VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 213

Alexandria, VA 1 September 2004

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 September 2004 unless otherwise indicated.

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This change includes all material written in MAP Items 04-03(E); 57-03; 11-04; 22-04(E); 23-04; 24-04(E); 26-04(E); 31-04(E); 33-04(E); 34-04(E); and military editorials U04027, U04030, U04032, and U04034. Insert the attached pages and remove the corresponding pages. Remove pages U3B-17; U3B-19; U5C-4-1; U5C-26-1; U9B4-1; E-10-1; E-13 and E-15. This cover page replaces the Change 212 cover page.

BRIEF OF REVISION

These are the major changes made by Change 213:

U2015. Changes the JFTR to require a statement on the travel authorizations to indicate whether the traveler uses a centrally-billed account (CBA) or individually-billed account (IBA) to purchase transportation tickets. This should reduce duplicate payments and help facilitate the refund of unused tickets.

U3125-B3, and B4; U7750; U7755. Establishes Congressional Travel Premium-class Approval Codes.

U3145. Moves city pair information from this par. to new Appendix P.

U3415-D. Clarifies that travelers cannot be directed to use a special conveyance for transportation to/from carrier terminals.

U4340. Corrects paragraph references within the sentence.

U5222-D1d(2), and F3. Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from ‘distance’ to ‘cost’.

U5240-C; U7950-D; U7960-E. Allows meal expenses while traveling and reimbursable expenses for dependents OCONUS traveling for medical care. Also specifically state that there is no reimbursement of miscellaneous expenses for STS and specialty care travel.

U5370-B2. Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from 'distance' to 'cost'.

U5375-B3b. Clarifies when temporary storage beyond the 180-day time limitation may be authorized/approved through the Secretarial process.

U5900-B, D1, and D2h. Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from 'distance' to 'cost'.

U5905-C1, and C8. Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from 'distance' to 'cost'.

U7200-A1b(2). Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from 'distance' to 'cost'.

U7200-B3; U7207-C3; U7300-A. Changes the JFTR/JTR to show that DoDD 1327.5 provides to the PDUSD (P&R) the authority to waive the Directive provision that FEML, R&R and COT leave cannot be taken with any other leave program or travel entitlement.

U7215. Allows members the cost for the excess distance traveled from emergency leave to a ship away from the homeport even if the member knew the ship was relocating before departing on emergency leave.

U9000-I. Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from 'distance' to 'cost'.

U9105. Defines renovate and repair as they apply to loans for housing. Also deletes information on a loan to enlarge a home and requires that loans for purposes other than renovating or repairing a home be sent to the Per Diem Committee for adjudication.

U9154-A10. Authorizes each member OCONUS COLA when both members, in pay grade below E-6 are married to each other with no other dependents and are simultaneously assigned to sea duty.

Appendix A, definition of Dependent, Command-Sponsored. Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from 'distance' to 'cost'.

Appendix A, definition of Designated Place. Raises the approval level for foreign-born dependents early returned to their native country from the installation commander to the Service Secretary which cannot be delegated below the headquarters that directs the Service dependent transportation policies and procedures based on the revised DoDI 1315.7. Also the limitation for early return of dependents was changed from 'distance' to 'cost'.

Appendix E. Moves all city pair information to new Appendix P.

Appendix P. Creates new Appendix for all city pair information.

Appendix S. Authorizes FEML to Chicago or Los Angeles for those uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for OIF. An exception to the 24-month tour requirement and the 6 months begin/end of the tour limitation was approved by PDUSD (P&R) on 28 May 2004 memo.

Appendix U. Authorizes reimbursement of round-trip transportation between the APOD in the United States and the airport closest to the leave point in the United States for those members of the U.S. Armed Forces who took R&R leave between 25 September 2003 and 18 Dec 2003.

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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.

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CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

A. Travel and Transportation Policy. The following applies to all uniformed members and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B.

