

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 444

Alexandria, VA

1 October 2002

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 October 2002 unless otherwise indicated.

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This change includes all material written in CAP Items 36-01; 29-02(E); 32-02(E); 33-02(E) and editorial changes C02024; C02025; C02026; C02027; C02028 and C02036. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 443 cover page.

BRIEF OF REVISION

These are the major changes made by Change 444:

C1058-A; C1059; C1060; C1061; C2204-A5d; and C2208. Revises the regulations to allow 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.

C2180-C. Removes duplicate wording from JTR, par. C2180-C.

C3150-B16m. Requires that a statement be added to orders when a conference lodging allowance up to 125% of the applicable locality lodging per diem rate is authorized for employees attending a conference.

C3150-B16n. Calls for a statement to be added to TDY orders indicating a dollar amount authorized for calls home to advise of arrival, changes in itinerary, and to inform or inquire about medical conditions.

C4050-A1. Deletes par. C4050-A1 so that it is clear that a new appointee to any position is eligible for first duty station travel.

C4110; Appendix A. Adjusts the JTR, based on the ruling in GSBICA 15754-RELO, dated 17 May 2002, to allow real estate expenses for the sale of a home occupied as a residence while an employee serves on active military duty instead of a home at the employee's former civilian PDS.

C4555. 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.

C11004-C; C11004-D. Inserts a reference to par. C2500 to make clear that the appropriate TDY mileage applies in connection with a separate trip to a port to reclaim a POV.

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

Appendix Q. Changes the tour of duty prescribed for Izmir, Turkey.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint 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 JTR" in the Introduction. Single sheets are not available.

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CHAPTER 1
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C1056 STANDARDS OF CONDUCT

Acceptance of gratuities, favors, payments in cash or in kind, contributions, or awards are subject to the restrictions and conditions in Service regulations of the separate departments relating to standards of conduct and conflict of interests in connection with travel, transportation, and TDY assignments. Also see Part D of this Chapter and Part Q of Chapter 4.

C1057 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

All travel, including that for dependents, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. Allowable travel and transportation must begin within 2 years from the effective date of an employee's transfer or appointment, except that:

1. the 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the PDS for which transportation and travel expenses are allowed;
2. the 2-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. (*effective 19 February 2002*) the 2-year period is extended for up to an additional 2 years when the original 2-year time limitation for residence transactions completion is extended under par. C14000-B. Even when an extension is approved, relocation allowances must be calculated by using the prescribed entitlements and allowances in effect on the employee's effective date of transfer.

***C1058 OBLIGATION TO EXERCISE PRUDENCE**

A traveler must:

1. exercise the same care and regard for incurring expenses as a prudent person traveling at personal expense, and
2. maintain records to validate individual expenses of \$75 or more and all lodging costs (All receipts should be maintained until the travel claim is paid and possibly longer if required by financial regulations).

Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

***C1059 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. C1059-C5).

d. A traveler should not be required to use a carrier that requires beginning travel (i.e., departing home, TDY lodging, 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 for 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 Stops 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. C1059-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 service; and
- d. 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. 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 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 TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) is recommended before the traveler reports for duty when:

1. except as indicated in par. C1059-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. C1059-C5 below, a rest stop en route is not authorized/approved; or
4. the traveler is not authorized premium-class accommodations.
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. C1059-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 of 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).

***C1060 HOTEL AND MOTEL FIRE SAFETY -- APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must ensure that not less than 90% of their employees who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>. Agencies shall be considered to be in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (*see Appendix A*) whenever possible (*5 U.S.C. §5707a*).

***C1061 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

C1065 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. is the only official source for worldwide TDY and PDT distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. C1065-B below),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil>.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does not apply to travel distance determined by odometer readings (i.e., travel in and around the PDS or TDY sites; or between home/office and transportation terminal), and
6. website is found at <http://dtod-mtmc.belvoir.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

- C2180 POC Use Instead of Government-Furnished Automobile**
- A. General
 - B. Mileage Reimbursement Rates
 - C. Commitments to Use Government-Furnished Automobile or POC
 - D. Per Diem
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PART E: TRAVEL BY COMMON CARRIER

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C2201	Unused Accommodations, Downgraded, or Oversold Transportation Services <ul style="list-style-type: none">A. Limited or Downgraded AccommodationsB. Oversold Reserved Accommodations
C2202	Recording Use of Commercial Transportation for Overseas Permanent Duty and Renewal Agreement Travel
C2203	Accommodations on Trains <ul style="list-style-type: none">A. PolicyB. Authorization/Approval of Use of First-Class Train AccommodationsC. Use of First-Class Train AccommodationsD. Extra-Fare Train Service
C2204	Use of Commercial Aircraft <ul style="list-style-type: none">A. AccommodationsB. U.S. Flag Air Carrier (Certificated Air Carrier) UseC. Carrying Dangerous Weapons Aboard Commercial Aircraft
C2205	Commercial Ship Transportation <ul style="list-style-type: none">A. GeneralB. Authorization to Use Commercial ShipC. Accommodations on ShipsD. Authorization/Approval for More Costly First-Class Ship Accommodations UseE. More Costly First-Class Ship Accommodations UseF. U.S. Ship Registry Use

- C2206** **Reimbursement for Use of Other Than Authorized Transportation Mode or Route**
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 - B. Government and Government-Procured Air Transportation Available
 - C. Government and Government-Procured Air Transportation Not Available
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- C2207** **Arranging Official Travel**
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	B. Rail/Bus Travel
	C. Commercial Aircraft
	D. AMC Procured Airlift (Including Categories A, B, and M)
	E. MSC or Commercial Ships
C2302	Excess Baggage
C2303	Public Property
C2304	Relationship to Household Goods (HHG) Weight Allowance
	A. Free Checkable Baggage
	B. Expedited Shipments
	C. Excess Baggage
	D. Unaccompanied Baggage

SECTION 3: POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

C2180 POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government-furnished automobile (see definition - Appendix A) were used. The reimbursement rate depends on whether a Government-furnished automobile is obtained by:

1. Purchase,
2. Rental basis from a GSA interagency motor pool, or
3. Lease for 60 days or longer from a commercial firm

and the Government-furnished automobile is available for employee's use, or is not available and would have to be obtained for the employee's use.

B. Mileage Reimbursement Rates. The POC mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. C1065), and the factors in par. C4651-D.

*C. Commitments to Use Government-Furnished Automobile or POC

1. The authorizing/order-issuing official must obtain a commitment in writing from an employee who is expected to perform extensive official travel by automobile.
2. The written commitment must indicate whether the employee intends to use a Government-furnished automobile or a POC.
3. The commitment must be for sufficient lengths of time to warrant making arrangements for a Government-furnished automobile if appropriate.
4. Commitment changes are permitted but must be accomplished far enough in advance of their effective dates to permit arrangements to be made for the acquisition or disposal of Government-furnished automobiles.
5. Generally, an employee who commits to using a Government-furnished automobile should not be authorized POC mileage reimbursement; however, if an employee occasionally uses a POC when a Government-furnished automobile is available, POC mileage reimbursement may be authorized/approved in accordance with par. C4651-D.

