

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 190

Alexandria, VA

1 October 2002

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 October 2002 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPP)

SALLY BRICE-O'HARA
RADM, USCG
Director of Personnel Management

ANITA BLAIR
Deputy Assistant Secretary
of the Navy (Personnel Programs)

EVELYN J. FIELDS
RADM, NOAA
Director, NOAA Corps

KELLY A. CRAVEN
Deputy Assistant Secretary
of the Air Force (FMP)

R. MICHAEL DAVIDSON
RADM, USPHS
Assistant Surgeon General

This change includes all material written in MAP Items 53-00; 63-00; 108-00; 42-01; 102-01; 17-02(E); 27-02(E); 31-02(E) and editorial changes U02016; U02017 and U02023. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 189 cover page.

BRIEF OF REVISION

These are the major changes made by Change 190:

U3125-B4h; U4325; U4326. Allows scheduling travel for uniformed members and employees so that they arrive at an OCONUS TDY location in sufficient time to permit a period of rest if overnight travel is involved even if a rest stop en route was authorized.

U4125. Explains that when a traveler obtains lodging on a weekly or monthly basis, and takes leave during that period, that daily lodgings cost is computed by dividing the total lodging cost by the number of days the traveler is entitled to the lodging portion of per diem.

U4230. Updates the per diem rates in the computation examples in par. U4230 to current rates.

U4710-B; U5310-B. Reflects the increase in TDY and PCS weight allowances for grades E-1 through E-4, as specified in the FY02 National Defense Authorization Act, to be effective for orders issued on/after 1 January 2003.

U5215-C. Clarifies that a member who acquires dependents in a foreign OCONUS area must get command sponsorship before the Government can pay transoceanic travel and transportation.

U5610-B. Spells out that a member without dependents must move to be entitled to a DLA.

U5315-B; U5315-C. Increases the administrative weight allowance from the current 2,000 pounds to 2,500 pounds.

U9107. Permits a member to draw MIHA for non-Government funded moves when the member has more than 12 months remaining in the tour.

U9301-B3. Authorizes members serving an unaccompanied tour at the first PDS the same station allowance entitlements for their dependents as those members serving a dependent restricted tour at their first PDS.

Appendix A. Revises the new Government Meal Rates for FY 2003.

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	189	U3G-1	187	U5B-1	183	U5D-31	179	U6A-9
176	iii	181	U4-i	184	U5B-3	183	U5D-32-1	179	U6A-10-1
188	v	190	U4-iii	184	U5B-5	183	U5D-33	166	U6A-11
171	vii	190	U4-v	187	U5B-7	183	U5D-35	166	U6A-13
181	U-i	159	U4A-1	181	U5B-9	189	U5D-37	166	U6A-15
181	U-iii	181	U4B-1	185	U5B-11	183	U5D-39	174	U6A-17
183	U1-i	180	U4B-3	185	U5B-13	183	U5D-41	174	U6A-18-1
188	U1A-1	181	U4B-4-1	185	U5B-15	185	U5D-43	177	U6A-19
188	U1A-3	190	U4B-5	181	U5B-17	183	U5D-45	166	U6A-21
185	U1A-5	168	U4B-7	180	U5C-1	185	U5E1-1	166	U6B-1
183	U1B-1	182	U4B-9	187	U5C-3	183	U5E1-3	166	U6B-3
183	U2-i	184	U4B-11	190	U5C-5	183	U5E1-5	173	U6B-5
180	U2-iii	184	U4B-13	187	U5C-7	181	U5E1-7	173	U6B-7
183	U2A-1	153	U4B-15	181	U5C-9	181	U5E1-9	173	U6B-9
189	U2B-1	174	U4B-17	176	U5C-11	185	U5E1-11	173	U6B-11
189	U2B-3	165	U4C-1	174	U5C-13	180	U5E2-1	173	U6B-13
182	U2C-1	165	U4C-3	187	U5C-15	187	U5E2-3	173	U6B-15
182	U2C-3	190	U4C-5	185	U5C-17	185	U5E2-5	177	U6B-17
173	U2D-1	190	U4C-7	183	U5C-19	171	U5F-1	173	U6B-19
176	U2E-1	190	U4C-9	171	U5C-21	181	U5F-3	175	U7-i
186	U2F-1	190	U4C-11	171	U5C-23	174	U5F-5	182	U7-iii
184	U2G-1	190	U4D-1	187	U5C-25	183	U5F-7	182	U7-v
166	U2G-3	190	U4D-3	187	U5C-27	174	U5F-9	185	U7-vii
182	U2G-5	153	U4E-1	186	U5C-29	171	U5F-11	185	U7-ix
187	U2H-1	184	U4F-1	186	U5C-31	190	U5G-1	157	U7A-1
188	U3-i	189	U4F-3	186	U5C-33	185	U5G-3	184	U7B-1
189	U3-iii	189	U4F-5	187	U5C-35	185	U5G-5	189	U7C-1
184	U3A-1	169	U4G-1	187	U5C-37	185	U5G-7	168	U7D-1
184	U3A-3	190	U4H-1	190	U5D-1	185	U5G-9	168	U7E-1
186	U3B-1	190	U4H-2-1	190	U5D-2-1	188	U5H-1	187	U7F1-1
188	U3B-3	159	U4H-3	188	U5D-3	185	U5H-3	157	U7F2-1
156	U3B-4-1	166	U4H-5	188	U5D-5	185	U5H-5	169	U7F3-1
190	U3B-5	166	U4H-7	190	U5D-7	185	U5H-7	174	U7G-1
179	U3B-7	159	U4I-1	188	U5D-9	184	U5I-1	184	U7G-3
179	U3B-9	142	U4I-3	174	U5D-11	171	U5J-1	184	U7G-5
190	U3B-11	187	U5-i	188	U5D-13	185	U5J-3	181	U7G-7
181	U3B-13	187	U5-iii	188	U5D-14-1	183	U5J-5	183	U7G-9
181	U3B-15	186	U5-v	174	U5D-15	183	U5J-7	154	U7G-11
187	U3C-1	186	U5-vii	174	U5D-17	183	U5J-9	187	U7H-1
185	U3D-1	186	U5-ix	164	U5D-19	168	U6-i	187	U7H-3
184	U3D-3	186	U5-xi	180	U5D-21	177	U6-iii	187	U7H-5
183	U3E-1	186	U5-xiii	185	U5D-23	179	U6A-1	187	U7H-7
185	U3E-3	180	U5A-1	185	U5D-25	179	U6A-3	187	U7H-9
170	U3F-1	187	U5A-3	183	U5D-27	179	U6A-5	157	U7I-1
166	U3F-3	185	U5A-5	185	U5D-29	179	U6A-7	177	U7J-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
160	U7K-1	188	U9C-15	181	K-3	180	O-17		
168	U7L-1	188	U9C-17	181	K-5	173	O-19		
168	U7M-1	188	U9C-19	181	K-7	163	O-21		
184	U7N-1	190	U9D-1	181	K-9	176	P-1		
184	U7O-1	190	U9D-3	181	K-11	173	Q-I		
184	U7P-1	183	A-1	181	K-13	173	R-1		
185	U7Q-1	184	A-3	181	K-15	186	S-1		
168	U7R-1	174	A-5	181	K-17	186	S-3		
185	U7S-1	172	A-7	167	L-1	178	T-1		
160	U7T-1	183	A-9	167	L-3	178	T-3		
168	U7U-1	190	A-11	169	L-5	171	U-1		
168	U7V-1	189	A-13	173	L-7	88	i-1		
168	U7W-1	183	A-15	184	M-i	88	i-3		
168	U7W-3	177	A-17	184	M-1	88	i-5		
168	U7W-5	177	A-19	184	M-3	88	i-7		
161	U7X-1	187	A-21	184	M-5	88	i-9		
187	U7Y-1	187	A-23	184	M-7	88	i-11		
186	U8-i	187	A-25	184	M-9	88	i-13		
185	U8-1	185	A-27	184	M-11	88	i-15		
181	U8-3	185	A-29	184	M-13	88	i-17		
186	U8-5	174	B-1	184	M-15	88	i-19		
186	U8-7	138	C-1	184	M-17	88	i-21		
190	U9-i	174	D-1	184	M-19	88	i-23		
188	U9-iii	160	E-1	184	M-21				
172	U9A-1	188	E-3	184	M-23				
181	U9B1-1	188	E-5	184	M-25				
181	U9B1-3	179	E-7	184	M-27				
190	U9B1-5	184	E-9	168	N-1				
179	U9B1-7	184	E-10-1	168	N-3				
179	U9B1-9	182	E-11	186	N-5				
179	U9B1-11	181	E-13	188	O-1				
188	U9B2-1	181	E-15	185	O-2-1				
183	U9B2-3	178	F-1	185	O-3				
164	U9B2-5	133	F-3	181	O-5				
188	U9C-1	176	G-1	180	O-6-1				
188	U9C-3	176	H-1	184	O-7				
188	U9C-5	176	I-1	189	O-9				
188	U9C-7	172	J-1	183	O-11				
188	U9C-9	173	J-3	183	O-12-1				
188	U9C-11	173	J-5	179	O-13				
188	U9C-13	181	K-1	181	O-15				