2. Premium (First and Business)-class Transportation/Accommodations. (See Appendix A): (See pars. U3125-B2a and U3125-B2b to determine whose authority is required for Government-funded premium-class transportation to be provided.

a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the circumstances of the situation (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the rationale for the upgrade) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate Government transportation documents must be annotated with the same information.

b. Only persons senior to, or independent of, the member (e.g., an aide may not authorize/approve premium-class accommodations for a flag officer) may authorize/approve the use of premium-class accommodations for the member (or the member's dependents). See par. U3125-B2.

c. Premium-class accommodations may be authorized/approved by the appropriate premium-class authorizing/approving official due to medical reasons only if competent medical authority certifies sufficient justification/documentation that the physical impairment exists and that the impairment necessitates (for a specific time period) the accommodations upgrade. The premium-class authorizing/approving official must be able to determine that at the time of travel, premium-class travel is/was necessary because the member or dependent is so handicapped, or otherwise physically impaired, that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's requirements.

<u>NOTE</u>: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See Appendix A for definition of "special needs".

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c above.

3. Travel other than by a usually traveled route must be justified.

4. A member or dependent may not be provided a contract city-pair airline fares provided under GSA contract (see par. U3145-C) or any other fares intended for official Government business for any portion of a circuitous route traveled for personal convenience.

5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3145-C.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. Members may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. Members may not be reimbursed for travel at personal expense (see par. U3120-D) on ships/aircraft of foreign registry, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. <u>Service Responsibility</u>. Each Service must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A member must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.

2. A member must maintain records to validate individual expenses of $75 or more and all lodging costs. All receipts should be maintained as required by finance regulations.

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

4. Members are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's Federal Premier Lodging Program provide quality lodging at or below per diem and often are close to worksites at TDY locations. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

Effective 1 July 2004
***U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS**

"It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified, " (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card). A statement must be on each travel order indicating whether transportation tickets are purchased using a centrally billed account (CBA) or an individually billed account (IBA).

DoD: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures." The DoD Comptroller Finance Management Regulation website is found at http://www.dtic.mil/comptroller/fmr/.

Non-DoD: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 OFFICIAL DISTANCE DETERMINATION

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

1. Is the only official source for worldwide PCS and TDY distance information,

2. Replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),

3. Uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at http://dtod1.sddc.army.mil.

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,

5. Does ***not*** apply to the following travel distances that are determined by odometer readings:

   a. In and around the PDS or TDY sites,

   b. Between home/office and transportation terminal,

   c. For short distance moves, within the same city, or

d. Round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b, and

6. Website is found at ***http://dtod1.sddc.army.mil***.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).

2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.

3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distances Use. Official distances are used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

U2025 STANDARD CONUS PER DIEM RATE

1. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at ***http://www.dtic.mil/perdiem/pdrates.html***.

2. Effective 1 October 2003 the Standard CONUS per diem rate is:

LODGING	M&IE	TOTAL
$55	**$31**	**$86**

CHAPTER 3
TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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U3006	**TRAVEL SCHEDULE**
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U3105	**COMMON CARRIER TRANSPORTATION PROCUREMENT**
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U3135 **TRAIN TRANSPORTATION**
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U3140 **UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS**
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PART C: TRAVEL BY GOVERNMENT CONVEYANCE

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U3210 **AERO CLUB AIRCRAFT USE ON TDY**
A. General
B. Allowable Travel Time for Computation of Per Diem or Actual Expenses

PART B: TRAVEL BY COMMON CARRIER

U3100 GENERAL

A. Transportation Policy.

1. General. ***It is Government policy that economy-class (less than first/business-class) accommodations are to be used for all passenger transportation modes.*** See pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation) for exceptions.

2. Prudence. Members and dependents must exercise the same care in incurring expenses paid by Government funds as a prudent person would when traveling on personal business at personal expense.

3. GSA City-pair Air Fares. Subject to several exceptions, it is ***mandatory*** that GSA city-pair air fares, contracted through the Contract City-pair Program, be used for members and dependents whenever the travelers are eligible for those fares and those fares are available from origin to destination. See par. U3145-A for Contract City-pair Policy and Exceptions. Neither city-pair air fares nor other fares restricted to official Government business may be used for travel to/from non-official locations (e.g., leave locations are non-official locations unless the travel to and/or from the leave location is official such as COT). In constructing official travel routing between an origin and a destination between which there is no city-pair fare, city-pair fares may be part of the constructed routing for official travel.

4. Official Travel. Transportation procured and/or paid for by the Government may be used only for that portion of a trip properly chargeable to the Government. Any additional expense is the traveler's financial responsibility.

5. Usual Routing. The AO must justify travel other than by a usually traveled route. More costly unjustified circuitous travel (e.g., personal travel detours from the usually traveled route) is the traveler's financial responsibility.

