

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 202

Alexandria, VA

1 October 2003

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 October 2003 unless otherwise indicated.

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This change includes all material written in MAP Items 19-03(E); 26-03(E); 28-03(E) through 31-03(E) and 35-03(E) and military editorials U03043 through U03046 and U03048. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 201 cover page, and becomes page iii of the JFTR. The 'sheets in force' page becomes page v of the JFTR.

BRIEF OF REVISION

These are the major changes made by Change 202:

U1036. Eliminates the Navy nuclear power test procedures.

U2300-B; Chapter 4, Part J. Inserts information on advance lodging deposits from GSA's rewrite of the FTR, Chapter 301 (TDY Travel Allowances). Additionally, wording on travel advances has been added to the JFTR .

U3125-B3c(3); U3130-E3c; U3135-C3c. Clarifies that couriers and control officials carrying classified-type packages should use lower premium class transportation if available, rather than first class.

U5246-A; -D; -F. Takes out the authority to pay per diem for family members traveling to and from visits with a member who is seriously ill or injured. The authority to pay per diem to family members expires 30 September 2003.

U7200-A3b; U7200-C3. Removes the language that there is no COT entitlement if travel is to other than an authorized location.

U7206. Allows travel and transportation allowances, including per diem, for emergency leave from a TDY location.

U7300-A; -B. Spells out R&R during a contingency tour.

U7520-E, Step 4. Explains the note on TLE deduction.

U9109; Appendix A. Makes clear when shipboard quarters are Government quarters for housing/lodging allowance determination purposes.

U9202-C1. Distinguishes why TLA could be paid if lodgings plus per diem is paid on the reporting day (lodging paid under TLA) and not paid if MALT PLUS per diem is paid on the reporting day (MALT PLUS per diem is a flat rate which covers lodging and therefore lodging can't be reimbursed again).

Appendix F, Part II. Includes Senegal (effective 12 August 2003) to the list of locations in Appendix F that are authorized consumable goods allowances and also makes some editorial changes to the list.

Appendix O, T4040-C3. Adds travel days in the AOR for employees effective 31 July 2003.

# VOLUME 1

## JOINT FEDERAL TRAVEL REGULATIONS

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

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
176	i	201	U3F-1	199	U5-xi	185	U5D-23	177	U6-iii
202	iii	201	U3F-3	186	U5-xiii	191	U5D-25	179	U6A-1
202	v	189	U3G-1	199	U5A-1	200	U5D-27	195	U6A-3
202	vii	196	U4-i	195	U5A-3	185	U5D-29	179	U6A-5
202	ix	200	U4-iii	185	U5A-5	183	U5D-31	199	U6A-7
202	Xi	196	U4-v	195	U5B-1	183	U5D-32-1	199	U6A-9
181	U-i	202	U4-vii	193	U5B-3	183	U5D-33	199	U6A-10-1
181	U-iii	194	U4A-1	197	U5B-5	183	U5D-35	166	U6A-11
202	U1-i	193	U4B-1	197	U5B-7	189	U5D-37	166	U6A-13
194	U1A-1	196	U4B-3	200	U5B-9	200	U5D-39	193	U6A-15
202	U1A-3	197	U4B-5	192	U5B-11	183	U5D-41	174	U6A-17
202	U1A-5	197	U4B-7	192	U5B-13	185	U5D-43	174	U6A-18-1
193	U1B-1	194	U4B-9	192	U5B-15	183	U5D-45	177	U6A-19
183	U2-i	201	U4B-10-1	181	U5B-17	192	U5E1-1	166	U6A-21
180	U2-iii	201	U4B-11	195	U5C-1	183	U5E1-3	195	U6B-1
193	U2A-1	195	U4B-13	195	U5C-3	196	U5E1-5	166	U6B-3
193	U2B-1	195	U4B-15	193	U5C-5	196	U5E1-7	193	U6B-5
189	U2B-3	193	U4B-17	187	U5C-7	199	U5E1-9	193	U6B-7
191	U2C-1	193	U4B-19	181	U5C-9	199	U5E1-11	173	U6B-9
191	U2C-3	193	U4B-21	176	U5C-11	199	U5E2-1	173	U6B-11
202	U2D-1	198	U4C-1	174	U5C-13	199	U5E2-3	193	U6B-13
176	U2E-1	200	U4C-3	195	U5C-15	199	U5E2-5	173	U6B-15
186	U2F-1	198	U4C-5	191	U5C-17	199	U5E2-7	177	U6B-17
192	U2G-1	198	U4C-7	199	U5C-19	171	U5F-1	173	U6B-19
201	U2G-3	194	U4C-9	199	U5C-21	181	U5F-3	198	U7-i
193	U2G-5	194	U4C-11	199	U5C-23	198	U5F-5	201	U7-iii
195	U2H-1	196	U4D-1	199	U5C-25	183	U5F-7	198	U7-v
188	U3-i	198	U4D-3	199	U5C-26-1	174	U5F-9	198	U7-vii
201	U3-iii	193	U4E-1	198	U5C-27	171	U5F-11	199	U7-ix
184	U3A-1	200	U4F-1	198	U5C-29	190	U5G-1	157	U7A-1
184	U3A-3	200	U4F-3	198	U5C-31	199	U5G-3	184	U7B-1
196	U3B-1	200	U4F-5	198	U5C-33	194	U5G-5	189	U7C-1
202	U3B-3	169	U4G-1	202	U5C-35	194	U5G-7	168	U7D-1
202	U3B-5	201	U4H-1	201	U5D-1	185	U5G-9	168	U7E-1
200	U3B-7	159	U4H-3	195	U5D-3	199	U5H-1	195	U7F1-1
202	U3B-9	200	U4H-5	188	U5D-5	202	U5H-3	157	U7F2-1
202	U3B-11	200	U4H-7	190	U5D-7	185	U5H-5	199	U7F3-1
196	U3B-13	198	U4I-1	200	U5D-9	185	U5H-7	201	U7G-1
196	U3B-15	142	U4I-3	174	U5D-11	184	U5I-1	195	U7G-3
198	U3B-17	202	U4J-1	192	U5D-13	171	U5J-1	199	U7G-5
187	U3C-1	195	U5-I	192	U5D-14-1	200	U5J-3	194	U7G-7
185	U3D-1	191	U5-iii	194	U5D-15	183	U5J-5	183	U7G-9
184	U3D-3	202	U5-v	194	U5D-17	183	U5J-7	154	U7G-11
183	U3E-1	186	U5-vii	164	U5D-19	183	U5J-9	202	U7H-1
191	U3E-3	186	U5-ix	180	U5D-21	168	U6-i	202	U7H-3

