitlement begins on the day the dependents arrive, if on or after the effective date of the PCS orders, or the date a member departs the United States, whichever is later. ***NOTE: If a vessel having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the day of departure from CONUS.***
3. Homeport Changes. If a member:
 - a. is currently assigned to a ship or other fleet unit with an announced homeport change, or

- b. is in receipt of PCS orders to a ship or other fleet unit with an announced homeport change, and
- c. dependents are authorized travel to the new homeport,

the new homeport is the member's PDS for OHA purposes effective on the dependent's arrival date (65 Comp. Gen. 888 (1986)).

4. Amended PCS Orders Change PDS. When, before joining dependents at a PDS originally designated in PCS orders, a member receives amended PCS orders to a different PDS, OHA entitlement at the original location ends the day the dependents depart for the newly-designated PDS. OHA entitlement at the original location may not extend beyond 60 days after the effective date of the amended orders unless specifically extended through the Secretarial Process. OHA entitlement at the with dependents rate at the new PDS begins on the day dependents arrive.

U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of July 14, 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of September 1, 1954 (68 Stat. 1126), or any other statute.

U9112 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <http://www.dtic.mil/perdiem/>.

U9113 COMPUTATION DATA

OCONUS commanders, or their designated representatives, shall periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC.

U9114 SUBMISSION OF HOUSING REPORTS

For submission of housing reports, see Appendix M.

U9115 INTERIM OHA

A. General. A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it is factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and

3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Entitlement

1. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.

2. Advance Rent 4 Months to One Year. Rental advances of 4 or more months may be made only for the locations authorized by PDTATAC. Rental payments should be made on a month to month basis. Requests for a rental advance of more than 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- (a) law,
- (b) local custom for everyone, including local nationals, or
- (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests for rental advances of 4 or more months must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

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

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed:

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. *Expenses identified by a member for purchase of real estate or living accommodations must not be considered.*

C. Liquidation

1. Repayment Within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.
3. Postpone Repayment Until Member Vacates Housing. Repayment of:
 - a. advance rent, and
 - b. security deposits exceeding \$1,000

may be postponed by an official designated by the Service concerned until the member vacates the housing for which the advance rent and/or the security deposit was made if repayment during the member's tour would create an excessive economic burden.

4. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.
5. Currency Fluctuation Effects. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U9116-D.
6. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent, per paragraph D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

for departure or when the member is to depart on a day the paying office is closed, the member may be paid TLA for up to 3 days immediately before departure based on the computation period immediately preceding the days to be covered. However, payment may not be made if member was not in a TLA status immediately before the period for which the advance payment of TLA was required.

B. Dependents Depart Before Member. When dependents depart an overseas PDS before the member, TLA is authorized for the member and dependents when they meet the conditions in par. U9201-A. The period of entitlement incident to the dependents' departure shall not exceed the last 10 days before the last dependent departs, and shall not begin earlier than the issue date of the PCS orders, or official alert notice, as applicable. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as prescribed in par. U9204-A.

*C. Delayed Departure. When the period authorized by par. U9204-A has begun and actual departure is delayed through no fault of the member (to include dependents' delay due to the member's death, see par. U9104) or dependents, TLA may be authorized/approved by the approving authority (see par. U9200), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent housing is required to be relinquished more than 10 days before the estimated date of departure, the approving authority (see par. U9200) may authorize/approve TLA beginning the day such housing is relinquished for reasons such as the following:

1. the transportation officer considers it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other such requirements related to HHG shipments;
2. expiration or termination of lease or rental agreement occurs after a member is in receipt of PCS orders or alert notice;
3. housing is withdrawn from the market by landlord;
4. acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances make continued occupancy of permanent-type housing inadvisable;
5. the member is required by lease, custom, or law to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. the lease, custom, or law requires that housing be surrendered at fixed dates more than 10 days before scheduled departure;
7. housing authorities require the member to vacate permanent residential housing for the convenience of the Government to permit its readying for and/or assignment to another member;
8. the major overseas commander determines that permanent housing must be relinquished under circumstances or for reasons other than those stated in pars. U9204-D1 through U9204-D8.

The principles in par. U9201-B2 must be applied in determining the need for the allowance under this subparagraph. The allowance is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the major overseas commander.