6. Time. All time not justifiable as official travel time must be accounted for in accordance with appropriate personnel-related regulations.

7. Accommodations. Common carrier accommodations, applicable to all official travel, are addressed specifically in pars. U3125 (Commercial Air Transportation), U3130 (Commercial Ship Transportation), and U3135 (Train Transportation). ***See par. U2000-A2c for medical reasons/justification for premium-class accommodations.***

8. Foreign Flag Reimbursement. ***Travelers may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in par. U3125-C or U3130-F.***

9. Dependents' Seating. Each dependent is allowed a seat.

10. Interlining. If a traveler must change airlines to get to a destination, and one (or both) of the airlines does not interline baggage (i.e., automatically transfer baggage between airlines), then the traveler is not required to use that airline, even if less expensive. ***NOTE 1: This does not apply to Air Mobility Command Patriot Express (Category B) flights nor does it permit violation of the 'Fly America' Act. NOTE2: In the absence of 'interlining', the traveler must go to the baggage area, pick up the luggage, then go back to the terminal, stand in line, recheck through security, etc. This seriously inconveniences the traveler and could lead to missed flight connections and mission delay/failure.***

B. TDY Travel Involving Non-PDS Location(s). A member on a TDY order is authorized travel/transportation allowances NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a ***non-PDS*** location:

1. The member is responsible for all excess travel/transportation costs; and

2. Constructed costs for each trip leg must be based on the non-capacity-controlled city-pair air fare, if available (not the capacity-controlled city-pair if both capacity-controlled and non-capacity-controlled fares are available).

NOTE: For TDY travel/transportation allowances when a TDY order is received while a member is on official leave, see par. U4105-F.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I for Defense Transportation Regulation (DTR) Passenger Movement. For policy and FAQs regarding the City-Pair Program see par. U3145.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

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

A. General. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a member may be reimbursed for personally procured transportation up to the cost of the directed mode. Otherwise, the member is authorized transportation cost reimbursement as prescribed in pars. U3110-B, U3110-C, U3110-D, U3110-E and U3110-F. Reimbursement may not be more than the accommodations cost prescribed in pars. U3125, U3130 and U3135. See Chapter 3, Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U3010), the limits in pars. U3110-B and U3110-C must be reduced by its cost.

NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.

B. Government/Government-contracted Transportation/In-house or CTO Available. When Government/ Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel - Government/Government-procured Transportation Available. When travel by Government/Government-procured transportation is authorized ***(except member PCS transoceanic travel - see JFTR, par. U5108-A)*** and transoceanic travel is performed by common carrier at personal expense, the member is authorized reimbursement for the transportation cost up to the amount that would have paid for the available Government/Government-procured transportation. If both Government and Government-procured transportation are available, the lower priced mode is the maximum reimbursement measure. When Government/Government-procured transportation is not available, the member is authorized reimbursement for the transportation (see par. U3120 regarding mandatory CTO use) cost up to the least expensive unrestricted fare available over the direct route between the origin and destination. If air travel is medically inadvisable for the member, see par. U3130.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-F.

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.

U3120 ARRANGING OFFICIAL TRAVEL

A. CTO Use

1. Mandatory Policy. ***It is DoD 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. Commands must not permit CTOs to issue premium-class tickets without prior proper authorization.***

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 AOs 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) which are functionally equivalent to CTOs.

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 AO 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. ***Arrangement of official transportation through an available CTO is mandatory.*** See par. U3110 for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using Government or Government-procured transportation under this Part.

B. Service Class

1. General. Government policy is that:

a. Members and/or dependents must be provided coach-class (economy) airline accommodations for all official business travel (including PCS, TDY, COT leave, emergency leave, R&R, FEML, flights over 14 hours, personnel evacuation) unless proper documentation/justification is provided (ordinarily before travel, see par. U2000-A2a) and substantiated to justify premium-class transportation.

b. Commands and members and/or dependents should determine travel requirements in sufficient time to reserve coach-class accommodations.

c. First-class accommodations may be used at Government expense only as permitted in par. U3125-B3.

d. Business-class accommodations may be used at Government expense only as permitted in par. U3125-B4.

e. See par. U2000-A2a regarding authorizing premium-class transportation before or after travel.