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
202	U7H-5	198	U9C-1	178	F-1	196	Q-1		
202	U7H-7	198	U9C-3	202	F-3	196	Q-3		
198	U7H-9	202	U9C-5	176	G-1	196	Q-5		
157	U7I-1	188	U9C-7	176	H-1	173	R-1		
202	U7J-1	188	U9C-9	176	I-1	199	S-1		
202	U7J-3	200	U9C-11	192	J-1	199	S-3		
160	U7K-1	188	U9C-13	192	J-3	178	T-1		
168	U7L-1	188	U9C-15	192	J-5	178	T-3		
168	U7M-1	188	U9C-17	181	K-1	198	U-1		
184	U7N-1	188	U9C-19	181	K-3	193	i-1		
184	U7O-1	190	U9D-1	181	K-5				
184	U7P-1	201	U9D-3	181	K-7				
185	U7Q-1	183	A-1	181	K-9				
168	U7R-1	198	A-3	181	K-11				
185	U7S-1	174	A-5	181	K-13				
160	U7T-1	172	A-7	181	K-15				
168	U7U-1	200	A-9	196	K-17				
195	U7V-1	202	A-11	198	L-1				
193	U7W-1	192	A-13	193	L-3				
161	U7X-1	199	A-15	195	L-5				
192	U7Y-1	193	A-17	199	L-7				
199	U7Z1-1	193	A-18-1	200	L-9				
199	U7Z2-1	177	A-19	198	M-1				
186	U8-i	199	A-21	168	N-1				
185	U8-1	195	A-23	168	N-3				
181	U8-3	195	A-25	202	N-5				
186	U8-5	200	A-27	199	O-1				
186	U8-7	199	A-29	199	O-3				
199	U9-i	174	B-1	196	O-5				
200	U9-iii	138	C-1	202	O-7				
172	U9A-1	174	D-1	196	O-9				
199	U9B1-1	199	E-1	197	O-11				
199	U9B1-3	199	E-3	201	O-13				
202	U9B1-5	199	E-5	192	O-15				
202	U9B1-7	199	E-7	194	O-17				
202	U9B1-9	199	E-9	200	O-19				
202	U9B1-11	199	E-10-1	196	O-21				
188	U9B2-1	199	E-11	196	O-23				
183	U9B2-3	199	E-13	192	O-25				
164	U9B2-5	198	E-15	176	P-1				

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

**FOREWORD**

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

**PURPOSE AND AUTHORITY**

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

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

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

The JFTR is issued under the following authorities:

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

**CLAIMS AND ADVANCE DECISIONS**

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

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

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

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

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

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

**PARAGRAPH NUMBERING SYSTEM**

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

Paragraph            U 5 310    -B2a(1)(a)  
  
Volume 1    . . . . .  
Chapter 5    . . . . .  
Paragraph 310    . . . . .  
Subparagraphs    . . . . .

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

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

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

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

The most specific unit of reference should be used.

**CHANGES**

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

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

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

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in <http://www.dtic.mil/perdiem/opdrform.html>.

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

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

#### FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

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

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2<sup>nd</sup> Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

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

### HOW TO GET THE JFTR

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

1. Army. The Army no longer purchases printed paper JFTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.
  - (a) *For up to 3 copies*, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website [www.nll.navy.mil](http://www.nll.navy.mil), then go into P2003 search/order, fill out the MILSTRIP requisition on line.
  - (b) *For more than 3 copies*, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-6052, DSN 222-6052.
  - (c) *For changes in distribution*, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Homeland Security (Coast Guard). JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.
7. Commerce (NOAA). Through the NOAA Distribution Unit, 1315 East-West Highway (SSMC-3), Silver Spring, MD 20910-3233.

8. Health and Human Services (USPHS). From Division of Commissioned Personnel, PSC (ATTN: Distribution Control Officer), Room 4-04 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001.

9. Non-Uniformed Service Organizations. For a fee, the JFTR and changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

10. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page <http://www.dtic.mil/perdiem/trvlregs.html>.

## CHAPTER 1

### PART A: APPLICABILITY AND GENERAL INFORMATION

<u>Paragraph</u>	<u>Contents</u>
U1000	APPLICATION
U1006	COMPLEMENTARY REGULATIONS
U1010	IMPLEMENTATION A. Entitlement Regulations B. Implementation Regulations
U1015	EXPENDITURE AUTHORITY
U1020	EFFECTIVE DATE OF REGULATION CHANGES
U1025	COMPTROLLER GENERAL (CG), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS
U1030	TERMINOLOGY
U1031	REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES
U1035	NOT USED
U1036	NOT USED
U1038	NOT USED
U1039	DOD TEST OF SIMPLIFIED ENTITLEMENTS
U1040	GAIN-SHARING PROGRAM
U1045	GOVERNMENT QUARTERS USE/AVAILABILITY A. Quarters Available B. Quarters Not Available C. Travel Order/Voucher
U1050	CONFERENCES/TRAINING AT THE PDS
U1051	HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS  APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR REGULATIONS

**PART B: GIFTS, GRATUITIES AND OTHER BENEFITS RECEIVED FROM  
COMMERCIAL SOURCES**

<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U1200</b>	<b>RETAINING PROMOTIONAL ITEMS</b> A. General B. Seat Relinquishing C. Lost or Delayed Accompanied Baggage
<b>U1205</b>	<b>STANDARDS OF CONDUCT AND PAYMENT ACCEPTANCE FROM NON- FEDERAL SOURCES FOR TRAVEL AND TRANSPORTATION EXPENSES</b>

**U1030 TERMINOLOGY**

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

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

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

**U1035 NOT USED****\*U1036 NOT USED****U1038 NOT USED****U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

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

**U1040 GAIN-SHARING PROGRAM**

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 U.S.C., Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

**U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost (44 Comp. Gen. 626 (1965)).*

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

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

1. when a TDY/delay point is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
  - a. members attending service schools at an installation; and
  - b. officers in grades O-7 through O-10 who determine their own quarters availability;

3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
  - a. when per diem is payable under MALT plus (par. U5105);
  - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
  - c. to a ship/afloat staff homeported OCONUS;
    - (1) and a member is accompanied by dependents authorized concurrent travel;
    - (2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation; and Government quarters are not available for the entire family; or
6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

#### C. Travel Order/Voucher

1. Documentation. A travel order/voucher must document non-availability by:
  - a. confirmation number provided by the Service's registration process;
  - b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
  - c. member certification that Government quarters were not available on arrival.
2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

#### **U1050 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. 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.

#### **U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of all members who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe 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>. Services are 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).