D. Per Diem. Per diem reimbursement is authorized for the actual en route travel time under this paragraph. Unless satisfactorily explained, travel time in excess of that necessary for the most direct usually traveled route is disallowed for per diem computation.

E. Traveler Statement. When claiming reimbursement for POC mileage instead of the reimbursement prescribed in par. C4651-D2 for a Government-furnished automobile, the employee must provide a written statement (that finance regulations may require to be submitted with the voucher) that a commitment to use a Government-furnished automobile was not made, and that POC mileage reimbursement was not limited under par. C4651-D. See Chapter 3 for travel order policy.

(3) necessary to accommodate an employee's/dependent's disability or other physical impairment, and the employee's/dependent's condition is substantiated in writing by competent medical authority. The use of premium-class other than first-class airline accommodations also may be authorized for an attendant, who is authorized under Chapter 4, Part Q, to accompany the employee, when the employee/dependent is authorized use of premium-class other than first-class airline accommodations and requires the attendant's service en route.

(4) such accommodations are required for security purposes or because exceptional circumstances, as determined by the local transportation officer, or other appropriate authority, in conjunction with the order-approving authority, make their use essential to the successful performance of the DoD component's mission.

(5) coach-class airline accommodations on foreign carriers do not provide adequate sanitation or health standards and the use of foreign flag air carrier service is approved in accordance with the Fly America Act. (See par. C2204-B for rules governing the use of U.S. Flag carriers.)

(6) such accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class accommodations.

(7) the employee's transportation is paid in full through the DoD component's acceptance of payment from a non-Federal source in accordance with Chapter 4, Part Q.

*(8) 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 stop-over is for an overnight, the 14-hour rule is not applicable. A rest stop en route (see par. C1059-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.

B. 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. C2204-B3, 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 U.S. and points outside the U.S. 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:
 - (1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or
 - (2) extend travel time by at least 6 hours or more; or
 - (3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.
 - h. The order-issuing/authenticating official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.
 - i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).
 - j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

C. Government and Government-Procured Air Transportation Not Available. When Government and Government-procured air transportation are not available, or Government air transportation is not available, reimbursement for the transportation used shall not exceed the least expensive unrestricted fare available for scheduled commercial air service over the usually traveled direct route between the origin and destination. If travel by aircraft is medically inadvisable, reimbursement is limited to the least expensive unrestricted fare for first-class passenger accommodations on a commercial ship.

D. Use of Non-certificated Air Carriers or Ships of Foreign Registry. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign carrier (or ship) service is used. If U.S. Flag carrier or ship service is available for an entire trip and the traveler uses a foreign carrier or ship for any part or all of the trip, the transportation cost on the foreign carrier or ship *is not payable* (41 CFR §301-10.143).

E. Computation. Except as prohibited in pars. C2206-C and C2206-D, reimbursement for travel by a transportation mode or route other than that authorized is limited to the cost the Government would have paid for the authorized transportation mode and route, or the cost actually paid by the traveler, whichever is less. The authorized transportation mode means the transportation mode that would have been furnished in accordance with this Volume. Constructive reimbursement for taxicab fares, plus tip or other appropriate local transportation facility expense, shall not exceed the amount that would have been incurred by the authorized transportation mode. The per diem allowance is limited to the amount that would have been payable for travel by the authorized transportation mode. The constructive cost for transportation and the normal scheduled travel time for the carrier shall be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the Cost of Government-Offered Air Transportation. The reimbursement of dependent travel is subject to the limitation on the travel order, if any, under par. C2001-D1.

C2207 ARRANGING OFFICIAL TRAVEL

A. CTO Use Policy. It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel including transportation and rental cars. See DoD component regulations for CTO use information.

B. Requirements

1. When making travel arrangements, travelers should use the following:

- a. a CTO (see Appendix A),
- b. in-house travel offices, or
- c. General Services Administration (GSA) Travel Management Centers (TMCs).

2. All travel arrangements must be made in accordance with:

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://web7.whs.osd.mil/dodiss/instructions/ins2.html>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft shall *not* be authorized or approved unless the conditions in par. C2204-B or C2205-F are met.

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO *Not* Available. When the authorizing/order-issuing official certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

(l) Travel at no expense to the Government -- This travel authorization is issued in the DoD’s interest but voluntary (permissive) in nature. ***If used, it must result in no cost to the U.S. Government.*** All travel and transportation expenses are the employee’s financial responsibility. ***No accounting information should be placed on the travel authorization.*** Should the employee choose not to use this travel authorization, there is no penalty; however, the authorizing/order-issuing official should be notified without delay that this travel authorization has not been used.

*(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: ***“Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).”*** Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

*(n) Include the dollar amount/call for authorized calls home (see par. C4706).

Item 17, Travel-Requesting Official (Title and Signature) other than the official signing in block 20. When travelers are permitted to be travel requesting officials for their own travel orders, the travel requesting official must be other than either of the officials signing in blocks 18 and 20.

Item 18, Travel-Approving/Directing Official (Title and Signature) other than the official signing in block 17. Item 19, Accounting Citation--Show the fiscal data in accordance with Service regulations and include travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, Authorizing/Order-Issuing Official (Title and Signature). Other than the official signing in block 17 Show the order-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

Item 22, Travel Order Number--Show the identifying number and/or symbol assigned by the issuing office.

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the authorizing/order-issuing official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the authorizing/order-issuing official (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. (See par. C3105-B.) DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE: DD Form 1614 must not be used for contractor's travel.

B. Preparation of DD Form 1614. DD Form 1614 is generally self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. For more information on retirement codes see the following OPM website (specifically pages 383-386): <http://www.opm.gov/feddata/gp14c01.pdf>.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for Househunting--Indicate if round trip travel to seek a permanent residence is, or is not authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any relocation allowances advance in Item 16 must be computed in accordance with Service finance policy.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. ***Please ensure that funds are obligated against the PCS/TCS order.*** For Transportation Account Codes (TACs) for DoD personnel see DoD 4500.9-R, Volume 2. TAC codes: Army A2PC, Air Force F750/FCHP, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Effective 1 August 2000

Item 23, Approving Official—See Appendix A. Show the individual who directs and approves/disapproves travel requests and vouchers prior to claim settlement in addition to the Approving Official's title and signature.

Item 24, Order-issuing/Authenticating Official--See Appendix A. Show the order-issuing organization and address in addition to the title and signature of order-issuing/authenticating official.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

(a) When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item.

(b) If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions.