f. IAW the Federal Travel Regulation (FTR), ***an airline flight that has only two classes of service (i.e., two 'cabins'), the higher class of service (e.g., the 'front cabin'), regardless of the term used in its identification, is "first class." A member and/or dependent must use the 'least expensive unrestricted coach fare' if available, in the 'back' (economy) cabin of a two-cabin aircraft or the member and/or dependent must qualify for a first-class seat in the 'front' (first-class cabin) of the two-cabin aircraft. Some airlines have only restricted fares in the 'economy' cabin of two-cabin aircraft. If that is the case, a restricted fare in the 'economy' cabin must be used unless the member (and/or the dependent) qualifies for a first-class seat in the front cabin. (See par. U3125-B2a for first-class qualifications.)***

g. Less than minimum standards may be authorized as permitted in par. U3100.

NOTE 1: Commands must not permit CTOs to issue travelers premium-class tickets without prior proper authorization.

NOTE 2: Specific justification and the paragraph reference number detailed to the "specific" reason for travel must be placed on a travel order (see par. U2000-A2a) for premium-class travel (e.g., JFTR, par. U3125-B4c (followed by details) (representative of first-class travel); JFTR, par. U3125-B3b (followed by details) (representative of business-class). (See APPENDIX A, BLANKET TRAVEL ORDER for an exception concerning Blanket Travel Orders that requires individual amendments for each trip requiring premium-class transportation to be provided.)

2. Officials Who May Authorize/Approve Premium-class Air Accommodations Use

a. First-class. The officials listed below may authorize/approve first-class air accommodations use by members and their dependents if any of the criteria in par. U3125-B3 are met. (DoD 4500.9-R, par. 3.4.3.1, USD memo of 17 November 2003 for DoD members).

(1) Office of the Secretary of Defense and Defense Agencies: Executive Secretary, with no further delegation.

(2) Military Departments: The Secretaries of the Military Departments. Approval authority may be re-delegated to Under Secretaries, Service Chiefs or their Vice and/or Deputy Chiefs of Staff, and four-star major commanders or their three-star vice and/or deputy commanders, and no further.

(3) Joint Staff and Combatant Commands: Director, Joint Staff, or as delegated. Re-delegation may be no lower than to the three-star major commanders.

(4) The Secretary of Health and Human Services (for Public Health Service officers).

(5) The Director, NOAA Corps (for NOAA Corps officers).

(6) The Secretary or Deputy Secretary of Homeland Security (for Coast Guard members).

b. Business-class. In addition to the officials with authority to authorize/approve first-class air accommodations as detailed in par. U3125-B2a, only flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated, may authorize or approve business-class transportation. Delegation of authority for business-class travel below the two-star flag officer or civilian equivalent level is prohibited. Premium class approval authorities must obtain approval for their own business-class travel from the next higher approval authority. See par. U2000-A2b.

c. Premium Class Authorization/Approval Authorities

	First Class (DoDD 4500.9)	**Business Class**
OSD and Defense Agencies	Executive Secretary	Same, except may be delegated to two star or civilian equivalent level.
Joint Staff and Combatant Commands	Director Joint Staff or as delegated	Same, except may be delegated to two star or civilian equivalent level.
Military Departments	Secretary may re-delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and Four-star major commanders or their three star deputy/vice commanders and no further.	Same, except may be delegated to two star or civilian equivalent level.

3. First-class Air Accommodations Use. (OMB Bulletin 93-11, 19 April 1993) Only the officials listed in par. U3125-B2a may authorize/approve first-class air accommodations use when:

a. Lower class accommodations are not reasonably available. "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 before 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. When this paragraph is used to justify premium-class accommodations, the AO must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and first-class accommodations. "Not reasonably available" does not apply during official travel involving PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuation and flights over 14 hours in duration, since arrival time/reporting time in these cases is not mission critical.

b. See par. U2000-A2c for medical reasons. First-class is considered for use when and if business-class transportation is not available.

c. Exceptional security circumstances require such travel. 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.