**U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when members and/or authorizing/order-issuing officials fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

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

A. General. A member may be paid an advance of specified travel and transportation allowances.

\*B. Travel Advance Information. Additional information on advance payment of travel and transportation allowances is located in the following paragraphs:

1. Member PDT, par. U5165;
2. Temporary duty travel, Chapter 4, Part J;
3. Dependent outpatient travel, par. U5240-G3;
4. Dependent PDT, par. U5250;
5. HHG transportation, par. U5385;
6. Mobile home transportation, par. U5560;
7. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
8. Recruiting expenses, par. U7033;
9. SROTC members, par. U7150-E2d;
10. Attendants on behalf of member patients, par. U7252-A;
11. Escorts and attendants of dependents, par. U7555; and
12. Station allowances, pars. U9116 and U9208.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

### U3115 NOT USED

### U3120 ARRANGING OFFICIAL TRAVEL

#### A. CTO Use

1. Mandatory Policy. It is **mandatory policy** that Uniformed Service members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110.
2. Service Regulations. See Service regulations for CTO use information.
3. Failure to Follow Regulations
  - a. Commands/units are expected to take appropriate disciplinary action when members and/or authorizing/order-issuing officials fail to follow the regulations concerning CTO use (see par. U1055).
  - b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must **not** be through refusal to reimburse. See par. U3120-A4 below for exceptions when reimbursement is **not** allowed.
4. Reimbursement Not Allowed. Reimbursement **shall not be allowed** when the member does not follow the regulations for foreign flag carriers (see par. U3125-C5) and directed transoceanic transportation (see pars. U3110-A **NOTE**, and U5108-A).

#### 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. U3125-C or U3130-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.

## U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

### B. Class of Service

1. General. Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in par. U3125-B3;
- d. premium-class other than first-class accommodations may be used only as permitted in par. U3125-B4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. *when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."*

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoDD 4500.9 (Transportation and Traffic Management);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Homeland Security.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

\*3. First-class Air Use. (OMB Bulletin 93-11, April 19, 1993) First-class air accommodations may be authorized/approved only when necessary because:

- a. lower class accommodations are not reasonably available. In par. U3125-B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's

proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.

b. a traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.

\*c. of exceptional security requirements. Examples are:

(1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;

(2) agents of protective details accompanying individuals authorized to use first-class accommodations and

(3) couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

**NOTE: First-class accommodations may be used without authorization/approval only in two circumstances:**

***a. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When this is the case, the transportation officer/agent must make an appropriate entry on the travel order or other travel-related document as appropriate.***

***b. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics_regulation/index.html) or service regulations for the non-DoD Services.)***

4. Business-class Transportation Accommodations Use. Business-class transportation accommodations use may be authorized/approved only when:

a. Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.

b. Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.

c. Necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when that traveler is authorized premium-class other than first-class accommodations use and requires the attendant's service en route.

d. The accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.

e. Coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is authorized/approved in accordance with the Fly America Act. (see par. U3125-C for rules governing U.S. flag carrier use.)

f. The accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that

would be incurred while awaiting coach-class accommodations.

g. The traveler's transportation is paid for in full by a non-Federal source in accordance with the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) or appropriate service regulations for the non-DoD Services.

h. travel is between authorized origin and destination points (one of which is OCONUS) and the scheduled flight time (including airport stopovers and plane changes) is in excess of 14 hours. A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work. ***Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Authorizing/order-issuing officials must consider each request for business-class service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. (See par. U4325 Scheduling Travel and NOTE 1 in par. U4326 on rest periods).***

**NOTES:**

***(1) If business-class seating is provided at Government expense, the member is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.***

***(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***

***(3) On TDY travel, the 14-hour rule (in par. U3125-B4h above) only applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.***

***(4) When business-class accommodations are authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.***

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

5. Documentation Requirements

a. Orders. Authorization for premium-class air accommodations use should be made in advance of travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the member must obtain written approval from the appropriate authority at the earliest possible time. When a travel order authorizes premium-class air accommodations (by including the authority and authorization source (memo/letter/message/etc., including date and signatory position for first-class accommodations)), the specific condition met in par. U3125-B3 or U3125-B4 must be annotated on the order and appropriate Government transportation documents must be annotated with the same information. When a travel order does not contain authority for premium-class air accommodations use and no other class of service is available, a transportation document may be issued for premium-class service when the document-issuing official annotates the document in accordance with transportation procedural guidance that tickets for premium-class air accommodations were issued as only premium-class service was available between authorized origin and destination points.

b. Travel Voucher. The member must certify on the travel voucher the reason for the use of premium-class accommodations. Specific authorization/approval, including which of the specific conditions was met, must be attached to, or stated on, the voucher and kept as part of the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. In the absence of

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use non-certificated air service between the CONUS or non-foreign OCONUS location, and a foreign OCONUS location, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in par. U3125-C4a. when selecting a schedule.

**EXAMPLE**

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown (*schedules are for illustrative purposes only and do not reflect actual airline schedules*):

Schedule I  
Monday/Tuesday/Thursday/Saturday/Sunday

	City	Time	Air Carrier
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II  
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III  
Wednesday/Friday/Saturday

	City	Time	Air Carrier
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV  
Daily (except Saturday)

	City	Time	Air Carrier
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in par. U3125-C4a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

6. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier *is not payable* (41 CFR §301-10.143).

### U3130 COMMERCIAL SHIP TRANSPORTATION

A. General. Commercial ship transportation may be directed for transoceanic travel only for operational reasons and may be authorized/approved only as prescribed in par. U3130-B. A member and/or dependents may have travel by car ferry authorized/approved as specified in par. U5116-C3. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization to Use Commercial Ship. Commercial ships use may be authorized/approved by the order-issuing official when:

1. the travel can be completed only by ship;
2. the travel can be performed more economically or efficiently by ship; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and ship transportation is the only reasonable alternative.

C. Accommodations on Ships. Members who travel by ship shall use least costly first-class ship accommodations. More costly first-class ship accommodations may be used only as permitted in par. U3130-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use

1. Authorization/Approval. Except for travel using Coast Guard funds, use of more costly first-class accommodations under the circumstances specified in par. U3130-E may be authorized/approved by the order-issuing official. The Commandant/Vice Commandant of the Coast Guard must authorize/approve more costly first-class accommodations when Coast Guard funds are used.