(c) When the authorizing/order-issuing official has determined that an employee and or dependents should not travel via a particular transportation mode (ex., travel by air (ocean ferry or Chunnel) is precluded for medical reasons), include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government to justify travel reimbursement based on the transportation mode authorized on the order and actually used instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The order should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

(d) List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(e) Include the issuing CPO's name, address, and POC with phone number (including area code) and DSN.

C. Distribution. See par. C3057 for the number of copies of a travel order for distribution.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel” (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

- C4551 Requesting Review of Per Diem Rates**
- C4552 General Rules Regarding Per Diem**
- A. Per Diem Beginning and Ending
 - B. Restriction in Establishing PDS
 - C. No Per Diem at the PDS
 - D. TDY at Nearby Places Outside the PDS
 - E. Dependents Accompanying an Employee on TDY
 - F. Travel of 12 or Fewer Hours (12-Hour Rule)
 - G. Per Diem Relationship to Overseas Post Differential
 - H. Lodging and/or Meals Obtained Under Contract
 - I. Extended TDY Assignments
 - J. Meetings and Conventions
 - K. Employee Dies or is in a Missing Status While in a Travel Status
- C4553 ‘Lodgings-Plus’ Per Diem System Per Diem Computation**
- A. General
 - B. Maximum Per Diem Rates
 - C. Per Diem Allowance Elements
 - D. Per Diem Allowance Computations
 - E. Computing Per Diem When Crossing International Dateline (IDL)
 - F. Mixed Travel Reimbursement
- C4554 Per Diem Rules Concerning Meals**
- A. Determination of M&IE Rate
 - B. Deductible Meals
 - C. Absence of Commercial OCONUS Establishments Which Prepare and Serve Meals
 - D. TDY Performed in Support of Military Units on Field Duty
 - E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel
- C4555 Rules Concerning Lodging and Lodging Cost**
- A. Lodging Location Rules
 - B. Allowable Lodging Expenses
 - C. Lodging Obtained After Midnight
 - D. Allowable Expenses When an Apartment, House, or Recreational Vehicle is Rented or Used for Quarters
 - E. Allowable Expenses When a Residence is Purchased and Used for Quarters While on TDY
 - F. Dual Lodging Reimbursement On a Single Day
 - G. Lodging Obtained on a Weekly or Monthly Basis
 - H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent
 - I. Double Occupancy
 - J. Lodging Taxes
- C4556 Lodging and Meals Provided Without Cost**
- C4557 Government Quarters Available at an OCONUS Location**
- C4558 Per Diem for Travel by Vessel**
- A. General
 - B. Government Ship
 - C. Commercial Vessel

- C4559** **Use of a Recreational Vehicle for Lodging**
A. Privately Owned
B. Rented Recreational Vehicle
- C4560** **Per Diem for Long-term TDY Assignments**
- C4561** **Per Diem for Training and Long-term TDY Assignments**
A. General
B. Rates for Specific Training Courses
C. Per Diem for Training Assignments of More Than 30 Consecutive Calendar Days
D. Per Diem for Training Programs and Long-term TDY Assignments
- C4562** **Per Diem for Consultants, Experts, and Private Individuals Traveling Worldwide**
A. General
B. Payment from a Non-Federal Source for Travel Expenses
C. Consultants and Experts Employed on an Intermittent Basis
D. Private Individuals Serving Without Compensation
E. Reserve Officers Training Corps (ROTC) Cadet Serving Without Compensation
- C4563** **Effect of Absence on Payment of Per Diem**
A. Absence Due to Illness or Injury
B. Detained in Quarantine
C. Leave and Non-workdays
D. Return to PDS on Non-workdays
E. Travel on Non-workdays to Location Other than PDS
F. Delay in Returning to PDS
G. Permanent Duty Travel
- C4564** **Employee's Leave Canceled or Interrupted**
A. Absent From PDS For Personal Reasons
B. TDY Required at Place of Leave
C. TDY at Various Places, Including Return to PDS
D. TDY at Various Places Not Involving Return to PDS
E. Authorized Leave of 5 or More Days Canceled Within 24 Hours, and Leave Temporarily Interrupted Due to Recall to PDS
F. Leave Interrupted for TDY, Employees Not Allowed to Resume Leave Status
G. TDY Directed at Termination of Leave Status
H. Cancellation of TDY Orders After Commencement of Travel and While on Authorized Leave
- C4565** **Per Diem Computation Examples**
- C4566** **Quick Reference Tables – Per Diem Entitlements**

PART B: FIRST DUTY STATION TRAVEL

*C4050 PERSONS ELIGIBLE FOR FIRST DUTY STATION TRAVEL

A. General. Travel and transportation expenses may be allowed to first duty station only for the following persons:

1. a new appointee to any position;
2. a student trainee assigned upon completion of college work to any position;
3. Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities;

The provisions of this Part apply to new appointees, as defined in par. C4051-B, relocating from their actual residence at the time of appointment (or at the time following the most recent Presidential election, but before selection or appointment, in the case of individuals who have performed transition activities under Section 3 of the Presidential transition Act of 1963 (3 U.S.C. § 102 note) and who are appointed in the same fiscal year as the Presidential inauguration that immediately follows their transition activities) for permanent duty to official stations.

NOTE: The criteria in par. C4108 (Short Distance Transfers (PCS within Same City or Area)) does not apply to first duty station travel.

B. Requirements and Entitlements for New Employees Assigned Overseas

1. Agreement Requirements. Agreement requirements for new employees assigned overseas are covered in par. C4001.
2. Service Requirements. Period of service requirements for new employees assigned overseas are covered in par. C4005.
3. Transportation Entitlements. Transportation entitlements for new employees assigned overseas are measured from the place of actual residence, at time of appointment, to the overseas duty station. Transportation entitlements for Presidential transition team appointees are limited to expenses incurred from the appointee's actual place of residence from which the employee relocated for the purpose of performing Presidential transition activities to the assigned duty station of such appointee.
4. Issuance of Travel Orders. Travel order issuance for new employees assigned overseas is covered in Chapter 3.
5. Funds Chargeable. All related expenses for a new employee assigned overseas are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions applicable to other than overseas school teachers are covered in par. C1052-B.

C4051 APPOINTMENTS AND ASSIGNMENTS OF NEW APPOINTEES AND STUDENT TRAINEES TO ANY POSITION WITHIN THE 50 STATES AND DISTRICT OF COLUMBIA

A. General. Travel and transportation allowances under this Part may be authorized for appointees/student trainees assigned to a PDS in the 50 States and the District of Columbia. In return for travel and transportation allowances to the first PDS, the selected individual must agree in writing to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are a debt due the Government. That debt is the individual's financial responsibility. See JTR, par. C4001-A regarding agreement requirements in the case of appointment to an OCONUS position. For information concerning tours of duty at OCONUS locations see JTR, par. C4005-C and Appendix Q.