(3) Couriers and control officers accompanying controlled pouches or packages and business-class accommodations are not available.

d. When required by the mission. This criterion is exclusively for use in connection with Presidential, Congressional or Secretarial designated Boards, Commissions, Task Forces and special high-level invited guests. For DoD, the only approval authority is the Executive Secretary, Office of the Secretary of Defense. ***Business-class should be used if available.***

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

f. 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.dtic.mil/whs/directives/corres/html/55007r.htm***, ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***, or Service regulations for the non-DoD Services.) One of the preceding criteria must also be met (pars. U3125-B3a, U3125-B3b, U3125-B3c, U3125-B3d, and U3125-B3e). The travel order must state that transportation services have been paid in advance by a non-federal source.

*g. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). ***(See Chapter 7, Part U.)***

4. Business-class Accommodations Use. (Only the officials listed in par. U3125-B2b may authorize/approve business-class accommodations.) Use of business-class accommodations must not be common practice. Business-class accommodations must be used only when exceptional circumstances warrant. Business-class authorizing/approving officials (see par. U3125-B2b) must consider each request for business-class airline service individually and carefully balance good stewardship of scarce resources with the immediacy of mission requirements. See par. U4325 about scheduling travel and ***NOTE 1*** in par. U4326 on rest periods. See par. U2000-A2. Business-class accommodations may be authorized/approved when:

a. Space is not available in coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission, a purpose/mission that is so urgent it cannot be postponed. When “space is not available in coach-class” is used to justify premium class accommodations, the business-class authorizing/approving official must require that the travel order be clearly annotated as to when the TDY travel was identified, when travel reservations were made and the cost difference between coach (economy) and business class. (Business-class accommodations may not be provided for official travel for PCS, COT leave, emergency leave, R&R, FEML, and personnel evacuations.) When TDY travel in business-class

accommodations is authorized/approved because the mission is "so urgent it cannot be postponed," business-class accommodations may only be authorized to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work. Each TDY order on which return transportation in premium-class accommodations is not required must require economy class accommodations use for the return flight. See par. U2000-A2d.

b. See par. U2000-A2c for medical reasons.

c. Exceptional security circumstances require such travel. Examples are:

(1) A member whose use of other than business-class accommodations would entail danger to the member's life or Government property.

(2) Agents of protective details accompanying individuals authorized to use business-class accommodations.

(3) Couriers and control officers accompanying controlled pouches or packages.

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d. When required by the mission. This criterion is for use in connection with Presidential, Congressional or Secretarial designated Boards, Commissions, Task Forces and special high-level invited guests. Except for the Armed Forces Entertainment Program, for DoD, the only approval authority is the Executive Secretary, Office of the Secretary of Defense. For the Armed Forces Entertainment Program, the approval authority is the executive agent, the Department of the Air Force, per DoDI 1330.13. (Reference PDUSD(P&R) memo, dated 15 June 2004, subject: Premium Class Travel Approval Authority for the Armed Forces Entertainment Program.)

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

f. 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.dtic.mil/whs/directives/corres/html/55007r.htm, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html,*** or Service regulations for the non-DoD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.

g. 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.

h. Use of the business-class 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. An actual cost-comparison must be made and the details made part of the travel order.

i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, ***and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work***. ***See NOTE 2 below.***

NOTE 1: The "length of flight (14, 20, 30, 40 hours)" in and of itself is not sufficient justification to authorize premium class accommodations. The justification must be that the TDY mission was so unexpected that traveler was unable to schedule a flight arriving the day prior to allow rest before starting work or a layover en route to allow rest before traveling on to the destination to begin work. When using length of flight to justify business-class accommodations, the business-class authorizing/approving official must cause the travel order to be clearly annotated as to when the TDY travel was identified, when travel reservations were made, and the cost difference between coach-class and business-class accommodations.

NOTE 2: The 14-hour flight time criterion is restricted to TDY travel only and may not be used to justify business-class accommodations for PCS, COT Leave, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

NOTE 3:

(1) The member or dependent is not eligible for business-class accommodations at Government expense, if:

(a) A 'stopover' en route (regardless of who pays the expenses during the 'stopover') 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.

(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 including scheduled non-overnight time spent at airports during plane changes.

(3) On TDY travel, the 14-hour rule (in par. U3125-B4d above) only applies en route to the TDY site. Less than business-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.