2. Requirements. Authorization for more costly first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

\*E. More Costly First-class Ship Accommodations Use. (OMB Bulletin 93-11, April 19, 1993) More costly first-class accommodations may be authorized/approved only when:

1. least costly first-class accommodations are not available;
2. necessary to accommodate a member's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. More costly first-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7251-D and U7252-B to accompany an attended traveler when the attended traveler is authorized more costly first-class accommodations use and requires the attendant's service en route;

3. there are exceptional security requirements. Examples are:
  - a. a member whose use of least costly first-class accommodations would entail danger to the member's life or Government property;
  - b. agents of protective details accompanying individuals authorized to use more costly first-class accommodations; and
  - \*c. couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

#### F. U.S. Registry Ship Use

1. General. U.S. flag ships shall be used except as provided in pars. U3130-F2 and U3130-F3 (46 U.S.C. §1241 (a)). This applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When ship transportation is authorized/approved and a U.S. flag ship cannot provide the transportation service required, transportation may be obtained aboard a foreign flag ship (B-190575, May 1, 1978).
2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. U3125-C3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

### U3135 TRAIN TRANSPORTATION

A. Policy. Except as noted in this paragraph, members who travel by train must use coach-class accommodations. When adequate reserved coach accommodations are available, order-issuing officials shall require that those accommodations be used to the maximum extent possible. For overnight travel, members shall use slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

#### B. First-class Train Accommodations Use

1. Authorization/Approval. Under the circumstances specified in par. U3135-C, the transportation officer may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.
2. Requirements. Authorization for first-class train accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

\*C. Circumstances. (OMB Bulletin 93-11, April 19, 1993) First-class accommodations may be authorized/approved only when:

1. advantageous to the Government and no coach-class train accommodations are reasonably available. For the purpose of this paragraph, reasonably available means available and scheduled to leave within 24 hours of the member's proposed departure time, or scheduled to arrive within 24 hours of the member's proposed arrival

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

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

3. there are exceptional security requirements. Examples are:

a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,

b. agents of protective details accompanying individuals authorized to use first-class accommodations, and

\*c. couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

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

D. Extra-fare Train Service. Travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any AMTRAK Acela or Metroliner train Service (including Acela Express) is advantageous to the Government. 'Business' class is the lowest available class of service on the Amtrak Acela Express or Metroliner train service. 'Coach' class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first-class accommodations may be authorized/approved only as provided in par. U3135-C.

#### U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

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

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

#### U3145 CITY-PAIR PROGRAM

Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://public.transcom.mil/J4/j4lt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. **GSA Airline City Pairs Program**. Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City Pairs" on the GSA website.

2. **Some GSA routes may offer "dual fares"**; one fare is an unrestricted fare (fare basis code "YCA") and the other a restricted fare (fare basis code "\_CA"). The restricted fare differs from the unrestricted fare only in that

- U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**
- U4755 INDETERMINATE TDY**
- U4760 TDY PENDING OCONUS ASSIGNMENT OR TO A VESSEL**
- A. General
  - B. Ordered to a Vessel
  - C. Ordered to OCONUS Duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
- U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A VESSEL**
- A. General
  - B. Ordered to a Vessel Not Specified as Unusually Arduous
  - C. Ordered to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
- U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**
- A. Temporary Storage
  - B. Special Storage
  - C. Nontemporary Storage (NTS)
  - D. Storage After Completion of TDY/Deployment
- U4775 SHIPMENT OF HHG AFTER STORAGE**

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

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

**PART J: TRAVEL ADVANCES**

<u>Paragraph</u>	<u>Contents</u>
<b>U4900</b>	<b>GENERAL</b>
	A. Policy
	B. Responsibilities
<b>U4905</b>	<b>ALLOWABLE ADVANCES</b>
	A. Authorization
	B. Advances may be for:

**\*PART J: TRAVEL ADVANCES****U4900 GENERAL**A. Policy. Members traveling on official business:

1. Are responsible for their travel expenses, but
2. Should not have to pay official travel expenses entirely from personal funds (unless the member decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).

B. Responsibilities. Commands:

1. May issue travel advances for certain expenses, as authorized in this Part, and
2. Should ensure members take all reasonable steps to minimize the cash burden on both the command and the member (such as using the Government-sponsored contractor-issued travel charge cards.).

**U4905 ALLOWABLE ADVANCES**A. Authorization. Travel advances may be paid when:

1. Authorized on orders, and
2. Permitted in accordance with:
  - a. The DoDFMR, Volume 9 (DoD Services), or
  - b. Service regulations (Non-DoD Services).

## B. Advances may be for:

1. Per diem,
2. POC mileage allowance,
3. AEA,
4. Reimbursable expenses, and/or
5. Advance Lodging Deposits. Members may be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel. Members are financially responsible for repayment of the advance deposit if the deposit is forfeited because the TDY travel is not performed for reasons unacceptable to the agency.

- U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY,**
- A. General
  - B. Time Limits
  - C. Recalled to Active Duty before Choosing a HOS
  - D. Recalled to Active Duty after Choosing a HOS
  - E. Member on TDRL Discharged or Retired
  - F. Member Dies after Retirement or Release
  - G. Member Ordered to a Place to Await Disability Retirement
- U5237 DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**
- U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A. General
  - B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty
  - C. Dependents' Travel and Transportation OCONUS for Medical Care
  - D. Dependents' Travel and Transportation Incident to Alert Notice
  - E. Dependents' Travel and Transportation Incident to Tour Extension
  - F. Dependent Travel and Transportation Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)
  - G. Dependents' Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT)
- U5241 TRAVEL OF DEPENDENTS WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS OR UPON DEATH**
- A. General
  - B. Definitions
  - C. Limitations
  - D. When Authorized
  - E. Administrative Instructions
  - F. Attendants for Dependents
- U5242 FUNERAL TRAVEL**
- A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 U.S.C. §411f) ***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***
  - B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict
  - C. Definition of Burial Ceremony
- U5243 TRANSPORTATION OF DEPENDENT STUDENTS**
- A. General
  - B. Dependent Students Attending Dormitory DoDEA Schools
  - C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes
  - D. Dependent Student Transportation to a School in the U.S.
  - E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities

- U5246**                                    **TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER**
- A. General
  - B. Definition
  - C. Transportation
  - D. Per Diem
  - E. Reimbursable Expenses