B. Coverage. New appointees to any position are eligible for payment of only those travel and transportation expenses listed in par. C4051-E in relocating to the first official station. A new appointee includes any person newly appointed to Government service, including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102 note) and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows transition activities. New appointee also includes an individual appointed after a break in service except that an employee separated as a result of a RIF or transfer of function may be treated as a transferee instead of a new appointee under the conditions set out in pars. C1052-B2 and C4101. In addition, for purposes of the allowances prescribed in this regulation, the term new appointee includes a student trainee who is assigned upon completion of college work.

C. DoD Component Responsibility. Because new appointees usually lack experience in Government procedures, each DoD component must adopt special measures to provide full information to new appointees concerning the benefits that may be available to them for travel and transportation involved in reporting to their official stations. Special care must be taken to inform appointees of the limitations on available benefits.

D. Procedural Requirements

1. Agreement. *No payment for otherwise allowable expenses nor an advance of funds can be made unless the appointee or student trainee has signed the appropriate agreement.*

2. Travel Before Appointment. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first official station is performed. For individuals who have performed Presidential transition activities, as described in par. C4050-A, allowable travel and transportation may take place at any time following the most recent Presidential election. However, entitlement to such expenses vests only upon the individual's actual appointment. Nothing in this paragraph should be construed to limit the provisions of Chapter 6, Part E allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid at the time the trainee was appointed as a student trainee.

E. Allowable Expenses. Expenses listed in pars. C4051-E1 through C4051-E10 are payable under the conditions prescribed in this Chapter governing the allowance in question. Note particularly that not all of the listed items are applicable in each situation covered by this part.

1. Travel expenses including per diem for the appointee or student trainee as set forth in par. C4553-B3. ***NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for first duty station travel.***

2. Transportation for the appointee's or student trainee's immediate family as set forth in Chapter 7.

3. PCS mileage if a POC is used in travel as set forth in par. C4250.

4. Transportation and temporary storage of HHG as set forth in Chapter 8.

5. NTS of HHG if appointed to an isolated location as set forth in Chapter 8, Part E, Section 1.

6. Transportation of a mobile home as set forth in Chapter 10.

7. FTA (Foreign Transfer Allowance) - Miscellaneous Expense portion provided in the DSSR, section 241.2 when movement is to a PDS in a foreign area.

8. FTA - Lease Penalty Expense portion provided in the DSSR, section 242.4 when movement is to a PDS in a foreign area.

9. FTA - Predeparture Subsistence Expense portion in the DSSR, section 242.3.

10. Temporary Quarters Subsistence Allowance (TQSA) for temporary quarters occupied upon arrival at a foreign PDS if eligible for a Living Quarters Allowance (LQA) under the provisions in DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E and DSSR Section 031.1 (TQSA rules are in DSSR Section 120).

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for family.
2. House-hunting trip.
3. Temporary Quarters Subsistence Expense Allowance (TQSE) (JTR, Chapter 13).
4. Miscellaneous expense allowance (JTR, Chapter 9).
5. Residence sale and purchase expenses (JTR Chapter 14).
6. Lease-breaking expenses (except as noted in par. C4051-E8 above).
7. Relocation services (JTR chapter 15).

G. Alternate Origin and Destination. The travel and transportation expense limit in each case is the cost of allowable travel directly between the individual's actual residence at the time of selection or assignment and the PDS to which appointed or assigned. In the case of individuals having performed Presidential transition activities as described in par. C4050-A, the actual residence, at the time of relocation following the most recent Presidential election, is used. However, travel may be from and/or to other locations with the new appointee or student trainee financially responsible for any excess cost involved.

H. Funds Advance. A funds advance for expenses allowable under this section may be made to appointees and student trainees under the procedures prescribed in Chapter 1, Part C.

I. Travel Order Issuance. Travel order issuance for new employees is covered in Chapter 3.

J. Funds Chargeable. All related expenses for a new employee are payable from funds of the receiving command or activity to which the employee reports for duty. Specific conditions, applicable to other than overseas school teachers, are covered in par. C1052-B.

2. There is an increase in the commuting time to the new PDS; or
3. A financial hardship is imposed due to increased commuting costs.

C. PCS Allowances Claims Must Satisfy Conditions. PCS allowances claims authorized in an order must satisfy the conditions in par. C4108-A or C4108-B before reimbursement is allowed. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in pars C4108-A and C4108-B as applicable. ***Non-compliance is grounds for denial of the various allowances.*** See Chapter 16 for reimbursement of additional taxes incurred by employees on PCS allowance reimbursement.

C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

Title 5 U.S.C. §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are “employees” for determining eligibility for TDY orders and travel entitlements under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents shall be in accordance with OPM regulations in CFR, Part 5, Chapter 334. ***NOTE: See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.***

***C4110 RETURN FROM MILITARY DUTY**

When a civilian employee (for example, Reserve Technician), who is entitled to mandatory restoration under FPM 353, returns from military duty, and an appropriate vacancy does not exist at the place the employee resigned to enter the Armed Forces, the employee is restored at that place for the purpose of paying travel expenses in connection with a transfer in the Government’s interest, from the place of restoration to a place where a suitable vacancy is available within DoD (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)). Reimbursement in this case is made as provided in Chapter 14 for real estate expenses required to be paid by the employee in connection with (a) the sale of the residence (or the settlement of an unexpired lease) at the former civilian PDS (**See Note 1 below**) and (b) the purchase of a residence at the new PDS. The criteria prescribed in par. C4108 concerning change of station within the same city or area applies. ***Reimbursement is prohibited for any sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee first being officially notified (generally in the form of a change-of-official station travel authorization) that instead of returning to the former duty location, the employee is being assigned to a PDS different than the one from which the employee resigned to enter the Armed Forces.*** An employee returned from the place at which released from military duty directly to the employee’s new civilian PDS (other than the one from which the employee resigned to enter military service) has separate and distinct entitlements. Based on the employee’s status as a:

1. military member being discharged, in addition to personal travel and transportation the member is entitled to travel and transportation for dependents and HHG transportation from the place at which released from military service to the HOR, or PLEAD.
2. civilian employee, in addition to personal travel and transportation the employee is entitled to travel and transportation for dependents, and HHG transportation from the civilian PDS at which the employee resigned to enter military service to the new civilian PDS (The employee also is entitled to (a) the MEA in Chapter 9, (b) expenses incurred in connection with the sale/purchase of a residence or an unexpired lease in Chapter 14, (c) a househunting trip if authorized in the order under par. C4107 and (d) TQSE if authorized in accordance with Chapter 13).