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See par. U3125-C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- *h. travel is direct between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. If a stopover is for an overnight, the 14-hour rule is not applicable. A rest stop en route (see par. U4326-B3a) is prohibited when travel is authorized by premium-class accommodations.*

NOTE: *When use of premium-class other than first-class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.*

5. Documentation Requirements

- a. Orders. Authorization for first-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the traveler must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes first-class air accommodations (by including the authority and authorization source (memo/letter/message/etc. including date and signatory position), appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for first-class air accommodations use and no other class of service is available, a transportation document may be issued for first-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for first-class air accommodations were issued as only first-class service was available between authorized origin and destination points.
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination

(including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in par. U3125-C3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 U.S.C. §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

2. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** See *Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.*
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty are not reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-B and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
- b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
- c. couriers and control officers accompanying controlled pouches or packages.

4. coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

*D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in par. U3135-C.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in par. U3140-A for the travel involved.

U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. Policy

GSA airlift contracted through the Contract City-Pair Program shall be used for uniformed members. EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

1. Space on a scheduled contract flight (including a confirmed pet space (see NOTE) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing ((DoD 4500.9-R) - DTR, Part I, Chapter 103, par.B.2.c.(1) Note).

2. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006);
3. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE:*** This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued charge cards, or through a centrally billed account;
4. Rail service is available and that service is cost effective and consistent with mission requirements;
5. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler;
6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;
 - a. the agency determines prior to the member's travel that this type of service is practical and economical to the Government; and
 - b. in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

B. Scheduled Air Carriers

1. Contract air service between city-pairs (city-pair) shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.
2. ***Cost reimbursable contractor personnel are prohibited from using Government discount fares (including Contract City-Pairs fares) when purchasing commercial airline tickets.***

C. Frequently Asked Questions about Using the Contract City-Pair Program

1. **How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	General
U4305	Actual Travel Time
U4325	Scheduling Travel A. Schedule B. Early Departure
U4326	Travel During Hours of Rest, Rest Stops En Route and a Rest Period at a TDY Point after approval A. Starting and Ending Travel B. Rest Stop En Route C. Rest Period at the TDY Point before Reporting for Duty D. Delaying Return Travel to Use Reduced Travel Fares
U4330	POC Travel
U4335	Special Conveyance Travel
U4340	Mixed Modes Travel

PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	Government Mess A. Mess Available B. Mess Not Available C. Travel Order/Voucher Documentation

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

<u>Paragraph</u>	<u>Contents</u>
U4500	General A. Scope B. Transportation Expenses Incurred in or Around a PDS or TDY Location
U4505	Communication Services
U4510	Reimbursement for Occasional Meals and Quarters A. General B. Computation for Occasional Meals and Quarters

U4520	Miscellaneous Expenses A. General B. TDY Travelers C. PCS Travelers
U4525	Not Used
U4535	Registration Fees
U4539	Reimbursement of Preparatory Travel Expenses When the Order is Amended, Modified, Canceled or Revoked

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

<u>Paragraph</u>	<u>Contents</u>
U4600	General
U4605	Member Ordered on Indeterminate TDY A. General B. Transportation of Dependents to TDY Station or Other Location C. Return of the Member to the PDS D. PCS Orders Received at TDY Station

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

<u>Paragraph</u>	<u>Contents</u>
U4700	General
U4705	Authorizing/Approving TDY HHG Shipments
U4710	Basic Entitlement A. Shipments in Addition to Authorized TDY Weight Allowance B. Weight Allowance C. Shipment of Replacement Items
U4715	Limitations
U4720	Methods of Shipment
U4725	Factors Affecting TDY HHG Transportation A. Weight Allowance Entitlement B. Orders Amended, Modified, Canceled or Revoked C. Improper Shipments
U4730	Not Used
U4735	When Excess Charges Are Incurred
U4740	Called (or Ordered) to Active Duty

- U4745 PCS With TDY En Route**
- U4750 TDY Without Return to PDS or TDY Pending Further Assignment**
- U4755 Indeterminate TDY**
- U4760 TDY Pending OCONUS Assignment or to a Vessel**
- A. General
 - B. Ordered to a Vessel
 - C. Ordered to OCONUS Duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
- U4765 TDY in Connection With Building, Fitting Out, Converting or Reactivating a Vessel**
- A. General
 - B. Ordered to a Vessel Not Specified as Unusually Arduous
 - C. Ordered to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
- U4770 Storage in Connection With TDY or Deployment**
- A. Temporary Storage
 - B. Special Storage
 - C. Nontemporary Storage (NTS)
 - D. Storage After Completion of TDY/Deployment
- U4775 Shipment of HHG After Storage**

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

<u>Paragraph</u>	<u>Contents</u>
U4800	Definitions
	A. Joint Task Force (JTF)
	B. Operational Deployment
	C. Exercises
	D. TDY Options

Day of return to Location A:

\$46 (M&IE) plus \$45 (lodging cost) = \$91

Example 2

A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3-day TDY assignment, the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and authorized/approved reimbursement for those quarters as a miscellaneous expense allowance (par. U4520-B4j). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

Applicable per diem rates at the time of this example:

Location C \$38 (M&IE) and \$109 (Maximum lodging)

Location D \$46 (M&IE) and \$130 (Maximum lodging)

Reimbursement for the Government quarters for 3 days: \$75 (\$25 x 3).