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

*j. Congressional travel. Travel of a member of the armed forces accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g). ***See Chapter 7, Part U.***

5. Documentation Requirements

a. Orders. See par. U2000-A2a.

b. Travel Certification. The member must certify, on the travel order, or by attachment to the travel order, the reason(s) for the use of premium-class airline accommodations. ***(Circumstances justifying use of premium-class transportation accommodations are limited to those listed in pars. U3125-B3 and U3125-B4.)*** Specific authorization/approval, including which of the specific conditions was met, and the cost difference between the premium- and coach-class, must be attached to, or stated on, the travel order 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 attachment to the travel order. In the absence of specific authorization/approval from an authority designated in par. U3125-B2, the member is financially responsible for all additional costs resulting from premium-class airline accommodations use. Additional costs are the difference between the cost of the premium-class of transportation used and the transportation class for which the member or dependent was eligible.

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

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

a. Carrier performs the commercial foreign air transportation required, and

b. Service accomplishes the mission, even though:

(1) A comparable/different kind of service by a noncertificated air carrier costs less,

(2) Noncertificated air carrier service is preferred by the service/traveler,

(3) Noncertificated air carrier service is more convenient for the service/traveler, or

(4) The only U.S. flag air carrier service available between points in the CONUS or non-foreign OCONUS area and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

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

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.

c. A U.S. flag air carrier involuntarily reroutes a traveler’s travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).

d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.

e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.***

f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.

g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

(1) Increase the number of foreign OCONUS aircraft changes made by 2 or more; or

(2) Extend travel time by at least 6 hours or more; or

(3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The order-issuing official determines that a U.S. flag air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). ***NOTE: Approval based on an unreasonable safety risk must be in writing on a case-by-case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.***

k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which does not require travel at those hours (the traveler may travel by noncertificated

carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).

n. 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*** or service regulations for non-DoD Services.

3. Non-availability Documentation. When the AO determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service is not available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing/approving official's title, organization and signature.

4. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines when:

(1) U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) U.S. flag air carrier service is not available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

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

B. Commercial Ship Use Authorization. Commercial ship use may be authorized/approved by the AO when the travel can be:

1. Completed only by ship.

2. Performed more economically or efficiently by ship.

NOTE: See. par. U2000-A2c for medical reasons.

C. Ship Accommodations. Members and/or dependents who travel by ship at Government expense must use the least costly first-class ship accommodations. More costly first-class ship accommodations at Government expense must be authorized/approved IAW par. U3130-D.

D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense.
NOTE: See par. U2000-A2b.

1. Authorization/Approval. Use of more costly first-class accommodations under the circumstances specified in par. U3130-E may be authorized/approved in accordance with par. U3125-B2.

2. Requirements. Authorization for more costly first-class ship accommodations use at Government expense should be received in advance of the travel unless extenuating circumstances or emergency situations make advance authorization impossible. In these cases, the member must request written approval from the appropriate authority at the earliest possible time. See par. U2000-A2a.

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

1. Least costly first-class accommodations are not available.

2. ***See par. U2000-A2c for medical reasons.***

3. There are exceptional security requirements. Examples are:

a. A member or dependent whose use of least costly first-class accommodations would entail danger to the member's or dependent's life or Government property.

b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.

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 USC §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, 1 May, 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. The Government purchases and furnishes to official travelers, ***who travel by train, reserved coach-class accommodations except as noted in this paragraph***. When adequate reserved coach-class accommodations are available, AO must require those accommodations be provided. For overnight travel, members must be provided 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. The first-class authorizing/approving authority official in par. U3125-B2 may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve first-class accommodations use when Coast Guard funds are being used. See par. U2000-A2b.

2. Requirements. See par. U2000-A2a.

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

1. Advantageous to the Government and no coach-class train accommodations are reasonably available. “Reasonably available” means available coach-class train accommodations that are available and scheduled to leave within 24-hour period before the member's proposed departure time, or are scheduled to arrive within the 24-hour period before the member's proposed arrival time. In the case of a direct route that requires overnight travel, “reasonably available” must also be based on slumber coach sleeping accommodations availability. ***“Reasonably available” does not include 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 the duty.***

2. See par. U2000-A2c for medical reasons.

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**

See Appendix P. ***NOTE: 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://www.transcom.mil/j5/pt/dtr.html***.

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

U3400 GENERAL

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

U3405 MISCELLANEOUS EXPENSES

A member may be reimbursed for miscellaneous transportation-related expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when mileage is not payable, even though the member begins or ends in a mileage status during the same calendar day. Members who are paid mileage for the entire journey may not be reimbursed for miscellaneous transportation expenses regardless of the transportation mode.