If the entire cost for moving the employee, dependents and HHG from the place of release from military service to the new civilian PDS is provided under the employee’s entitlement (described in par. C4110, item 1) as a military member being discharged, no additional payment is allowed for that travel and transportation. If the entire cost for that travel and transportation

is not covered by the entitlement described in par. C4110, item 1, the travel and transportation allowances in par. C4110, item 2 are used to pay for the allowable expenses not covered (B-173758, October 8, 1971).

NOTE 1: Under the ruling in *GSBCA 15754-RELO, 17 May 2002*, the location of the employee's home used as a residence while serving on active military duty may be considered the employee's PDS instead of the former civilian PDS. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military service instead of a home at the former civilian PDS. In this case PCS allowances are authorized from the location of the employee's home used as a residence while serving on active military duty to the employee's new PDS.

NOTE 2: See *JFTR, Chapter 7, Part G* for travel and transportation entitlements when reserve component members (including dual status technicians) and retired members are called (or ordered) to active duty.

C4111 TEMPORARY CHANGE OF STATION (TCS)

A. General. An order-issuing official may authorize a TCS with limited relocation allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months). The long-term temporary assignment location becomes the employee's temporary official station.

B. Eligibility

1. Assignment. An assignment may be considered for a TCS only if:
 - a. the employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
 - b. the assignment is not less than 6 months nor more than 30 months;
 - c. TDY travel and per diem otherwise are payable; and
 - d. the order-issuing official determines TCS is more advantageous than TDY as in par. C4111-C.

NOTE: A transportation agreement is not required for a TCS move.

2. Employees. All employees are eligible for a TCS except:
 - a. a new appointee;
 - b. an individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
 - c. an individual serving without pay or at \$1 a year;
 - d. an employee assigned under the Government Employees Training Act (5 U.S.C. §4109) (see par. C4500); or
 - e. an employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. §3372).

C. Conditions. After considering pars. C4111-C1; C4111-C2, C4111-C3, and C4111-C4, an order-issuing official may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance.

1. Component Cost Considerations. The estimated costs of TCS and TDY must be compared and considered.
2. Employee Tax Considerations. According to the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a relocation income tax (RIT) allowance. TCS should be considered seriously if an extended TDY results in an unreimbursable income tax liability on an employee.

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 approved reimbursement for those quarters as a miscellaneous expense allowance (par. C4709-B3j). 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 as used in this example:

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

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

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

TDY assignment per diem 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.*

*G. Lodging Obtained on a Weekly or Monthly Basis. When a traveler obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)), provided the traveler 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 traveler is TDY at a location where the per diem is \$85 (\$55 for lodging and \$30 for M&IE).
2. The traveler 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 traveler took leave for 10 days and is entitled to per diem for only 20 days.
5. The daily lodging rate for the traveler 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 traveler is reimbursed \$45 per day for lodging in June.

H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C4709-E for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. The employee must provide the single room rate.

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored.

4. does not complete a tour(s) of duty at an OCONUS PDS at which it was determined to be in the Government's interest for the employee to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer for the Government's convenience and not at personal request;
5. at an OCONUS PDS where it was initially determined to be in the Government's interest for the employee to have a POV or, for an employee assigned on Johnston Island whose POV was transported to Hawaii under par. C11002-C, but the employee is transferred to another OCONUS PDS and it is determined not to be in the Government's interest for the employee to have a POV at the new PDS, and the employee requests transportation of a POV back to the U.S.;
6. is stationed at an OCONUS PDS where initially there was no determination that it was in the Government's interest for the employee to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the employee to have a POV there and the employee has signed an agreement as provided in par. C4001;
7. is stationed at an OCONUS PDS where initially it was determined to be in the Government's interest for the employee to have a POV and due to changed circumstances, such determination was rescinded (in such case, the employee may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port serving the actual residence).

C11004 AUTHORITY

A. General. Subject to the eligibility criteria in par. C11002 and conditions in par. C11003, transportation of POVs may be authorized as provided in this Chapter.

B. Transportation Limitation

1. General. Transportation of a POV at Government expense is limited to overwater movement from an appropriate CONUS port to an appropriate port serving the OCONUS PDS and return, or between appropriate ports serving OCONUS PDSs, or, in the case of an employee assigned to permanent duty on Johnston Island who is entitled to shipment of a POV under par. C11002-C, from the appropriate port serving the employee's last PDS to the port serving Hawaii. Shipment may not be authorized at Government expense between CONUS ports for the convenience of the traveler. Transportation at Government expense includes port handling charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation. Instructions concerning the ports from which the vehicle may be shipped are contained in the Service regulations.

2. Alternate Ports

a. Transportation at Government expense is authorized between the port serving the point of origin and the port serving the employee's new PDS. For employees assigned on permanent duty to Johnston Island, transportation at Government expense is to the point authorized in par. C11002-C.

b. A POV may be shipped to an alternate designated port. The transportation cost to the Government shall not exceed the transportation cost between the ports serving the old PDS/new PDS. For employees assigned on permanent duty to Johnston Island, the Government's transportation cost shall not exceed the cost to ship the POV from the point to which shipment was authorized in par. C11002-C.

c. When an employee is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port serving that PDS. For employees assigned on permanent duty to Johnston Island, an employee is authorized to return a POV from the port in Hawaii to which it was transported under par. C11002-C.

d. The employee may drive or transport the POV to a different port serving the destination specified by the employee. The Government's transportation costs shall not exceed the transportation costs from the port serving the employee's old PDS to the port serving the authorized destination (new PDS or actual residence).

An authorized point of origin may be a point in the U.S. when the employee purchases a replacement vehicle from a manufacturer and the vehicle is shipped to an employee.

3. Transfer or Assignment between OCONUS Duty Stations. If the employee does not have a POV at the OCONUS PDS from which being transferred, one may be transported to the appropriate port of the new PDS at Government expense provided the maximum amount which the Government pays is the cost of transporting the POV from an appropriate port within CONUS, or a port in Hawaii for employees assigned on Johnston Island whose dependents reside in Hawaii. If due to changed circumstances at a duty station, it is determined to no longer be in the Government's interest for the employee to have a POV at the duty station, the employee may ship it at Government expense to another OCONUS PDS to which the employee is transferred if it is determined at the new PDS to be in the Government's interest for the employee to have the use of a POV there. If in this latter case, it is determined that it is not in the Government's interest for the employee to have a POV at the new PDS, the employee may transport the POV at personal expense to the new PDS. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Government expense to the appropriate port serving the actual residence or to an appropriate port serving a CONUS PDS in this case, the Government may not pay more than the transportation cost from the place to which it was last transported at Government expense.

4. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the prescribed tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Government's convenience, the Government may not pay for transportation of the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In the latter case, the Government may not pay more than the transportation cost from the PDS where the employee completed the tour of duty.