Per diem for the TDY assignment in Location D:

First day (day of departure from Location C and arrival in Location D):

\$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see **NOTE**)

Second and third day:

\$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see **NOTE**)

Day of return to Location C:

\$38 (M&IE) plus \$25 (lodging cost) = \$63

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

j. Allowable Expenses when Residence Purchased and Used for Lodgings on TDY. When a member purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs are the allowable lodging expenses (57 Comp. Gen. 147 (1977)):

- (1) monthly interest;
- (2) monthly property tax;
- (3) monthly utility cost actually incurred (does not include any installation and hook-up charges).

In determining the member's daily lodging cost, the allowable expenses are prorated on a 30-day month basis. In no case shall the total per diem payable exceed the applicable maximum locality rate for the area.

k. Lodging Cost for Quarters Jointly Occupied by Member and Dependents. Lodging cost for quarters jointly occupied by a member and dependents is apportioned 50 percent for the member and 50 percent for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C).

*l. Lodging Obtained on a Weekly or Monthly Basis. When a member obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (i.e., weekly, monthly) lodging cost by the number of days the member is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)), provided the member acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate.

Example

1. A member is TDY at a location where the per diem is \$85 (\$55 for lodging and \$30 for M&IE).
 2. The member obtains lodging on a long-term basis and is paying \$900 a month for an apartment and utilities.
 3. In a normal month, the daily lodging cost would be \$30 (\$900/30 days).
 4. In June the member took leave for 10 days and is entitled to per diem for only 20 days.
 5. The daily lodging rate for the member during June is computed to be \$45 per day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$55 lodging ceiling, the member is reimbursed \$45 per day for lodging in June.
2. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

advance of the travel, the AEA for a specific travel assignment is stated in the travel order. AEA may be authorized/approved for the entire period of a trip including travel time or, when appropriate, per diem or AEA may be authorized/approved for different portions of trips. An example in the latter case occurs when there is a relatively long period of travel time or travel and assignment in several localities on a single itinerary. The period for which AEA is authorized/approved is indicated in the document issued by the Secretarial Process or the Director of the Defense Agency concerned or designated representatives. These authorizations/approvals cover individuals specifically listed in the request and alternate or additional personnel not specifically listed, but who actually performed the duty covered by the request.

E. Requests. *See Appendix L.*

F. Data to Be Included in Requests. Requests should contain any of the following data that is relevant to the trip:

1. specific reason for travel;
2. whether meetings with technical, professional, or scientific organizations are involved;
3. whether international conferences or meetings are involved;
4. identity of the senior member of the party, whether civilian or military, including grade, full name, SSN and branch of the Service;
5. names and titles of foreign governmental contacts, if any;
6. roster of other employees or members of the Uniformed Services who also are performing the travel or TDY involved including grade, full name, SSN and branch of Service;
7. proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and the inclusive dates of travel;
8. information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, lodgings, restaurants, etc.;
9. any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem shall not suffice;
10. reasons normal accommodations within the prescribed per diem allowances do not suffice; and
11. name and phone number of individual who may be contacted concerning this request.

When any of the data in items 1 through 10 are not available, the request should so state. Each request for approval of AEA after travel has been performed is accompanied by a copy of DD Form 1351-3 (Statement of Actual Expenses) or a detailed statement showing dates, items, and amounts paid. Vouchers or receipts are not to be submitted with the request for AEA. Such documents are to be submitted to the disbursing/finance/travel office.

U4220 ITEMIZATION

For reimbursement on an AEA basis, a member must submit itemized expenses (see par. U4205) that indicate clearly the expenses applicable to each calendar day, excluding items claimed separately (such as taxicab fares and registration fees). When reimbursement for M&IE is on a per diem basis (as prescribed in par. U4210-B3), itemization of meals and incidental expenses is not required.

U4225 COMPUTATION RULES A. General. When the actual expenses incurred during any 1 day are less than the daily amount authorized, the member is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day are reviewed and allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in pars. U4225-B, U4225-C, and U4225-D. In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.

B. Meals Available under Special Arrangements. When a member is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY to remote areas, and meals are made available under a special arrangement between a Uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency, reimbursement of actual expenses incurred for meals is limited to the amount equaling the charge applicable to each meal made available under the special arrangements, not to exceed the charges for three meals per day.

Effective for TDY travel performed on or after 1 January 2001

C. Averaging Expenses. When an AEA is authorized/approved for all per diem expenses (meals, lodging and incidental expenses) the daily amount of expense items that do not accrue on a daily basis, may be averaged over the number of days the member is entitled to AEA at the AEA location. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (*see NOTE*), hotel maid tips, and similar expenses. Example: A member on an 8-day (Saturday-Saturday) TDY to an *OCONUS* location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The member may average the \$32 cost over the 8-day TDY and indicate that \$4 was paid daily. Averaging incidental expenses as indicated above does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

NOTE:

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

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

D. Special Rules for Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging as provided in par. U4510.

2. Reimbursement for Day of Departure. The reimbursement method and daily maximum for the day of departure from the PDS is the same as that authorized for the first location where lodging is required.

3. Reimbursement for Day of Return. On the day of return to the PDS, the same method and daily maximum applicable to the previous calendar day shall apply. When return travel to the home or official station requires 2 or more days, see par. U4125-A3a for method of reimbursement.

***U4230 COMPUTATION EXAMPLES**

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

1. The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Lodging taxes in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense in addition to AEA.

2. The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <http://www.dtic.mil/perdiem/opdform.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.

<u>EXAMPLE 1</u>			
Travel to single TDY point. AEA authorized for lodging and M&IE			
<u>Per Diem Rate for the CONUS TDY Location</u>			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$99	\$46	\$145	
<u>Actual Expense Allowance Computation for the CONUS TDY Location</u>			
AEA authorized NTE \$217.50 (\$145 x 150%) Lodging NTE \$148.50 (\$99 x 150%) M&IE NTE \$69 (\$46 x 150%)			
<u>Itinerary</u>			
<u>Date</u>	<u>Travel Status</u>		
10 Aug	Depart Residence Arrive CONUS TDY Location		
11 Aug	TDY in CONUS TDY Location		
12 Aug	TDY in CONUS TDY Location		
13 Aug	Depart CONUS TDY Location Arrive Residence		
<u>Daily Expenses</u>			
<u>Date</u>			<u>Total</u>
10 Aug	Lodging	\$130.00	
	Dinner	+ 25.00	
	Total	\$155.00	
	Total Daily Reimbursement		\$155.00
11 Aug	Lodging	\$130.00	
	Breakfast	6.00	
	Lunch	10.00	
	Dinner	24.00	
	Incidentals	+ 3.00	
	Total	\$173.00	
	Total Daily Reimbursement		\$173.00

12 Aug	Lodging Breakfast Lunch Dinner Incidentals Total * Total reimbursement for this day is limited to \$199 (\$130 (lodging) + \$69 (max M&IE)) since the total M&IE (\$77) exceeds the 150% M&IE ceiling of \$69. Total Daily Reimbursement	\$130.00 15.00 20.00 40.00 <u>+ 2.00</u> *\$207.00	\$199.00
13 Aug	Breakfast Lunch Total Total Daily Reimbursement	5.00 <u>+12.00</u> \$17.00	\$ 17.00
TOTAL REIMBURSEMENT			\$544.00