E. Member Detaches from a Ship Away from Homeport. When a member detaches on PCS orders from a ship homeported outside CONUS while the ship is away from its homeport and returns from the ship to the homeport, such member is entitled to TLA in the member's own behalf unless entitled to per diem. If the member is entitled to per diem at the homeport, no entitlement to TLA exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9207-A.

F. Period of TDY or Deployment While Away from Old PDS. A member receiving TLA preceding departure on PCS, who is ordered on TDY away from the PDS, or who is ordered on deployment from the homeport of the ship, staff

or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the old PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's claim must be annotated with, or have attached, certification that the quarters were retained because of military necessity and not because of the member's personal choice or convenience.

G. Entitlement Before Orders Issued. A member is entitled to TLA before PCS orders are issued, provided the voucher is supported by a statement from the PCS order-issuing official, or the designated representative, that the member was advised before the PCS orders were issued that such orders would be issued. The length of time before the PCS orders are issued during which a member may be advised that the orders shall 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 that may be furnished 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 overseas duty, etc., may not be considered as advice that the orders are to be issued (52 Comp. Gen. 769 (1973)).

H. Entitlement During Period of Hospitalization. A member who is receiving TLA preceding departure on PCS and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's claim must be annotated with, or have attached, certification that the quarters were retained because of the hospitalization and not because of the member's personal choice or convenience.

U9205 EFFECT OF LEAVE OR PERMISSIVE TDY ON ENTITLEMENT TO TLA

TLA is not payable for any day a member is on leave away from the vicinity of the PDS or while on permissive TDY, except when one or more dependents remain in the vicinity of the PDS. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of the period of entitlement pending return is not authorized.

U9206 OLD AND NEW PDSs IN CLOSE PROXIMITY OR IN SAME COUNTRY

A. General. Except as provided in par. U9206-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA entitlement.

B. New PDS Within Commuting Distance. When a member's new PDS is within commuting distance of the quarters occupied while at the old PDS, the member is not entitled to TLA unless the member's commanding officer approves the occupancy of temporary lodgings based on a change of residence being necessary for reasons beyond the control of the member.

U9207 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

A. General

1. Determining Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member shall not be counted for any day during which the member is not entitled to TLA in the member's own behalf (par. U9202-B and U9202-C).

2. Payment of Extra Room Charge. Except as provided in pars. U9207-C and U9207-D, when the member and/or dependents check into or out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the calendar day of checking-out, the rates of 65 percent, 100 percent, and 25 percent shown in par. U9207-E is 97.5 percent, 150 percent, and 37 1/2 percent, respectively, for the calendar day of checking-in or the calendar day preceding the day of checking-out.

B. Temporary Lodging Not Available at PDS. When Government or commercial temporary lodgings are not available at the PDS and the member must obtain Government or commercial quarters at a nearby place, the maximum daily amount of TLA is determined by multiplying the per diem allowance in <http://www.dtic.mil/perdiem/opdrform.html> for the place at which such accommodations are secured by the percentage in par. U9207-E. Payments made under this subparagraph are supported by 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 par. U9207-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 par. U9207-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 par. U9207-A or U9207-B, applies within the computation period, and except as prescribed in pars. U9207-F, U9207-G, and U9207-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:

<i>Number of Persons in Family Occupying Temporary Lodging</i>	<i>Percentage Applicable</i>
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
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 <http://www.dtic.mil/perdiem/opdrform.html> for the member's PDS, except when temporary lodging is not available at the PDS (par. U9207-B) and except as prescribed in pars. U9207-F & U9207-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-B2c, U9201-B2d, C9201-B2e (and U9201-B2f 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/opdrform.html> 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 par. U9207-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 par. U9207-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 par. U9207-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 par. U9207-E with the following modifications:

1. substitute one-half of the M&IE amount at <http://www.dtic.mil/perdiem/opdrform.html> 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/opdrform.html>.