5. Agreement Not Completed and Employee Returns to CONUS for Separation. If the employee, for a reason not acceptable to the DoD component concerned, failed to complete the tour of duty at the PDS from which the employee is separating, the Government may not pay the cost of transporting the POV unless the employee completed a tour of duty at a previous OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV. In this case, the Government may not pay more than the cost of transporting the POV from the port serving the PDS where the employee completed the tour of duty. If the POV is transported to a location other than the actual residence, the Government may not pay more than the transportation cost to the appropriate port serving the actual residence.

6. Employee Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government. An employee, who's being separated either because the agreed minimum period of service has been completed or for reasons acceptable to the Government, may be authorized to transport a POV from the OCONUS PDS to which it was transported at Government expense to the port serving the employee's actual residence established at the time of appointment or transfer to the PDS. Transportation for the employee's POV may be authorized to an alternate destination anywhere in the world but such transportation cost may not exceed the transportation cost from the OCONUS port serving the employee's PDS to the port serving the employee's actual residence. Any excess costs must be borne by the employee (65 Comp. Gen. 468 (1986)).

*C. Transportation to Ports. The Government must not arrange transportation for an employee's POV from the old PDS, or actual residence at the time of employment, to the vehicle port facility/vehicle processing center serving the old PDS or actual residence. ***When an employee, or the employee's designated representative, makes a separate trip to a port facility/vehicle processing center to deliver a POV, per diem is not allowable.*** Reimbursement is authorized for one-way travel for the official distance traveled to the port facility/vehicle processing center at the applicable TDY mileage rate prescribed in par. C2500, and the actual cost incurred for

one-way return transportation. The total of the one-way TDY mileage and one-way transportation costs paid by the Government may not exceed the cost of transporting the POV from the employee's old PDS, or actual residence at the time of appointment, to the port/vehicle processing center involved. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to the vehicle port facility/vehicle processing center, reimbursement is authorized. Reimbursement is limited to the actual cost of having the POV driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the round trip official distance between the employee's old PDS, or actual residence at the time of appointment, and the port facility/vehicle processing center (B-197255, February 10, 1981). However, if an employee delivers the POV to a port facility/vehicle processing center incident to performing permanent duty travel (see Note after par. C11004-D) by POV, other than during renewal agreement travel, the applicable PCS mileage rate prescribed in par. C2505 is authorized from the employee's old PDS, or actual residence at the time of appointment, to the vehicle port facility/vehicle processing center or port of embarkation, if the employee travels there to drop off dependents. In connection with this permanent duty travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee, or the employee and dependents, from the vehicle port facility/vehicle processing center to which the employee delivers the POV, to the port of embarkation; or
2. PCS mileage from the port of embarkation, at which the employee drops off dependents, to the vehicle port facility/vehicle processing center to which the employee delivers the POV, and the employee's return transportation to the port of embarkation.

*D. **Transportation from Ports.** An employee is not authorized to have the Government arrange transportation for the POV from a vehicle port facility/vehicle processing center to the new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at time of appointment or assignment to an OCONUS PDS. ***When an employee, or the employee's designated representative, makes a separate trip to a port to reclaim the POV, per diem is not allowable but the one-way transportation cost actually incurred for travel to the port and the one-way return at the applicable TDY mileage rate prescribed in par. C2500 are authorized.*** The total of the one-way transportation costs and one-way TDY mileage paid by the Government may not exceed the cost of transporting the POV from the port/vehicle processing center involved to the employee's new OCONUS PDS, or (upon return by PCS or for separation) to the actual residence at the time of appointment or assignment to an OCONUS PDS. If an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, from the vehicle port facility/vehicle processing center, reimbursement is authorized. Reimbursement is limited to the actual cost of having the POV driven or transported not to exceed an amount determined by multiplying the appropriate TDY mileage rate (par. C2500) by the official distance between the port facility/vehicle processing center and the employee's new OCONUS PDS, or (upon return by PCS or for separation) the actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable (B-197255, February 10, 1981). However, if an employee reclaims the POV at a vehicle port facility/vehicle processing center incident to performing permanent duty travel (see Note after this par.) by POV, other than renewal agreement travel, the applicable PCS mileage rate prescribed in par. C2505 is authorized from the vehicle port facility/vehicle processing center or port of debarkation, if the employee returns there to pick up dependents, to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS. In connection with this permanent duty travel by POV, other than renewal agreement travel, payment also is allowable for:

1. the transportation cost for the employee and dependents from the port of debarkation to the vehicle port facility/vehicle processing center; or
2. the employee's transportation cost from the port of debarkation to the vehicle port facility/vehicle processing center at which the POV is reclaimed and PCS mileage to the port of debarkation if the employee returns there to pick up dependents.

NOTE: Permanent duty travel includes first duty station travel, renewal agreement travel, permanent change of station travel, and separation travel as defined in Appendix A.

E. Delays while Awaiting Reopening of Port Facility or Delivery of POV. When PCS travel by POV is authorized as advantageous to the Government, and the employee must pick up the POV at a vehicle port facility to continue PCS travel, payment of per diem is allowable for:

1. the nonworkdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the day of arrival at the port of debarkation and the day or days following the day of arrival are nonworkdays on which the vehicle port facility is closed (B-170850, December 31, 1970);
2. the number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port facility on the day the employee arrives there to reclaim it, and the employee awaits POV delivery so that it can be used to continue PCS travel, provided, the designated port authority, after considering the particular circumstances involved, certifies that the employee acted reasonably and prudently in delaying onward travel to await the arrival of the POV (B-179493, January 15, 1974)

C11005 TRANSPORTATION OF REPLACEMENT POV

When a POV, transported at Government expense to an OCONUS area or to Hawaii for an employee assigned to Johnston Island, is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize transportation of a replacement POV. Such replacement may be authorized when the following conditions are met:

A. Emergency Replacement

1. the reasons for the need for a replacement POV are beyond the employee's control (e.g., the POV is stolen, seriously damaged or destroyed, or has deteriorated due to severe climatic conditions), and
2. the reasons are acceptable to the DoD Component concerned.

B. Non-emergency Replacement

1. the employee is stationed continuously at one or more OCONUS duty locations during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983); and
2. it has been determined that it is in the Government's interest that the employee continue to have a POV at the OCONUS duty location.

One emergency replacement POV may be transported at Government expense within any 4-year continuous service period. One non-emergency replacement POV may be transported at Government expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

C11006 METHOD OF SHIPMENT

A. General. Privately owned motor vehicles may be transported at Government expense by commercial ships if available at reasonable rates and under reasonable conditions or by Government ships on a space-required basis. The transportation officer effecting the shipment determines the transport mode. The procedures for shipment must be in accordance with appropriate Service regulations.

B. Car Ferries. When employees/dependents travel (other than on renewal agreement travel) by POC, the employee is entitled to reimbursement for car ferry fares if:

1. transportation at Government expense for the POV concerned could have been authorized under this Chapter for an equal or greater distance;
2. commercial shipping services are used; and

3. where foreign-registered carriers are used, see par. C2204-B3 regarding mandatory documentation.