EXAMPLE 2 Travel to multiple TDY points. AEA authorized for lodging in CONUS TDY Location A M&IE paid on a per diem basis.		
Per Diem Rate for CONUS TDY Location A		
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$150	\$46	\$196
Actual Expense Allowance Computation for CONUS TDY Location A AEA lodging NTE \$248 (((\$196 x 150%)-\$46)		
Per Diem Rate for CONUS TDY Location B		
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$77	\$30	\$107
Per Diem Rate for CONUS TDY Location C		
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
\$77	\$38	\$115
Itinerary		
<u>Date</u>	<u>Travel Status</u>	
7 Sep	Depart Residence Arrive CONUS TDY Location A	
8 Sep	TDY – CONUS TDY Location A	
9 Sep	Depart CONUS TDY Location A Arrive CONUS TDY Location B	
10 Sep	TDY – CONUS TDY Location B	
11 Sep	Depart CONUS TDY Location B Arrive CONUS TDY Location C	
12 Sep	Depart CONUS TDY Location C Arrive Residence	

Daily Expenses			
Date		Total	
7 Sep	Lodging M&IE (\$46 x 75%) Total Total Daily Reimbursement	\$170.00 <u>+ 34.50</u> \$204.50	\$204.50
8 Sep	Lodging M&IE Total Total Daily Reimbursement	\$170.00 <u>+ 46.00</u> \$216.00	\$216.00
9 Sep	Lodging M&IE Total Total Daily Reimbursement	\$70.00 <u>+ 30.00</u> \$100.00	\$100.00
10 Sep	Lodging M&IE Total Total Daily Reimbursement	\$70.00 <u>+ 30.00</u> \$100.00	\$100.00
11 Sep	Lodging M&IE Total Total Daily Reimbursement	\$75.00 <u>+ 38.00</u> \$113.00	\$113.00
12 Sep	M&IE (\$38 x 75%) Total Total Daily Reimbursement	<u>+ 28.50</u> \$28.50	\$ 28.50
TOTAL REIMBURSEMENT			\$762.00

EXAMPLE 3			
Travel to two TDY points. Lodging and M&IE paid on a per diem basis in CONUS TDY Location A AEA authorized for lodging and M&IE in CONUS TDY Location B			
Per Diem Rate for CONUS TDY Location A			
	Max Lodging	M&IE	Total
	\$71	\$38	\$109
Per Diem Rate for CONUS TDY Location B			
	Max Lodging	M&IE	Total
	\$93	\$38	\$131
Actual Expense Allowance Computation for CONUS TDY Location B			
AEA authorized NTE \$196.50 (\$131 x 150%) Lodging NTE \$139.50 (\$93 x 150%) M&IE NTE \$57 (\$38 x 150%)			
Itinerary			
Date	Travel Status		
1 Oct	Depart Residence Arrive CONUS TDY Location A		
2 Oct	TDY – CONUS TDY Location A		

3 Oct	Depart CONUS TDY Location A Arrive CONUS TDY Location B		
4 Oct	Depart CONUS TDY Location B Arrive Residence		
Daily Expenses			
<u>Date</u>		<u>Total</u>	
1 Oct	Lodging M&IE (\$38 x 75%) Total Total Daily Reimbursement	\$70.00 <u>+ 28.50</u> \$98.50	\$98.50
2 Oct	Lodging M&IE Total Total Daily Reimbursement	\$70.00 <u>+ 38.00</u> \$108.00	\$108.00
3 Oct	Lodging (CONUS TDY Location B) Breakfast (CONUS TDY Location A) Lunch (CONUS TDY Location B) Dinner (CONUS TDY Location B) Total Total Daily Reimbursement	\$120.00 5.00 15.00 <u>+ 30.00</u> \$170.00	\$170.00
4 Oct	Breakfast Lunch Total Total Daily Reimbursement	\$10.00 <u>+ 15.00</u> \$25.00	\$25.00
TOTAL REIMBURSEMENT			\$401.50

EXAMPLE 4			
Travel to multiple TDY points Lodging and M&IE paid on a per diem basis in CONUS TDY Location A and OCONUS TDY Location B AEA authorized for lodging and M&IE in OCONUS TDY Location C			
Per Diem Rate for CONUS TDY Location A			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$208	\$46	\$254	
Per Diem Rate for OCONUS TDY Location B			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$209	\$85	\$294	
Per Diem Rate for OCONUS TDY Location C			
<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>	
\$172	\$71	\$243	
Actual Expense Allowance Computation for OCONUS TDY Location C AEA authorized NTE \$364.50 (\$243 x 150%) Lodging NTE \$258 (\$172 x 150%) M&IE NTE \$106.50 (\$71 x 150%)			
Itinerary			
<u>Date</u>	<u>Travel Status</u>		
5 Aug	Depart Residence Arrive CONUS TDY Location A		
6 Aug	TDY – CONUS TDY Location A		

7 Aug	Depart CONUS TDY Location A Arrive OCONUS TDY Location B		
8 Aug	TDY – OCONUS TDY Location B		
9 Aug	TDY – OCONUS TDY Location B		
10 Aug	Depart OCONUS TDY Location B Arrive OCONUS TDY Location C		
11 Aug	TDY – OCONUS TDY Location C		
12 Aug	Depart OCONUS TDY Location C Arrive Residence		
Daily Expenses			
Date		Total	
5 Aug	Lodging M&IE (\$46 x 75%) Total Total Daily Reimbursement	\$200.00 <u>+ 34.50</u> \$234.50	\$ 234.50
6 Aug	Lodging M&IE Total Total Daily Reimbursement	\$200.00 <u>+ 46.00</u> \$246.00	\$ 246.00
7 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00
8 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00
9 Aug	Lodging M&IE Total Total Daily Reimbursement	\$205.00 <u>+ 85.00</u> \$290.00	\$ 290.00
10 Aug	Lodging Breakfast (OCONUS TDY Location B) Lunch (OCONUS TDY Location C) Dinner (OCONUS TDY Location C) Total Total Daily Reimbursement	\$200.00 7.00 20.00 <u>+ 35.00</u> \$262.00	\$ 262.00
11 Aug	Lodging Breakfast Lunch Dinner Total Total Daily Reimbursement	\$200.00 10.00 18.00 <u>+ 30.00</u> \$258.00	\$ 258.00
12 Aug	Breakfast Total Total Daily Reimbursement	<u>\$8.00</u> \$8.00	\$ 8.00
TOTAL REIMBURSEMENT			\$1878.50

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL**U4300 GENERAL**

NOTE: Throughout this paragraph, users must remember that it is MANDATORY DoD policy to use CTOs for all transportation requirements.

When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem allowances or AEAs are payable for actual travel performed not to exceed the per diem or AEA that would have been payable if the directed transportation mode had been used. When the directed transportation mode is not available or the order does not specify any transportation mode, per diem or AEA is computed as though the transportation mode actually used was directed. ***However, the total per diem or AEA payable must not exceed that payable for constructed travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements of the orders, and is more economical to the Government.*** In determining constructed travel, the transportation allowances are based on the carrier's required check-in time plus travel time from home, office, or place travel actually began, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ended.