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
 To: San Francisco, CA and
 Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
 To: Chicago, IL
 From: Chicago, IL
 To: San Francisco, CA and
 Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city-pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city-pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

NOTE: *The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in such case is limited to the cost of travel by a direct route on an uninterrupted basis.*

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

*For more information on GSA's Airline City-Pairs Program, call or e-mail

Mona-Lisa Dunn
(703) 308-4661
monalisa.dunn@gsa.gov

Marion Williams
(703) 305-6906
marion.williams@gsa.gov

John Figard
(703) 305-6962
john.figard@gsa.gov

Renita Nowlin
(703) 305-7640
renita.nowlin@gsa.gov

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year.*

An *employee*, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year. * This allowance is in addition to the 4,500 pound weight allowance authorized in JTR, par. C8110. In no event shall the weight of HHG stored at Government expense plus the weight of HHG shipped at Government expense, including consumable goods shipments, exceed 18,000 pounds.

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

LOCATIONS		
Afghanistan, Kabul	Ethiopia, Addis Ababa	Oman, Muscat
Albania, Tirana	Gabon, Libreville	Pakistan, Islamabad
Algeria, Algiers	Georgia, Tbilisi	Pakistan, Quetta
Angola, Luanda	Ghana, Accra	Philippines, Manila
Armenia, Yerevan	Guinea, Conakry	Poland, Warsaw
Azerbaijan, Baku	Guyana, Georgetown	Romania, Bucharest
Bangladesh, Dhaka	India, Calcutta	Russia, Moscow
Belarus, Minsk	New Delhi	Russia, St. Petersburg
Bolivia, La Paz	Indonesia	Rwanda, Kigali
Bosnia-Herzegovina	Kazakistan, Alma-Ata	Serbia-Montenegro, Belgrade
Botswana	Kenya	Sierra Leone, Freetown
Bulgaria, Sofia	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burkina, Ouagadougou	Laos	Sri Lanka, Colombo
Burma, Rangoon	Latvia, Riga	Sudan, Khartoum
Burundi, Bujumbura	Liberia, Monrovia	Suriname, Paramaribo
Cambodia, Phnom Penh	Lithuania, Vilnius	Syria, Damascus
Cameroon, Yaounde	Macedonia, Skopje	Ethiopia, Addis Ababa
Central African Republic, Bangui	Madagascar, Antananarivo	Gabon, Libreville
Chad, N'Djamena	Malawi, Lilongwe	Togo, Lome
China, Beijing	Mali, Bamako	Turkmenistan, Ashkhabad
China, Shanghai	Mauritania, Nouakchott	Uganda, Kampala
Congo, Brazzaville	Moldova)	Ukraine, Kiev
Cote d'Ivoire, Abidjan	Mongolia, Ulaanbaatar)	Uzbekistan, Tashkent
Cuba, Havana	Mozambique, Maputo	Vietnam
Cyprus, Nicosia	Nepal, Katmandu	Yemen, Sanaa
Djibouti	Nicaragua, Managua	Yugoslavia(See Serbia-Montenegro)
Ecuador, Quito	Niger, Niamey	Zaire, Kinshasa
Eritrea, Asmara	Nigeria, Lagos	Zambia, Lusaka
*Estonia (Eff: 24 May 2001)	Norway, Bodo	Zimbabwe

APPENDIX G

RESERVED

APPENDIX H

Travel Purpose Identifiers

Travel Purpose Identifier	Definition
1. Site Visit	Travel to a particular location to personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance).
2. Information Meeting	Travel to attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. Training Attendance	Travel to receive training.
4. Speech or Presentation	Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. Conference Attendance	Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
6. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
7. Entitlement Travel	Travel entitlements for which an employee or dependent may be eligible while serving at a duty station OCONUS; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located OCONUS.

APPENDIX I

RESERVED

APPENDIX N

PART II: HIGH THREAT LOCATIONS

Locations *Currently* Designated As High Threat

1 July 2001

Locations (Country and/or Country/City)	
Angola	1 March 1993
Argentina	1 June 1997
Bahamas – Nassau	1 May 1996
Bangladesh	1 December 1998
Belgium – Shape	1 May 2000
Belize	16 October 1994
Bolivia	1 July 2001
Brazil	18 February 1993
Cambodia – Phnom Penh	16 October 1994
China	1 February 2000
Colombia	1 September 1990
Croatia	1 February 2000
Dominican Republic – Santo Domingo	18 February 1993
Dominican Republic - Other	1 October 1999
East Timor	16 August 2000
Ecuador	1 December 1998
Egypt – Cairo	1 March 1994
Fiji	1 July 2001
France – Paris	1 February 2000
Greece – Athens	1 September 1990
Greece - other	1 July 2001
Guatemala – Guatemala City	18 February 1993
Haiti – Port-au-Prince	1 April 1995
Haiti – Other	1 October 1999
Honduras - Tegucigalpa	1 September 1990
Honduras – Other	1 October 1999
Hong Kong	1 February 2000
Indonesia	1 October 1999
Israel – Tel Aviv	14 February 1991
Jamaica – Kingston	18 February 1993
Jamaica – Other	1 October 1999
Jerusalem (East and West)	1 September 1990
Kenya – Nairobi	18 February 1993
Korea – Seoul	1 February 2000