- U5250**                                    **ADVANCE OF FUNDS**

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

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5300</b>	<b>GENERAL</b>
<b>U5305</b>	<b>ELIGIBILITY</b>
<b>U5310</b>	<b>BASIC ENTITLEMENT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Prescribed Weight Allowances</li><li>C. Professional Books, Papers, and Equipment (PBP&amp;E)</li><li>D. Additional Consumable Goods</li><li>E. Certain Articles Involving a Weight Additive</li><li>F. Excess Costs for Transportation of Boats as HHG</li><li>G. Civilian Clothing of Recruits</li><li>H. Storage</li><li>I. Services</li><li>J. Transportation of Replacement HHG Items</li><li>K. Required Medical Equipment</li></ul>
<b>U5315</b>	<b>ADMINISTRATIVE WEIGHT LIMITATIONS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Entitlement</li><li>C. Exceptions</li></ul>
<b>U5317</b>	<b>HHG TRANSPORTATION ENTITLEMENT DISALLOWED</b>
<b>U5318</b>	<b>RE-TRANSPORTATION OF THE SAME HHG</b>
<b>U5320</b>	<b>METHODS OF TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. HHG</li><li>B. Unaccompanied Baggage</li><li>C. Government-Procured Transportation</li><li>D. Personally-Procured Transportation and NTS</li><li>E. Split Shipment</li></ul>
<b>U5330</b>	<b>FACTORS AFFECTING HHG TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. Combining Weight Allowances when Husband and Wife Are Both Members</li><li>B. Impact of Effective Date of Orders</li><li>C. Orders Amended, Modified, Canceled or Revoked</li><li>D. Improper Transportation</li><li>E. Items of Extraordinary Value</li></ul>

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

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

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

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

A. General. Not more than two family members of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.

2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

- a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. while traveling directly to or from such training.

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

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

C. Transportation. One, or a combination, of the following round-trip transportation services between the family

member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. transportation-in-kind;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

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

E. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A (except item 5, taxes on lodging) and U4520-C is authorized in connection with travel under this paragraph.

#### **U5250 ADVANCE OF FUNDS**

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

C. Maximum Reimbursement. A member:

1. may be reimbursed a maximum of \$180 per day for TLE (B-221732, April 10, 1987), (this applies if a member and dependent(s) occupy temporary quarters on the same *or* different days) ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***
2. may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s);
3. and dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. should use available Government quarters (see par. U1045).

***NOTE: When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).***

D. Reimbursement Example:

1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
4. Reimbursement for the daily ***combined*** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) shall not exceed \$180 per day. ***NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.***

E. Reimbursement Computation

**Step 1: Determine Maximum Daily TLE Allowance.** Multiply the percentage in the following table by the applicable locality per diem rate prescribed in <http://www.dtic.mil/perdiem/pdrform.html>.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent add:	25%

***NOTE: For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.***

**Step 2: Determine M&IE Equivalency**

- a. Multiply the daily TLE allowance computed in Step 1 by 46% if:
  - (1) it is the first or last day of TLE, or
  - (2) lodgings used do not have facilities for preparing/eating meals, or

- (3) lodgings are provided by a friend/relative, or
- (4) a Government mess is not used for all three meals, *otherwise*

b. Multiply the daily TLE allowance computed in Step 1 by 23%.

The installation commander determines if temporary lodging facilities (see Appendix A) are adequate for preparing/eating meals. The member certifies adequacy/inadequacy of facilities for preparing/eating meals at other than temporary lodging facilities.

**Step 3: Determine Gross Daily Equivalency.** Add the result in Step 2 to the allowable daily lodging cost (including lodging taxes).

**\*Step 4: Determine Net Daily Equivalency.** Deduct the total daily allowances (housing allowances and BAS) received from the result in Step 3.

**NOTE: Do not deduct:**

- 1. *housing allowances when staying with friends/relatives,*
- 2. *housing allowances for a member with a dependent(s) if the claim is for the member only,*
- 3. *housing allowances if the member is assigned to Government quarters that are uninhabitable or the member does not receive a housing allowance,*
- 4. *BAS when not paid NOTE: However, if BAS is being paid on a daily or monthly basis, it must be deducted on every day that TLE is paid., or*
- 5. *BAS if TLE is being computed only for dependents.*

**Step 5: Determine Applicable Daily Rate**

Compare \$180.00 with the amounts found in Steps 1 and 4. Pay the least of these three amounts for each day.

**EXAMPLE 1 -- TLE ALLOWANCE**

**NOTE: Locality per diem, BAS, and Housing Allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.**

A member with no dependents is ordered on a PCS from one CONUS PDS to another. Each PDS has a different per diem rate. After reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights \$47.50 (42.75 per night plus \$4.75 tax). The new PDS locality per diem rate is \$112. The member certifies that Government quarters are not available. The member is authorized TLE computed as follows:

1. Determine maximum rate (given percent x locality rate).	65% x \$112 = \$72.80
2. Multiply result in Step 1 by 46% (or 23% when applicable).	46% x \$72.80 = \$33.49
3. Add the result in Step 2 to the actual NTE allowable daily lodging cost (including lodging tax).	\$33.49 + \$47.50 = \$80.99
4. Deduct daily allowance(s) from Step 3.	\$80.99 - \$28.30 = \$52.69
Housing Allowance =	\$22.60
BAS =	<u>\$ 5.70</u>
Total =	\$28.30
5. Compare \$180 with amounts in Steps 1 and 4 and pay the least amount for each day. Pay \$52.69 per day.	\$180 vs. \$72.80 vs. \$52.69; \$52.69 x 4 days = \$210.76

## PART H: LEAVE TRAVEL AND TRANSPORTATION

EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

### U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
  - a. consecutive tour of duty at the same (old) PDS, or
  - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) one of the tours is unaccompanied, or
    - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. Eligible Dependents. An eligible dependent is one who:
  - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
    - (1) the last day of the member's first tour at the old OCONUS PDS; or
    - (2) the effective date of the member's PCS order to the new OCONUS PDS; and
  - b. is command sponsored for both tours;
  - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. accompanies the member during both tours.

***\*NOTE: A command-sponsored dependent born during the COT leave deferral period is authorized COT leave travel.***

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city pair fares *may* be used.
  - a. Travel between authorized locations is travel:
    - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
    - (2) from the old to the new OCONUS PDSs via an authorized destination; or
    - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

\*b. An authorized destination is the member's HOR or an alternate authorized place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more***

*expensive alternate place is authorized/approved by the Secretarial Process.* If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city pair fares are not authorized to that alternate place.

**Example 1:**

Member's PDS is in Germany and the HOR is Ames, Iowa.

No city pair to Ames, Iowa and least expensive unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize COT leave to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400). (The member is not responsible for the additional \$200 cost if travel to Boston, MA is authorized/approved by the Secretarial process making the city pair fare to Boston available.)

**Example 2:**

Member's PDS is in Germany and the HOR is Washington, DC.

City pair trip cost is \$980.

Member desires to utilize COT leave to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to HOR.

c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B and U5120-C (members) and U5218 (dependents).