U4305 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the member's actual travel time is used for computation.

***U4325 SCHEDULING TRAVEL**

A. Schedule. In determining a schedule, travel is by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of this subparagraph. In selecting a schedule consideration is given to:

1. duty hours;
2. duty requirements;
3. lodging availability at points of origin, destination or intermediate stops;
4. the need for onward transportation;
5. the traveler's comfort and well being; and
6. the traveler being scheduled for departures and arrivals between 0600 and 2400 unless travel during 2400 – 0600 is required by the mission.

B. Early Departure. When a traveler departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, financial regulations might require that a brief statement of the reason for departing earlier than as scheduled under par. U4300 accompany the voucher.

U4326 TRAVEL DURING HOURS OF REST, REST STOPS EN ROUTE AND A REST PERIOD AT A TDY POINT AFTER ARRIVAL*A. Starting and Ending Travel****1. General**

- a. The travel order establishes when travel status starts and ends.

b. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours at night (2400 – 0600).

c. When travel between 2400 – 0600 is required, the only acceptable sleeping accommodations are:

- (1) ship staterooms, and
- (2) train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a traveler is required to travel overnight (2400 - 0600) on such accommodations, arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties even though a rest stop en route has been authorized (see par. U4326-C5).

d. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home, TDY lodgings, etc.) between 2400 hours and 0600 hours if there are more reasonable schedules that meet mission requirements.

e. A prudent authorizing/order-issuing official should schedule travel so that lodgings may be provided so the traveler can retire at a reasonable hour and be ready to perform official business as required (33 Comp. Gen. 221 (1953); 61 id. 448 (1982)).

2. Travel between 0600 and 2400. Travel should be scheduled between 0600 - 2400. To prevent travel between 2400 – 0600, it is reasonable for a traveler to:

a. depart the PDS early enough to prevent having to travel between 2400-0600, or

b. depart the TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

3. Additional Per Diem to Travel between 0600 and 2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600 and 2400 the day after completing the TDY assignment (56 Comp. Gen. 847 (1977)).

Example 1: A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS on Friday) and receive 75% M&IE for that travel day. To prevent the traveler from traveling between 2400 and 0600, the authorizing/order-issuing official may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.

Example 2: A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Any additional early days are the traveler's financial responsibility.

B. Rest Stop En Route

1. Travel During Normal Hours of Rest. The authorizing/order-issuing official may authorize/approve a rest stop en route when travel must be scheduled:

- a. to start at, near, or after the end of the traveler's regularly scheduled duty hours; or

- b. during usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See note in par. U4326-A1c regarding adequate sleeping accommodations.
2. When OCONUS Travel Is Involved. The authorizing/order-issuing official may authorize/approve a rest stop en route when:
 - a. the origin or destination point is OCONUS;
 - b. travel is by a direct or usually traveled route;
 - c. travel is by less than premium class accommodations; and
 - d. the scheduled flight time, including stopovers for plane changes, exceeds 14 hours by a direct or usually traveled route. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. If a stopover is for an overnight, the 14-hour rule is not applicable.*
 3. Rest Stop En Route Prohibited. A rest stop en route may not be authorized/approved when:
 - a. Travel is authorized by premium class service;
 - b. A traveler chooses to travel by an indirect route, *for personal convenience*, causing excess travel time.
 - c. A traveler takes leave at a stopover.
 4. Location of Rest Stop En Route. A rest stop en route:
 - a. may be authorized/approved at *any intermediate* point, and
 - b. should be as near to midway in the journey as the authorized carrier scheduling permits, or
 - c. scheduled at a point en route where free stopovers are permitted (if possible) by the carrier.
 5. Length of Rest Stop En Route. A rest stop en route may not exceed a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.
 6. Per Diem. The rest stop en route per diem rate is the rest stop location rate.
- C. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) should be provided before the traveler reports for duty when:
1. except as indicated in par. U4326-C5 below, authorized carrier schedules prevent a rest stop en route;
 2. the scheduled flight time, including stopovers, exceeds 14 hours by a direct or usually traveled route. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. If a stopover is for an overnight, the 14-hour rule is not applicable;*
 3. except as indicated in par. U4326-C5 below, a rest stop en route is not authorized/approved;
 4. the traveler is not authorized premium class service;
 5. the traveler is required to travel overnight (2400 - 0600) (in such case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the traveler is required to perform official duties even though a rest stop en route has been authorized). See note in par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

D. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced travel fares, a traveler elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the authorizing/order-issuing official, per diem or AEA for the additional time may be paid if:

1. the additional per diem or AEA cost is offset by the transportation savings, yielding an overall savings to the Government; and
2. the delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

U4330 POC TRAVEL

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

U4335 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

U4340 MIXED MODES TRAVEL

When travel is performed between any two points of a separate leg of a journey (par. U3405-B) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-C or U3310-B.

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS**U4700 GENERAL*****Effective 1 April 1997***

This Part prescribes TDY HHG shipping and storage entitlements. For POV storage when member is TDY on a contingency operation, see Chapter 5, Part E.

U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS

Carrier baggage limits may preclude a member from transporting necessary HHG items without cost. An authorizing/order-issuing official or commanding officer may authorize/approve shipment of HHG required for the member's personal comfort and well-being while on TDY.

U4710 BASIC ENTITLEMENT

A. Shipments In Addition to Authorized TDY Weight Allowance. When TDY, the following may be shipped in addition to the TDY weight allowances:

1. professional books, papers, and equipment (see par. U5310-C), and
2. required medical equipment (see par. U5310-K).

*B. Weight Allowance. The maximum weight allowances in the following table do not include accompanied baggage transported free on a commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining net shipment weight for specific transportation modes, see pars. U5335-B, U5335-C, U5335-D, U5335-E, and U5335-F.

1. TDY Weight Allowances

<i>TDY Weight Allowances (Pounds)</i>			
Service and Grade 1/			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
<i>Officer Personnel</i>			
General/General of the Army	Admiral	N/A	2000 ^{2/}
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<i>Enlisted Personnel</i>			
E-9	E-9	N/A	600 ^{3/}
E-8	E-8	N/A	500
E-7	E-7	N/A	400
E-6	E-6	N/A	400
E-5/E-4 (Over 2 Years Service)	E-5/E-4 (Over 2 Years Service)	N/A	400
EFFECTIVE FOR ORDERS ISSUED ON/AFTER 1 JANUARY 2003 FOR GRADES E-4 AND BELOW SEE THE CHART BELOW IN PAR. U4710-B2.			
E-4 (2 Years Service or Less)/ E-3/E-2/E-1	E-4 (2 Years Service or Less)/ E-3/E-2/E-1	N/A	225
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ The Secretarial Process may authorize additional weight up to 2,000 pounds total for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

3/ The allowance for a member selected as a Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection to that position and for the remainder of the military career.

2. TDY weight allowances

Effective for orders issued on/after 1 January 2003 for grades E-4 and below.