Locations <i>Currently</i> Designated As High Threat (Continued)	
Mexico – Mexico City	16 October 1994
Morocco	16 May 1998
Nepal	1 September 1998
Pakistan	1 September 1992
Papua New Guinea – Port Moresby	18 February 1993
Paraguay – Asuncion	1 September 1993
Paraguay – Other	1 October 1999
Philippines	1 September 1990
Poland – Warsaw	1 April 1995
Russia	1 December 1998
Slovakia	1 February 2000
South Africa	1 February 2000
Syria	1 October 1998
Trinidad and Tobago	16 August 1998
Turkey – Adana	14 February 1991
Turkey – Ankara	1 September 1990
Turkey – Istanbul	1 September 1990
Turkey – Izmir	16 May 1992
Ukraine – Kiev	1 May 1996
Uruguay	16 May 1998
Venezuela	1 April 1997
Viet Nam	1 July 2000
Yemen	16 April 1997
Zimbabwe	1 May 1996

Locations *Previously* Designated As High Threat

Location (Country and/or Country/City)	Date Established	Date Removed
Costa Rica		
San Jose	16 April 1997	1 July 2001
Other	1 October 1999	1 July 2001
Jordan		
Amman	1 September 1990	1 July 2001
Other	1 October 1999	1 July 2001
Peru		
Lima	1 September 1990	1 July 2001
All other	1 June 1997	1 July 2001
Rwanda	1 May 1996	1 July 2001
Singapore	1 Feb 2000	1 July 2001

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. CONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

***NOTE:** Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;*

6. fees for:

- a. currency conversion; ***NOTE:** Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));*
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does *not* include cashing checks/drafts *for salary*); and
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

APPENDIX P

RESERVED

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) of the Uniformed Services only*:

Authorized FEML Location	Command Region	Authorized Destination	Recertification Due Date
Albania, Tirana	European	Frankfurt	31 July 2000
Argentina	Southern	Miami	31 May 2003
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	31 May 2003
Belarus	European	Frankfurt	31 July 2000
Belize	Southern	Miami	31 May 2003
Bolivia	Southern	Miami	31 May 2003
Botswana	European	Frankfurt	31 July 2000
Brazil	Southern	Miami	31 May 2003
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 May 2003
China	Pacific	Los Angeles	30 April 2001
Columbia	Southern	Miami	31 May 2003
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 May 2003
Ecuador	Southern	Miami	31 May 2003

Egypt	Central	Frankfurt	30 September 2002
El Salvador	Southern	Miami	31 May 2003
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 May 2003
Guyana, Georgetown	Southern	Miami	31 May 2003
Haiti	Southern	Miami	31 May 2003
Honduras	Southern	Miami	31 May 2003
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	31 May 2003
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
Malaysia	Pacific	Sydney	30 April 2001
Mali, Bamako	European	Frankfurt	30 April 2002
Marshall Islands, Majuro	Pacific	Honolulu	30 April 2001
Mexico	Southern	San Antonio	31 May 2003
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 May 2003
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
Panama, Panama City	Southern	Miami	31 May 2003
Paraguay	Southern	Miami	31 May 2003
Peru	Southern	Miami	31 May 2003
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
Sri Lanka	Pacific	Frankfurt	30 April 2001
Suriname	Southern	Miami	31 May 2003
Syria	European	Frankfurt	31 July 2000
Tanzania, Dar Es Salaam	European	Frankfurt	30 April 2002
Thailand	Pacific	Honolulu	30 April 2001
Trinidad, Port of Spain and Tobago	Southern	Miami	31 May 2003
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 May 2003
Uzbekistan, Tashkent	Central	Frankfurt	30 September 2002
Venezuela	Southern	Miami	31 May 2003
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