***Effective for all members in a deferred COT leave status on 2 December 2002 or members who become entitled to a COT leave travel on or after 2 December 2002***

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the entitlement expires.

***Exception to Time Limit for Contingency Operation:*** If unable to travel before completing the new tour because of duty in connection with a contingency operation, the member (and eligible dependents) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still entitled to leave travel

from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursements

1. Member-procured Transportation

a. A member, directed to use Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures other transportation at personal expense, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is authorized to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

\*3. No Entitlement. Travel and transportation is not authorized under this paragraph if a member elects:

a. 15 days leave and transportation, addressed under par. U7305, or

b. either of two other options available in lieu of transportation under the entitlement discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DoDD 1327.5 at <http://www.dtic.mil/whs/directives/corres/html/13275.htm>)).

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) <http://www.dtic.mil/whs/directives/corres/html/13275.htm>) for DoD Services and/or Service regulations (see par. U1010-B9) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location." The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

**B. Eligibility**

1. Eligible Members. Eligible members are those:

- a. on permanent duty OCONUS,
- b. assigned to an OCONUS ship or unit operation, or
- c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

***NOTE: Cadets/midshipmen are not eligible members for this transportation.***

2. Eligible Dependents. Eligible dependents are those who:

- a. are command sponsored and reside OCONUS with the member,
- b. reside at an OCONUS location and for whom the member receives a station allowance, or
- c. reside in CONUS and the member:
  - (1) is on permanent duty OCONUS, or
  - (2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

- a. from which first called (or ordered) to active duty,
- b. of first enlistment, or
- c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city pair fares *may* be available for use.

***NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

**Example 1:**

Member's PDS is in Germany and the member's emergency leave location is Denver, CO. The closest CONUS international airport with a scheduled flight is JFK.

City pair to JFK is \$1,200.

City pair to Denver is \$1,400.

Least cost non-city pair fare to Denver is \$1,600.

Since travel to Denver is more expensive than travel to JFK the city pair fare may not be used to Denver. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

**Example 2:**

Member's PDS is in Germany and the member's emergency leave location is Atlanta, GA. The closest CONUS international airport with a scheduled flight is JFK.

City pair trip cost to JFK is \$1,200.

City pair fare to Atlanta is \$980.

Since travel to Atlanta, GA, is less expensive than travel to the closest international airport, JFK, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to JFK.

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

a. Authorized originating locations are:

(1) a member's PDS;

(2) dependents' other OCONUS location; or

(3) member's or dependents' location when notified of the personal emergency;

b. Authorized destination points are:

(1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or

(2) an airport in a nonforeign OCONUS area (see Appendix A); or

(3) any other OCONUS location, as determined by the Secretarial Process.

***NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.***

2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

- a. Authorized originating locations are the international airports nearest the:
  - (1) member's PDS, or
  - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
  - (1) an international airport in a non-foreign OCONUS area, or
  - (2) any other OCONUS location, as determined by the Secretarial Process.

***NOTE: There is no entitlement to one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.***

**\*U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT**

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:
  - a. PDS,
  - b. homeport, or
  - c. other location.
2. Space-required Government transportation must be used if reasonably available, otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***
3. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport.
4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).
5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c 'other location'), and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive 'other location' city pair fares are not authorized to the other location.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and travel costs to and from terminals are not included.***

**Example 1:**

Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Campbell, KY and the member's emergency leave location is Denver, CO.

No city pair from Ft. Campbell to Ft. Belvoir and the least cost unrestricted fare (incorporating some city pair fare connections) is \$400.

City pair from Ft. Campbell to Denver is \$500.

Least cost non-city pair fare to Denver is \$600.

Since travel to Denver is more expensive than travel to Ft. Belvoir the city pair fare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).

**Example 2:**

Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Hood, TX and the member's emergency leave location is Atlanta, GA.

City pair trip cost from Ft. Hood to Ft. Belvoir is \$320.

City pair fare to Atlanta is \$280.

Since travel to Atlanta, GA, is less expensive than travel to the PDS, Ft Belvoir, the member is authorized city pair fare to Atlanta (\$280) NTE the \$320 cost to Ft. Belvoir.

**U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if they:

- a. are command sponsored, and
- b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

<b>Tour Length</b>	<b>Number of FEML Trips Authorized</b>
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that 36-month tour.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

**Example 1:**

Member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize FEML to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

**Example 2:**

Member's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980

Member desires to utilize FEML to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

- a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

- b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

- c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) ***before*** the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

**PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND  
RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION**

**\*U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION**

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). *This transportation may not be combined with TDY travel.*

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.

2. Contingency Tour: One per contingency tour. A contingency tour is in connection with and directly tied to a contingency operation (see Appendix A, Part I: Definitions). R&R is for members who are serving tour lengths under TDY orders for duty of 180 or more consecutive days (to include extensions), and who have served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location, and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

**Example 1:**

Member's PDS is in Albania and the authorized destination is Frankfurt, Germany.

No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Baltimore, MD is the authorized CONUS destination.

The city pair fare to Baltimore is \$1,000.

Member desires to utilize R&R to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD the city pair fare may not be used to Boston. Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

**Example 2:**

Member's PDS is in Croatia and the authorized destination is Frankfurt, Germany.

City pair trip cost to Frankfurt is \$980.

Baltimore, MD is the authorized CONUS destination.

The city fare to Baltimore is \$ 1,400.

Member desires to utilize R&R to St. Louis, MO.

City pair fare to St. Louis is \$1,200.

Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the member is authorized city pair fare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.

4. Location Designation/Re-designation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: DUSD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Combatant Command channels to DUSD (MPP). DUSD (MPP) must re-designate R&R location/destination designations every two years.

c. Re-designation Requests. DoD Services must send re-designation requests through Combatant Command channels to reach DUSD (MPP) before the indicated re-designation date.

D. Transportation

1. Uniformed Members only

2. Restrictions. A member taking a R&R trip may use:

- a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- b. commercial air transportation if military air transportation is not reasonably available, and
- c. may not use cruise or tour packages to and from the authorized destination.

***NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.***

3. Procurement. Commercial air transportation must be in accordance with par. U3120.

4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member's duty station and the authorized destination as determined in par. U7300-C2.

5. Time Limitation

a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1<sup>st</sup> R&R leave.

b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

**U7305 TRANSPORTATION FOR SR&R ABSENCE**

**Effective 10 March 2003**

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18)

(<http://www.dtic.mil/whs/directives/corres/html/13275.htm>) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

**Effective 10 March 2003**

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized. If possible, members must use one or the other of them. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. transoceanic travel and overland air travel under par. U5116-D,
2. overland surface travel at actual cost, and
3. POC travel at actual cost as in par. U3305-B.