<i>TDY Weight Allowances (Pounds)</i>			
Service and Grade 1/			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
<i>Enlisted Personnel</i>			
E-7 to E-1	E-7 to E-1	N/A	400
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

D. Examples

EXAMPLE 1

1 Aug	Dep:	Old PDS	POC	
3 Aug	Arr:	POE		600 miles
4 Aug	Dep	POE	TP	
	Arr:	POD		
	Dep:	POD	CA	Taxi \$20
	Arr:	New PDS		

Member, spouse, and 4 year-old child travel PCS.
 Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.
 POE per diem rate is \$152 (\$110 for lodging and \$42 for M&IE).
 M&IE for new PDS is \$60.

REIMBURSEMENT:		
8/01 - 8/2	2 days @ (\$50 + 37.50 + 25.00) =	\$ 225.00
8/03	\$110 + \$42 = (member)	152.00
	75% x \$152 + 50% x \$152 = (dependents)	190.00
8/04	75% \$60 =	45.00
	75% x \$45 + 50% x \$45 =	56.25
600 miles x \$0.19 per mile =		114.00
Taxi		<u>20.00</u>
Total Reimbursement =		\$802.25

EXAMPLE 2

15 July	Dep:	Old PDS	POC	
	Arr:	POE		300 miles
16 July	Dep	POE	TP	
	Arr:	POD		
16 July	Dep:	POD	CA	Taxi \$25
	Arr:	New PDS		

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).
 M&IE for new PDS is \$30.

REIMBURSEMENT:		
7/15	75% times \$62 = \$46.50 plus \$100 (\$100 less than \$126) = (member)	\$ 146.50
	75% (\$146.50) x 2 + 50% \$146.50 = (dependents)	293.00
7/16	75% times \$30 =	22.50
	75% (\$22.50) x 2 + 50% \$22.50 =	45.00
300 miles x \$0.20 per mile =		60.00
Taxi		<u>25.00</u>
Total Reimbursement =		\$592.00

NOTE: MALT & Lodgings Plus is paid for the same day.

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 the Effective Date of Orders. A member who acquires a dependent, on or before the effective date of a PCS order, is authorized dependents' travel and transportation allowances from the place at which the dependent is acquired to the new PDS, up to the travel and transportation entitlement for travel from the old PDS to the new PDS. Appropriate command sponsorship is necessary for transportation to an OCONUS PDS (see par. U5222-G). For Service Academy graduates, see par. U5222-A2.

NOTE: This does not authorize dependent transportation from an OCONUS PDS to CONUS if the dependents were not command sponsored at the OCONUS PDS (see par. U5203-B3d and U5203-B3g) (42 Comp. Gen. 344 (1963) and B-171969, February 8, 1972).

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

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is entitled to HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ENTITLEMENT

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is entitled to HHG transportation. (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a Personally-Procured Transportation move) to the Government.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.
3. If a member does not transport all the authorized HHG to a new PDS, a later shipment may be transported from a former PDS if:
 - a. the HHG were in the member's possession before the effective date of orders from that former PDS, and
 - b. the HHG previously transported plus the HHG being transported do not exceed the authorized weight allowance on the effective date of the orders from the former station.
4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.
5. For cases involving mobile home allowances, see par. U5330-F and Part F.
6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, PCS authorized weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	With Dependents 2/	Without Dependents
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	14,500 4/	12,000 4/
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4 (Over 2 Years Service)	8,000	7,000
EFFECTIVE FOR ORDERS ISSUED ON/AFTER 1 JANUARY 2003 FOR GRADES E-4 AND BELOW SEE THE CHART FOLLOWING FOOTNOTE /6 BELOW		
E-4 (2 Years Service or Less)	7,000	3,500
E-3	5,000	2,000 5/
E-2/E-1	5,000	1,500 5/
Aviation Cadets 6/		
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's *first PCS after*:

- a. the death of all of the member's dependent(s), or
- b. a divorce which leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3/ A member of the Uniformed Services appointed from:

- a. an enlisted or warrant officer grade to a commissioned officer grade, or
- b. an enlisted grade to a warrant officer grade or rating,

is authorized the weight allowance of the grade:

- a. held on the effective date of the member's PCS orders used for HHG transportation, or
- b. from which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade:

- a. held on the effective date of the member's PCS order then being used for HHG transportation, or
- b. held before reversion,

whichever is greater.

/4 A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under PCS orders issued on or after receiving notice of selection to that position and for the remainder of the military career.

/5 Member-married-to-member couples, when both are E-3 or below, are entitled to a combined weight allowance of 5,000 pounds if there are otherwise no dependents.

/6 Aviation cadets are authorized the weight allowance for members in grade E-4.

Effective for orders issued on/after 1 January 2003 for grades E-4 and below.

<i>PCS & NTS Weight Allowances (Pounds)</i>		
<u>Grade 1/ & 3/</u>	With Dependents 2/	Without Dependents
<i>Enlisted Personnel</i>		
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's ***first PCS after:***

- a. the death of all of the member's dependent(s), or
- b. a divorce which leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3/ A member of the Uniformed Services appointed from:

- a. an enlisted or warrant officer grade to a commissioned officer grade, or
- b. an enlisted grade to a warrant officer grade or rating,

is authorized the weight allowance of the grade:

- a. held on the effective date of the member's PCS orders used for HHG transportation, or
- b. from which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade:

- a. held on the effective date of the member's PCS order then being used for HHG transportation, or
- b. held before reversion,

whichever is greater.

- a. incoming carrier's station to place of storage;
 - b. place of storage to outgoing carrier's station;
 - c. incoming carrier's station to outgoing carrier's station.
3. at destination from:
- a. carrier's station to quarters and/or place of storage;
 - b. place of storage to quarters.

J. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, December 9, 1988). The member's full weight allowance is authorized for the replacement shipment.

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

1. may be shipped in the same manner as PBP&E (see par. U5310-C),
2. does not include a modified POV, and
3. must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, U.S.C.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

*B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See par. U5315-C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see par. U5310-C), and required medical equipment (see par. U5310-K).

C. Exceptions

1. General. Administrative weight limitations do not apply:
 - a. to shipments from nonforeign OCONUS areas to any location where there is no Service administrative weight limitation;
 - *b. to members with a weight allowance of less than 2,500 pounds; or
 - c. to members on duty as U.S. Defense Attaches.

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

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

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

U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED

NOTE: *See par. U5203-B for related dependent transportation.*

HHG transportation entitlement does not exist for members:

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. on leave;
3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;
4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

PART G: DISLOCATION ALLOWANCE (DLA)

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 U.S.C. §407).

U5605 DEFINITION OF TERMS

A. Member with Dependents. As used in this Part, "member with dependents" means a member who, on the effective date of PCS orders, has dependents entitled to transportation in connection with the PCS. (A member, whose spouse is a dependent on the effective date of the member's PCS orders, is considered to be a member with dependents for DLA entitlement purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983)).

B. Member without Dependents. As used in this Part, "member without dependents" means a member who:

1. has no dependents;
2. is not entitled to travel and transportation allowances for travel of dependents under par. U5203-B in connection with a PCS (see par. U5605-A for exceptions in parenthesis); or
3. has dependents entitled to travel and transportation allowances under par. U5203, but the dependents do not relocate in connection with a PCS (59 Comp. Gen. 376 (1980)).

U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is entitled to a DLA when dependents:

1. relocate in connection with a PCS,
2. move in connection with the closure or realignment of a military installation (see par. U5630-B12),
3. move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or
4. as otherwise authorized in this Part.