Reimbursement for the cost of shipping a POV on ocean-going car ferries may not exceed the cost of such transportation for the size vehicle authorized under par. C11008.

C11007 EMERGENCY STORAGE IN EVENT OF EVACUATION

A. Eligibility. If it becomes necessary to evacuate the employee and/or dependents from an OCONUS PDS, expenses of emergency storage of the employee's POV may be authorized provided the POV was transported, or authorized to have been transported, at Government expense to the PDS under this Chapter or the POV was driven by the employee or a member of the immediate family to the PDS at which POV use was determined to be "in the Government's interest."

B. Places of Storage. The POV may be stored at the place to which the employee's immediate family and HHG are evacuated or at another suitable place not more distant from the evacuation area. If the POV is in transit to the employee's PDS at the time that evacuation is ordered, the POV may be diverted to storage at a suitable place.

C. Allowable Expenses. Allowable expenses for the emergency storage of the employee's POV include necessary expenses for actual storage, readying the vehicle for storage and for return to the employee after the emergency has ended, local transportation expenses to and from storage, and other necessary expenses relating to storage and transportation. Insurance carried on the POV, while in storage, is an expense of the employee.

C11008 SIZE LIMIT

Transportation at Government expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Government expense, must pay all costs which result from the excess size of the POV.

C11009 TRANSPORTATION OF POV WHOLLY WITHIN CONUS

A. General. An employee transferred in the interest of the Government, a new appointee or student trainee relocating to the first PDS in CONUS may be authorized to have POV(s) transported at Government expense when authorized/approved as being advantageous to the Government.

****NOTE: See par. C6554 for authority to reimburse an employee with a disability for the cost of shipping a specially equipped automobile between PDSs in CONUS.***

B. Authorization for Transportation. Commanding officers or designated representatives who assign employees **in CONUS** are delegated authority to determine an employee's, new appointee's, or student trainee's eligibility to transport a POV(s) at Government expense when:

1. both the old PDS (or actual residence of a new appointee or student trainee) and the new PDS are within CONUS; and
2. it has been determined in accordance with items a through d below that it is more advantageous and cost effective to the Government to transport the POV(s) to the new PDS at Government expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member drive one or more POC(s) to the new PDS. Costs to be considered are:
 - a. cost of POC travel;
 - b. cost of transporting the POV(s);
 - c. cost of travel if the POV(s) is/are transported; and

d. productivity benefit derived by the DoD component concerned from the employee's accelerated arrival at the new PDS

C. Authorized Origin/Destination for Transportation. The transportation of the POV(s) is authorized from:

If you are	Transportation must originate at
a. a transferee	old PDS
b. new appointee or student trainee to the new PDS	actual residence

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

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

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

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

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

A. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp;
NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.

B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

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/employee'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 accommodations in a facility (other than a transportation mode) owned, operated, or leased by the U.S. Government; or furnished by a foreign government under an agreement or on a complimentary basis in behalf of the United States; or furnished by a Government contractor under the terms of a contract or on a complimentary basis;

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 their use is directed by competent authority for annual or year-round annual training 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; and

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 and 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 furnished by 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 be between any points en route, provided that the order specifically indicates the points between which the status applies.*

Effective 19 February 2002

HOUSEHOLD GOODS (HHG) (FTR, § 300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be

B. For invitational travelers:

1. the corporate limits of the city or town in which the home or principal business place exists, or
2. if not in an incorporated city or town, the reservation, station, or other established area (including established large reservation subdivisions) having definite boundaries in which the home or principal business place is located.

NOTE: *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS. (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

PERMANENT DUTY TRAVEL. First duty station travel for a newly recruited employee or appointee, RAT, PCS travel, and separation travel. (See Chapter 4, Part A.)

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

A. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

B. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.

C. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE:*** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. See **ACCOMMODATIONS, PUBLIC.**

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

A. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.

B. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

A. Travel by air: the airport at which the traveler boards an international/transoceanic flight.

B. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See **“TERRITORIES AND POSSESSIONS OF THE UNITED STATES”.**

POST OF DUTY. (Also see **PDS.**) An OCONUS PDS.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). (*Also see TRANSPORTATION.*) Any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JTR, par. C2102-B. ***NOTE: A common carrier, or a conveyance owned by the Government, is not a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV). Any motor vehicle owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation that:

- A. is self-propelled;
- B. is licensed to travel on the public highways;
- C. is designed to carry passengers or HHG; and
- D. has four or more wheels (*see NOTE 3 below*).

NOTE 1: *In the case of a leased vehicle, the employee must provide written authority from the leasing company to have the vehicle transported. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.*

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

NOTE 3:

CONUS: *A motorcycle or moped may be designated as a POV (rather than as HHG) by the employee if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.*

OCONUS: *A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same orders.*

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

- A. reference material;
- B. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- C. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not ordinary or usual uniform or clothing;
- D. communication equipment used by employees in association with the MARS (see DoDD 4650.2);
- E. individually owned or specially issued field clothing and equipment;
- F. an official award given to an employee by a Service (or a component thereof) for service performed by the employee in the employee's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and

G. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

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

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

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL. See **PERMANENT DUTY TRAVEL.** Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, *between overseas tours of duty*. See Chapter 4, Part D, for eligibility and limitations.

RESERVE COMPONENT.

- A. The Army National Guard of the United States;
- B. the Army Reserve;
- C. the Naval Reserve;
- D. the Marine Corps Reserve;
- E. the Air National Guard of the United States;
- F. the Air Force Reserve;
- G. the Coast Guard Reserve; and
- H. the Reserve Corps of the Public Health Service.

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

SECRETARIAL PROCESS. Action by the:

- A. Secretary of a Military Department,
- B. Directors of Defense Components,
- C. Deputy Assistant Secretary of Defense (Administration) for:
 - 1. Office of the Secretary of Defense,
 - 2. Washington Headquarters Services,
 - 3. Organization of the Joint Chiefs of Staff,
 - 4. Uniformed Services University of the Health Sciences, and U.S. Court of Military Appeals, or
- D. Designated representative for any of the above.

SECRETARY CONCERNED. The Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Transportation, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, action by the PDTATAC Principal, without further delegation, may be authorized by the Secretary concerned.

SEPARATE DEPARTMENT. *See DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES.*

SEPARATION TRAVEL. *See PERMANENT DUTY TRAVEL.*

SERVICES. *See UNIFORMED SERVICES.*

SHORT DISTANCE MOVE.

A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS.

See par. C4108-B for authorization/approval and exceptions to the 50-mile rule.

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

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. (*Also see EMPLOYEE, DISABLED.*) Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE.