***NOTE: Reimbursement for the round-trip transportation cost to an alternate destination shall not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.***

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.*

**Effective 10 March 2003**

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

***NOTE:** The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*

**Example 1:**

Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.

City pair to Baltimore is \$1,200.

City pair to Denver is \$1,400.

Least cost non-city pair fare to Denver is \$1,600.

Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver.

The member is financially responsible for the additional cost ( $\$1,600 - \$1,200 = \$400$ ).

**Example 2:**

Member's PDS is in Germany and the nearest CONUS port is Baltimore. The member wants to travel to Atlanta, GA.

City pair trip cost to Baltimore is \$1,200.

City pair fare to Atlanta is \$980.

Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to Baltimore.

	<u>Climate Code (See App K)</u>		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. Determining Amount of Allowance when Rent Includes Some Utilities. The total UTILITY POINT SCORE is matched to the following table to determine the utility/recurring maintenance allowance percentage in par. U9106-A to which the member is entitled.

<u>IF UTILITY POINT SCORE IS</u>	<u>member is entitled to the following percentage of allowance in par. U9106-A</u>
0	0
1-2	25
3-4	65
5-9	100

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

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

#### B. Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. Eligible members are entitled to MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA entitlement when:
  - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
  - b. a member executes a PCS but remains in the same dwelling place; or
  - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
  - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made by members to make their dwellings habitable. This up-front lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in OCONUS dwellings. See Appendix K table at <http://www.dtic.mil/perdiem/> for the amounts payable. Only one payment is authorized at a PDS unless par. U9107-B2 applies.
  - b. MIHA/Rent. Homeowners are ineligible. MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs

are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.

c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.

5. Each member entitled to OHA receives MIHA/Miscellaneous. To receive payment for MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and entitled to MIHA is entitled to the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).

6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

#### **U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS**

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

#### **\*U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS**

A. General. Except when:

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

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

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

In the case of a member assigned for permanent duty to a ship, Government quarters (Appendix A, Government Quarters) ordinarily are available aboard that ship. The Secretary concerned may determine that a ship or class of ships is inadequate for berthing members in homeport, in which case the ship or a ship of that class is not available as Government quarters for housing allowance determination purposes. When quarters aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, Government quarters are no longer available onboard the ship. The Service concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.

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

1. who has no dependents,
2. whose dependents do not reside in the PDS vicinity, or

3. whose dependents are not under the member's legal custody and control,

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

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

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

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

***Effective 28 April 2003***

C. No-cost Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and
2. the Secretarial Process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

**U9110 OHA ENTITLEMENT FOR MEMBERS WITH DEPENDENTS**

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

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

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

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

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

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

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

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

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

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

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

***Effective 8 August 2001***

D. Dependents Are Not Permitted to Accompany Member. If a member's dependents are not permitted to travel to the member's PDS at Government expense, the member is entitled to OHA at the without-dependents rate for the member's PDS if:

1. the member's dependents do not reside at or in the vicinity of the PDS; and
2. Government quarters are not available for assignment to the member.

The member also is entitled to an OHA at the with-dependents rate for the location where the dependents reside. If requested by the member, OHA may be paid for the member's last PDS location, if the Secretary concerned determines that the rate for the last PDS location is more equitable. ***NOTE: If dependents reside in the U.S., applicable housing allowances for the dependents are in DoD 7000.14-R, Volume 7a, Chapter 26, section 2601 for DoD members, and Service pay regulations for members of non-DoD Services.***

**Effective 28 April 2003**

E. No-cost Low-cost PCS Move. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA is based on the rate for the old PDS if:

1. requested by the member, and
2. the Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

**U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING**

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

**U9112 GEOGRAPHIC OHA LOCATIONS**

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

**U9113 COMPUTATION DATA**

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

**U9114 SUBMISSION OF HOUSING REPORTS**

For submission of housing reports, see <http://www.perdiem.osd.mil/cola/appm/appm.pdf>.

**U9115 INTERIM OHA**

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

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

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

**U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA**

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

**A. Entitlement**

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances and attendant issues.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
  - (a) law,
  - (b) local custom for everyone, including local nationals, or
  - (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

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

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

***NOTE: Once a location is authorized by PDTATAC and listed in Appendix K, Part IV as a country currently designated as authorized for rental advances, individual requests may be authorized by the Senior Officer in country or designee.***

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

1. the anticipated housing expenses, or

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

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

### C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.
6. Currency Fluctuation Effects. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U9116-D.
7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent, per par. U9116-D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

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

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

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

**U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES**

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

5. Unless TLA is terminated sooner for one of the reasons in par. U9201-B3 or this Part, TLA ceases on the day before the day that permanent quarters are occupied and with the exception of the extra lodging charges allowable (see pars. U9207-A2, U9207-C and U9207-D). No expenses incurred on the permanent quarters occupancy day are allowable in computing TLA.

6. TLA accrual provisions (par. U9207-E) are applied in computing TLA upon arrival.

B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem. When MALT plus flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.

C. TLA when Entitled to Per Diem (Chapter 4, Part B)

\*1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.

2. Period while Awaiting Ship Arrival

a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a temporary duty status awaiting the ship's arrival and eligible for per diem.

b. Except on the reporting day to the ship (par. U9202-C1), lodging costs for quarters jointly occupied by the member and dependents is apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.

c. On the actual reporting day aboard the ship, lodging allowance costs for quarters jointly occupied by the member and dependents are not divided up; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is entitled to per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

D. TLA when Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9201-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9202-A expires, an additional TLA period may be authorized under par. U9202-F whether or not TLA was paid during the initial 60-day period.

E. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS.

The member's order must be annotated, or have attached, certification that retaining those quarters was because of military necessity (i.e., the member's hospitalization) and not because of member's personal choice/convenience.

F. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9200) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated housing temporarily or permanently uninhabitable or unavailable;
4. Withdrawal of housing from the market by a landlord;
5. Member is unable to secure housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area;
6. Member/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent living accommodations. The additional TLA period is authorized/approved in increments of 10 or fewer days.

#### **U9203 ALLOWANCE UNDER SPECIAL CONDITIONS**

##### **A. Member Must Vacate Established Permanent Quarters in PDS Vicinity**

1. The TLA period for situations in par. U9200-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.
2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent quarters are reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.
3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9207-A2, U9207-C or U9207-D.
4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary due to there being no excess costs or if the member fails to accept adequate Government quarters or diligently search for permanent private-sector quarters.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9201-B conditions are met. The member must make every reasonable effort to find suitable housing for dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable housing for the dependents before they arrive.