*B. Member without Dependents. A member without dependents is authorized DLA when:

1. relocated in connection with a PCS to a PDS where Government quarters are not assigned, or
2. ordered to, and actually does, move in connection with the closure or realignment of a US Installation (see par. U5630-B12).

In the circumstances of par. U5610-B1, DLA entitlement continues to exist if Government quarters' assignment and occupancy upon arrival at a new PDS is for a period of 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.***

U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the effective date of the PCS orders or orders directing the member to move in connection with the closure or realignment of a military installation.

B. Dependents Authorized to Relocate in Connection with PCS but Delay Their Travel. When dependents are authorized to travel but do not move with the member, DLA at the without dependent rate may be paid provided the member is not assigned Government quarters at the new PDS. If the dependents later join the member and are entitled to such travel at Government expense, the member may be paid the difference between the DLA entitlement at the with dependent rate and the without dependent rate.

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 U.S.C. §407, members are entitled to only one DLA during a fiscal year, unless the:

1. Secretary concerned determines the exigencies of the Service require more than one PCS during the current fiscal year (The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.);
2. member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
3. eligible dependents are relocated to a designated place incident to an evacuation (see par. U6012 and U6059);
4. movement of a member's household is made in conjunction with a national emergency or in time of war;
5. movement of a member and/or dependents is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10; or
6. movement of member's and or dependents household is made in connection with closure or realignment of a military installation.

NOTE: The one DLA per fiscal year limitation does not apply to partial DLA (see par. U5630-B15).

B. Application of Fiscal Year Limitation on Payment of DLA

1. When determining the fiscal year in which entitlement to a DLA occurs, the date of the member's departure (detachment) from the old PDS in compliance with PCS orders will govern.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized shall be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA entitlement. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in pars. U5620-A2, and U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

U5630 FACTORS AFFECTING ENTITLEMENT

A. General. Under par. U5610, members are entitled to DLA for PCS moves and evacuation of dependents. These are the normal categories of entitlement. There are a number of other situations in which members may or may not be entitled to DLA. The following subparagraphs explain the entitlement under these special circumstances.

**CHAPTER 9
STATION ALLOWANCES**

PART A: DEFINITIONS

<u>Paragraph</u>	<u>Contents</u>
U9000	Definition of Terms as Used in This Chapter <ul style="list-style-type: none">A. Member With DependentsB. Member Without DependentsC. SharerD. Station AllowancesE. VicinityF. Government Mess and Government QuartersG. Basic Allowance for Housing - II (BAH-II)H. Family Separation Housing (FSH)

PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND INTERIM HOUSING ALLOWANCE

<u>Paragraph</u>	<u>Contents</u>
U9100	General <ul style="list-style-type: none">A. PurposeB. Allowances Payable
U9101	OHA Start/Stop <ul style="list-style-type: none">A. StartB. StopC. Secretarial Extensions
U9102	Concurrent Payment of OHA and TLA
U9103	OHA Entitlement Incident to PCS Between PDSs in Close Proximity
U9104	OHA Continuation Following Member's Death
U9105	Determining Monthly Rent <ul style="list-style-type: none">A. GeneralB. SharersC. Maximum Rental Ceiling
U9106	Utility/Recurring Maintenance Allowance <ul style="list-style-type: none">A. Utility/Recurring Maintenance Allowance CategoriesB. Determining Whether Rent Includes All, No, or Some UtilitiesC. Rent Includes All UtilitiesD. Rent Includes No Utilities or Member is a HomeownerE. Rent Includes Some Utilities
U9107	Move-In Housing Allowance (MIHA) <ul style="list-style-type: none">A. GeneralB. Rules and Information

U9108	OHA Entitlement for a Member in a Nonpay Status
U9109	OHA Entitlement for a Member Without Dependents A. General B. Noncommand Sponsored Dependents in Vicinity of PDS
U9110	OHA Entitlement for Members With Dependents A. Member Paying Child Support Assigned Government Quarters B. OHA Reduction C. Dependents Arrive Before Member at or in Vicinity of a PDS Outside the United States D. Dependents Are Not Permitted to Accompany Member E. No-Cost Low-Cost PCS Move
U9111	Members Occupying Government Trailers or Rental Guarantee Housing
U9112	Geographic OHA Locations
U9113	Computation Data
U9114	Submission of Housing Reports
U9115	Interim OHA A. General B. Conditions
U9116	Advance Payment of OHA and Interim OHA A. Entitlement B. Amount C. Liquidation D. Advance Rent Currency Rate Protection
U9117	Station Allowances for Members of the Reserves

PART B2: COST OF LIVING ALLOWANCE (COLA)

<u>Paragraphs</u>	<u>Contents</u>
U9150	COLA A. Purpose B. Allowances Payable
U9151	COLA Start/Stop A. Start B. Stop C. Secretarial Extensions
U9152	Concurrent Payment of COLA and TLA A. General B. COLA Paid and Not Deducted from TLA C. COLA Paid But Deducted from TLA
U9153	COLA Entitlement Incident to PCS Between PDS in Close Proximity
U9154	COLA Entitlement for a Member Without Dependents A. Government Mess Availability B. Leave Periods

***U9107 MOVE-IN HOUSING ALLOWANCE (MIHA)**

A. General. MIHA's purpose is to defray the move-in costs associated with occupying privately leased/owned quarters covered under the OHA program. MIHA is not intended to cover move-out costs. In most cases, members entitled to OHA are entitled to MIHA. DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany all MIHA claims. Instructions for completing this form are found in Appendix N. Various surveys are sent to members in privately leased housing to document utility and move-in expenses. They are discussed in Appendix N.

B. Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. Eligible members are entitled to MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA entitlement when:
 - a. a member has less than 12 months remaining on station after the move;
 - b. a member executes a PCS but remains in the same dwelling place; or
 - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
 - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made by members to make their dwellings habitable. This up-front lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in OCONUS dwellings. See Appendix K table at <http://www.dtic.mil/perdiem/> for the amounts payable. Only one payment is authorized at a PDS unless par. U9107-B2 applies.
 - b. MIHA/Rent. *Homeowners are ineligible*. MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.
 - c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.
5. Each member entitled to OHA receives MIHA/Miscellaneous. To receive payment for MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and entitled to MIHA is entitled to the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. General. Except when:

1. a MALT PLUS per diem is payable on the arrival day; or
2. prohibited for noncommand-sponsored dependents by par. U9109-B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate;
2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

U9300 MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS

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

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

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

2. Member without Dependents Ordered to TDY at Homeport. The payment of HA and COLA is authorized under Chapter 9, Part B1 and Chapter 9, Part B2 to a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the OCONUS homeport of the vessel. When determining the rates payable and rules applicable in connection with HA and COLA under this subparagraph, the homeport of the vessel is considered as though it were the member's duty station. This subparagraph does not apply to entitlements other than HA and COLA (53 Comp. Gen. 535 (1974)).