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

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

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

APPENDIX Q**TOURS OF DUTY**

(See Chapter 4, Part A for applicable regulations)

A. 24-Month Tour of Duty Areas. 24-month tour of duty areas are:

Afghanistan
Australia (Northwest Cape)
Azores
Bahamas: Andros Island
Bahrain Island, for employees authorized dependents
Bosnia-Herzegovina
Burma
Canada: Newfoundland (Argentia) only, for employees authorized dependents
Croatia
Cuba (Guantanamo Bay), for employees authorized dependents
Dominican Republic
Egypt, for employees authorized dependents
Finland (all locations outside Helsinki)
Greece
Guam
Haiti, for employees authorized dependents
Hong Kong
Iceland, for all employees on initial agreements authorized dependents
Iran (Tehran and Isfahan only)
Israel, for employees authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa),
for employees on initial tour authorized dependents
Japan (Kure and Wakkanai and Ryukyu Islands), for employees authorized dependents
Johnston Island, for all employees on initial agreements authorized dependents
Jordan
Korea, for employees authorized dependents
Kuwait
Kwajalein Atoll
Laos
Liberia
Mexico: Coatzacoalcos, Vera Cruz, for employees authorized dependents
Morocco
Nigeria, for employees authorized dependents
Northern Mariana Islands: Saipan, only
Oman, for employees authorized dependents
Panama
Philippines
Puerto Rico
Qatar, for employees authorized dependents
Russia, Moscow
Saudi Arabia, for employees authorized dependents
Serbia-Montenegro
Taiwan
Thailand, for employees authorized dependents
*Turkey, except as indicated in par. C
Venezuela
Yemen Arab Republic: Sanaa only, for employees on initial
agreements authorized dependents
Zaire

B. 18-Month Tour of Duty Areas. 18-month tour of duty areas are:

Bahrain, for employees not authorized dependents
Canada: Newfoundland (Argentia) only, for employees not authorized dependents
El Salvador, for employees not authorized dependents
Greenland
Honduras, for employees not authorized dependents
Israel, for employees not authorized dependents
Italy: La Maddalena and Sicily (Sigonella, Comiso, and Ragusa) for employees on initial tour not authorized dependents; and for all employees serving a renewal agreement tour
Libya
Mexico: Coatzacoalcos, Vera Cruz, for employees not authorized dependents and for all employees serving a renewal tour
Pakistan
Somali Republic

C. 12-Month Tour of Duty Areas. 12-month tours of duty areas are:

Alaska: Adak; Aleutian Islands, isolated mainland bases, Kodiak Island
Ascension Island
Canada: Newfoundland: Gander, Labrador, St. Anthony, only, and Northwest Territories
Christmas Island
Cuba (Guantanamo Bay), for employees not authorized dependents
Diego Garcia Island, Chago Archipelago, Indian Ocean
Egypt, for employees not authorized dependents
Eniwetok Atoll
Ethiopia
Haiti, for employees not authorized dependents
Iceland, for all employees not authorized dependents and all employees serving on a renewal agreement
Indonesia, for all employees not authorized dependents
Iran (all places except Tehran and Isfahan)
Iwo Jima
Japan (Kure and Wakkanai), for employees not authorized dependents
Johnston Island, for all employees not authorized dependents and all employees serving on a renewal agreement
Korea, for employees not authorized dependents
Kuwait, for employees not authorized dependents (Eff: September 3, 1996)
Mahe Island
Midway Islands
Nigeria, for employees not authorized dependents
Oman, for employees not authorized dependents
Qatar, for employees not authorized dependents
Saudi Arabia, for employees not authorized dependents
Thailand, for employees not authorized dependents
*Turkey: Sinop (all employees), Cakmakli, Corlu, Diyabakir, Murs, and Ortakoy for employees not authorized dependents, Izmir (unaccompanied and dependent restricted (effective 3 April 2002))
West Indies: Eleuthera Island, Grand Bahama Island, Grand Turk Island, Mayaguana Island, San Salvador Island, St. Lucia Island only
Yemen Arab Republic: Sanaa for employees not authorized dependents, all other areas, and all employees on a renewal agreement

D. Special Circumstance Tour of Duty Areas

1. General. The tours of duty for the persons listed in subpars. 2. through 11. are exceptions to the tours of duty listed in subpars. A, B, and C.
2. DoD Education Activity Personnel
 - a. Professional Personnel in 20 U.S.C. §901-907 Teaching Positions. The tour of duty for persons in teaching positions under the DoD Education Activity (see 20 U.S.C. §901-907 and DoD Directive 1400.13) is 1 or 2 school years as required, plus the time required in the area because of arrival before the start of the school year and while awaiting transportation upon departure. The school year for persons in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.
 - b. Professional Personnel Not in 20 U.S.C. §901-907 Teaching Positions. The tour of duty for professional personnel not in 20 U.S.C. §901-907 teaching positions is 12 months in those areas where the tour of duty for other DoD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.
 - c. Professional Personnel in 20 U.S.C. §901-907 Teaching Positions Reassigned Without Returning to CONUS to Positions Not Subject to 20 U.S.C. §901-907 for Which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 U.S.C. §901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 U.S.C. §901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.
 - d. Professional Personnel in 20 U.S.C. §901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DoD Education Activity (see 20 U.S.C. §901-907 and DS Regulation 5301.4) is the same as for other DoD civilian employees who are employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in the preceding subparagraphs B through D, tours of duty are 3 school years under the initial period of service agreement and 2 school years under subsequent agreements.
3. Employees of Defense Intelligence Agency (DIA). Because of the nature of employment, the Director, DIA administratively fixes the tours of duty for DIA employees.
4. Scientists on Sabbatical Leave. The tour of duty for scientists on sabbatical leave is 12 months.
5. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.
6. U.S. Naval Observatory Personnel. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.
7. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for civilian employees of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.
8. Employees of the National Security Agency (NSA). Because of the nature of employment, the Director, NSA, shall administratively fix the tours of duty of NSA employees.

9. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for civilian employees of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.

10. Department of the Air Force Management Interns. The tour of duty for management interns assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.

11. Consultants and Experts. The tours of duty prescribed in subpars. 2 through 10 don't apply to consultants and experts.

E. Establishment of Other Than Standard Tours of Duty

1. General. A nonstandard tour of duty established for an area or post may vary depending upon whether or not dependents are authorized to be present. Once operating officials determine that positions at a post are to be filled on a dependents-authorized basis, the tour of duty for that post is determined from subpar. A, B, or C, as appropriate. The same tour of duty ordinarily applies to all employees at that PDS, whether married or single, accompanied or unaccompanied. The tour of duty is based upon living conditions at the PDS and not on marital or family status.

2. Requesting Revision. A DoD component desiring to establish a tour of duty that differs from the standard tour or from a specific tour of duty established in subpar. A, B, C, or D must submit a request for an exception to the Assistant Secretary of Defense (Force Management Policy) stating reasons for the desired exception.

3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.