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

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

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

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

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

#### **GOVERNMENT MEAL RATE**

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

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

***NOTE:*** *Also see DISCOUNT GOVERNMENT MEAL RATE.*

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

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

#### **GOVERNMENT QUARTERS.**

- \*A. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
- B. Lodgings or other quarters obtained by U.S. Government contract;
- C. Quarters in a state-owned National Guard camp;
- D. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;
- E. Temporary lodging facilities as defined in this Appendix;
- F. Permanent Lodging facilities on a U.S. installation, owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
- G. Family-type housing owned or leased by the U.S. Government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## \*APPENDIX F

## CONSUMABLE GOODS ALLOWANCES

## PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.\* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*)

\*A *civilian employee*, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.\* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*) This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. *In no event shall the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.*

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

LOCATIONS		
Afghanistan, Kabul	Gabon, Libreville	Oman, Muscat
Albania, Tirana	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Algeria, Algiers	Ghana, Accra	Philippines, Manila
Angola, Luanda	Guinea, Conakry	Poland, Warsaw
Armenia, Yerevan	Guyana, Georgetown	Romania, Bucharest
Azerbaijan, Baku	Haiti	Russia, Moscow St. Petersburg
Bangladesh, Dhaka	India, Calcutta New Delhi	Rwanda, Kigali
Belarus, Minsk	Indonesia	*Senegal (eff 12 August 2003)
Bolivia, La Paz	Kazakhstan, Almaty (Alma-Ata)	Serbia & Montenegro, Republics of Belgrade
Bosnia & Herzegovina, Federation of	Kenya	Sierra Leone, Freetown
Botswana	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Bulgaria, Sofia	Laos	Sri Lanka, Colombo
Burkina, Ouagadougou	Latvia, Riga	Sudan, Khartoum
Burma, Rangoon	Liberia, Monrovia	Suriname, Paramaribo
Burundi, Bujumbura	Lithuania, Vilnius	Syria, Damascus
Cambodia, Phnom Penh	Macedonia, The Former Yugoslav Republic of, Skopje	Togo, Lome
Cameroon, Yaounde	Madagascar, Antananarivo	Turkmenistan, Ashkhabat
Central African Republic, Bangui	Malawi, Lilongwe	Uganda, Kampala
Chad, N'Djamena	Mali, Bamako	Ukraine, Kiev
China, Beijing Shanghai	Mauritania, Nouakchott	Uzbekistan, Tashkent
Congo, Democratic Republic of the Kinshasa	Moldova	Vietnam
Congo, Republic of the Brazzaville	Mongolia, Ulaanbaatar	Yemen, Sanaa

Cote d'Ivoire, Abidjan	Mozambique, Maputo	Zambia, Lusaka
Cuba, Havana	Nepal, Kathmandu	Zimbabwe
Cyprus, Nicosia	Nicaragua, Managua	
Djibouti	Niger, Niamey	
Ecuador, Quito	Nigeria, Lagos	
Eritrea, Asmara	Norway, Bodo	
Estonia		
Ethiopia, Addis Ababa		

**\*APPENDIX N****PART II: HIGH THREAT LOCATIONS****Locations Currently Designated As High Threat****Effective 1 August 2003**

<b>Location (Country and/or Country/City)</b>	<b>Date Established</b>
Angola	1 March 1993
Argentina	1 June 1997
Armenia	16 December 2001
Bahamas – Nassau	1 May 1996
Bahrain	1 August 2003
Bangladesh	1 December 1998
Belgium – SHAPE	1 May 2000
Belize	16 October 1994
Brazil	18 February 1993
Cambodia – Phnom Penh	16 October 1994
Colombia	1 September 1990
Costa Rica – San Jose	1 August 2003
Dominican Republic – Santo Domingo	18 February 1993
Dominican Republic – Other	1 October 1999
East Timor	16 August 2000
Ecuador	1 December 1998
Egypt	1 March 1994
El Salvador – San Salvador	1 August 2003
Fiji	1 July 2001
France – Paris	1 February 2000
Greece – Athens	1 September 1990
Greece - other	1 July 2001
Guatemala	18 February 1993
Haiti – Port-au-Prince	1 April 1995
Haiti – Other	1 October 1999
Honduras – Tegucigalpa	1 September 1990
Honduras – Other	1 October 1999
Indonesia	1 October 1999
Israel – Tel Aviv	14 February 1991
Jamaica – Kingston	18 February 1993
Jamaica – Other	1 October 1999
Jerusalem (East and West)	1 September 1990
Jordan	16 December 2001
Kenya – Nairobi	18 February 1993
Malaysia – Kuala Lumpur	1 August 2003
Mexico – Mexico City	16 October 1994

**Locations Currently Designated As High Threat (Continued)**

Morocco	16 May 1998
Nepal	1 September 1998
Pakistan	1 September 1992
Papua New Guinea – Port Moresby	18 February 1993
Paraguay – Asuncion	1 September 1993
Paraguay – Other	1 October 1999
Peru—Lima	1 September 1990
Peru—Other	1 June 1997
Philippines	1 September 1990
Poland – Warsaw	1 April 1995
Russia	1 December 1998
Slovakia	1 February 2000
South Africa	1 February 2000
Syria	1 October 1998
Trinidad and Tobago	16 August 1998
Turkey	1 September 1990
Ukraine – Kiev	1 May 1996
Uruguay	16 May 1998
Venezuela	1 April 1997
Vietnam	1 July 2000
Yemen	16 April 1997
Zimbabwe	1 May 1996

**Locations Previously Designated As High Threat**

<b>Location (Country and/or Country/City)</b>	<b>Date Established</b>	<b>Date Removed</b>
Bolivia	1 July 2001	1 August 2003
China	1 February 2000	1 August 2003
Costa Rica - San Jose	16 April 1997	1 July 2001
Costa Rica - Other	1 October 1999	1 July 2001
Croatia	1 February 2000	1 August 2003
Hong Kong	1 February 2000	1 August 2003
Korea – Seoul	1 February 2000	1 August 2003
Latvia	16 December 2001	1 August 2003
Rwanda	1 May 1996	1 July 2001
Singapore	1 Feb 2000	1 July 2001

Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. **NOTE:** *If all three meals are provided, only the incidental expenses for that day are payable.*

3. **Incidental Expenses (IE).** Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

**Effective for TDY travel performed on or after 1 January 1999**

**NOTE 1:** *Applicable to civilian employees:*

(a) *The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.*

(b) *The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.*

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

**NOTE 2:** *Applicable to uniformed members:*

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

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

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. **Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).**

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

***Effective 31 January 2003 for members and 31 July 2003 for employees***

\*3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

#### 4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