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

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

U9301 MEMBERS ORDERED PCS TO A DEPENDENT RESTRICTED OR UNACCOMPANIED TOUR

A. General. A member with dependents who is reassigned from an OCONUS PDS to a dependent restricted or unaccompanied tour at an OCONUS PDS may be authorized to receive station allowances as provided in this paragraph. Such authorization cannot be retroactive. A member who is reassigned from a PDS in CONUS to a PDS in a dependent restricted tour area or to an OCONUS unaccompanied tour is entitled to station allowances on behalf of dependents when the dependents move to a designated OCONUS location pursuant to pars. U5222-C3a, U5222-C4, U5222-D1b, U5222-D1c or U5222-D1d (68 Comp. Gen. 167 (1989)).

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

1. Dependents Remain in Vicinity of Old PDS (Includes Spouse Separated from the Service or Relieved from Active Duty After Effective Date of Spouse's PCS Order). A member on OCONUS duty, whose dependents are residing in the vicinity of the member's PDS at the time an order is issued reassigning the member to a dependent restricted or unaccompanied tour, is authorized station allowances for the old PDS in the same manner as if the member were present there for duty for the period dependents continue to reside in the old PDS vicinity, if authorized at a level specified by the Secretary concerned. The Secretarial authorization is not required if the PCS order states the member is scheduled to be assigned back to the old PDS to serve an accompanied tour immediately after completing the dependent restricted or unaccompanied tour. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the United States as the old PDS, station allowances under this subparagraph may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country. See pars. U9110-D and U9110-E for OHA entitlement when dependents are not permitted to accompany the member.

2. Dependents Move to Designated Place. If dependents move to a designated place under par. U5222-C3a, U5222-C4b or U5222-C4c, or U5222-D1b, U5222-D1c or U5222-D1d, the member is entitled to station allowances (59 Comp. Gen. 353 (1980)) applicable to that designated place in the same manner as if the member were there present for duty. The payment must be supported by a copy of the dependent travel authorization and by the member's statement that the dependents have established a residence at the designated OCONUS place. This includes TLA when the member's PDS is reclassified from "other than an overseas dependent restricted" tour PDS to a "dependent restricted" tour. Entitlement to station allowances for the old PDS, if authorized under par. U9301-B1, shall not continue beyond the day before the date the dependents depart from the old station vicinity. Entitlement to station allowances authorized in Chapter 9, Part B1 and Chapter 9, Part B2 and par. U9200 at the rates authorized for the designated place begin on the date the dependents arrive there.

*3. Member Serves Dependent Restricted or Unaccompanied Tour at the First PDS. When a member serves a dependent restricted or unaccompanied tour at the first PDS, payment of station allowances for dependents is based on locations described in par. U5222-D1, U5222-D1b, U5222-D1c, or U5222-D1d if the dependents have been authorized/approved to reside there through the Secretarial Process.

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

1. Dependents Continue to Remain at Member's Prior PDS or Previously Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s), where dependents do not move, continues to be entitled to station allowances on the same basis and under the same conditions as authorized in par. U9301-B1 or U9301-B2.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. A member transferred between dependent restricted tour(s) or unaccompanied tour(s) in which dependents are not permitted to establish a residence is entitled to the station allowances on the same basis and under the same conditions as authorized in par. U9301-B2.

D. Member's PDS Declared a Dependent Restricted Tour Area. When dependents are residing in the vicinity of member's PDS at the time such PDS is declared to be an area in which dependents may not reside, station allowances entitlement is as authorized in par. U9301-B2 or U9304, as applicable.

E. Entry Permission Withdrawn while Dependents en Route. If dependents are en route to a member's PDS, or to a designated place to which transportation of dependents at Government expense has been authorized, when the PDS is declared a dependent restricted tour area or further orders are issued assigning the member to another dependent restricted tour area, the member is entitled to the station allowances as a member with dependents prescribed in Chapter 9, Part B1 and Chapter 9, Part B2 and par. U9200 for the place to which dependents are diverted, beginning on the day they arrive there and terminating on the day before the day the dependents depart therefrom, or as otherwise prescribed in par. U9301-G. Payment is supported by a statement of the member's commanding officer,

or an officer designated by the commanding officer for that purpose, that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), entitlement to station allowances under this paragraph terminates as provided in pars. U9101-B and U9151-B.

G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is entitled to station allowances under this paragraph, the member also is entitled to station allowances, if any, prescribed for a member without dependents at the new PDS.

U9302 NOT USED

U9303 STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually entitled to station allowances in their own right as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the overseas PDS. For COLA entitlement for member married to member E-5 and below serving on sea duty, see par. U9100-E1a(10). In no case shall a spouse who also is a member on active duty be a dependent for entitlement purposes in this Part.

*B. Cost-of-Living Allowance when Joint Household Maintained. When both husband and wife are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is entitled to COLA at the with-dependent rate based on the presence of a dependent(s), while the other member is entitled to COLA at the without-dependent rate, except when both members are receiving BAH at the with-dependent rate and one or both BAHs are based on a dependent parent residing with the member(s). *In no case shall a spouse who also is a member on active duty be considered a dependent for entitlement purposes.*

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members With Dependents

1. Overseas Housing Allowance. A member, whose dependents are evacuated and who was entitled to OHA at the with dependents rate on the date of such evacuation, is entitled to continue to be paid such allowances while the member's PDS remains unchanged, provided the following conditions exist:

- a. early return of the dependents to the vicinity of the member's PDS is anticipated;
- b. the member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- c. the period for which such payment is made does not exceed 6 months.

Commanding officers shall review each case on its own merits; they shall encourage members to terminate their family-type quarters when it becomes apparent that dependents shall not return.

2. Cost-of-Living Allowance. COLA at the with dependents rate is terminated effective on the date the dependents depart incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for the purpose of COLA.

3. Station Allowances at Designated Place. A member is entitled to station allowances as indicated below at the with dependents rate for the location of the designated place beginning the day after per diem terminates when:

- a. command-sponsored dependents are evacuated from OCONUS or dependents are evacuated from CONUS, and they
- b. reside at an authorized/approved designated place
 - (1) outside the United States (OHA and COLA), or
 - (2) in Alaska or Hawaii (COLA only).

See pars. U9101-B and U9151-B for COLA/OHA termination.

B. Members without Dependents

1. Overseas Housing Allowances. A member without dependents, who was entitled to OHA at the PDS on the date an evacuation is ordered or authorized and who continues to maintain commercial bachelor quarters, shall continue to be entitled to such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member shall not be permitted to return to the commercial housing in the foreseeable future, the commander shall encourage the member to terminate the commercial housing at the earliest practical date and shall terminate OHA concurrent with the termination of the commercial housing.
2. Cost-of-Living Allowance and TLA. COLA and TLA for members without dependents shall be paid during the period of an evacuation based on the conditions and circumstances prescribed in Chapter 9, Part B2 and par. U9200.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

Regulations governing the preparation of vouchers and supporting documents are as prescribed by the Service concerned.

C. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: *In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.*

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

- A. owned by an agency;
- B. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
- C. leased by the Government for 60 days or longer from a commercial firm.

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

***GOVERNMENT MEAL RATE**

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2002.

- A. Discount Government Meal Rate: \$7.00 per day
- B. Standard Government Meal Rate: \$8.10 per day

NOTE: *Also see DISCOUNT GOVERNMENT MEAL RATE.*

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

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

GOVERNMENT QUARTERS.

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

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

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

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

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

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

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

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1

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

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

NOTE 2: *HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.*

1. HHG also include:
 - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
 - b. spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;