U3410 TAXICAB/LIMOUSINE SERVICE USE

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

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;

2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or

3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member’s control; and

4. Between a transportation terminal and limousine service terminal.

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

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

U3415 SPECIAL CONVEYANCE USE

A. General. An AO may authorize/approve a special conveyance when advantageous to the Government. Travelers’ personal preference or minor inconvenience must not be the basis for authorizing/ approving special conveyance use.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: ***http://www.transcom.mil/j5/pt/dtr.html***)

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

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

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

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

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

2. Military Surface Deployment and Distribution Command (SDDC) Policy (website address: ***http://www.sddc.army.mil***)

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

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, SDDC, ATTN: SDDC-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the SDDC website at ***http://www.sddc.army.mil***.

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

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

C. Reimbursement for Special Conveyance Use

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

a. Fuel and oil;

b. Parking;

c. Garage, hangar or boathouse rental;

d. Subsistence of operator;

e. Ferry fares;

f. Bridge, road and tunnel tolls;

g. Liability insurance required by the company furnishing the special conveyance as a rental condition (see par. U3415-C2, below, for insurance);

h. Optional extra collision hull insurance for rental aircraft;

i. Traveler access fee (when charged); and

j. Any per-day administrative fee called for in the SDDC rental car agreements.

2. Insurance on a Rented Automobile

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

(1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or

(2) Certain classified special operations are involved.

b. Damage to Rented Motor Vehicle. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The Government may make direct payment to car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous transportation expense. ***Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.***

c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted in accordance with the DoD Financial Management Regulation, Volume 9, Chapter 4 ***(found at website http://www.dtic.mil/comptroller/fmr/)***, (or appropriate Service regulations for the non-DoD Services). Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

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

*D. To/from Carrier Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from carrier terminals;

2. May be authorized/approved special conveyance use to, from, and between carrier terminals, other than local terminals, by the AO when neither public nor Government transportation between the terminals meets the ordered travel requirements; and

3. Cannot be directed to use a special conveyance for transportation to/from carrier terminals.

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

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

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

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

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

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

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

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

U3430 COURTESY TRANSPORTATION USE

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

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

U4300 GENERAL

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

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

U4305 ACTUAL TRAVEL TIME

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

U4325 SCHEDULING TRAVEL

A. Schedule. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission. Consideration should be given to:

1. Duty hours;

2. Duty requirements;

3. Lodging availability at points of origin, destination or intermediate stops;

4. The need for onward transportation;

5. The member’s comfort and well being;

6. The member being scheduled for departures and arrivals between 0600 and 2400 unless travel during 2400 – 0600 is required by the mission;

7. Arranging transportation so that the member is scheduled to arrive the day before the TDY actually begins;

8. Scheduling the travel for a departure to enable an en route rest stop or an overnight rest period at the destination under the circumstances in par U4326-B or U4326-C;

9. Requiring members to identify travel requirements in sufficient time (if known) to arrange coach-class accommodations; and

10. Carefully reviewing requests for first- and business-class accommodations to determine if mission needs may allow for a change in travel dates to support a lower-class accommodation.

B. Early Departure. When a member departs early to overcome a short interval between the scheduled arrival time and the required reporting time at a duty station, the AO and/or the member should be prepared to provide a brief statement of the reason for departing earlier than scheduled under par. U4300, if required by financial regulations.

U4326 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

NOTE: When scheduling flights of 14 or more hours (see par. U3125-B4h), the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.

A. Starting and Ending Travel

1. General

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

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

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

(1) Ship staterooms, and

(2) Train sleeping cars.

NOTE: Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations. If a member is required to travel overnight (2400 - 0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (not to exceed 24 hours) at the TDY point before the member is required to perform official duties (see pars. U4326-B and U4326-C).

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

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

f. Transportation should be arranged so that the member is scheduled to arrive the day before the TDY actually begins.

g. A member should be scheduled for a departure to allow for an en route rest stop or an overnight rest period at the destination under the circumstances in par. U4326-B and U4326-C.

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

a. PDS (or home as appropriate) early enough to prevent having to travel between 2400-0600, or

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

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

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

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

B. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:

a. To start at, near, or after the end of the member's regularly scheduled duty hours; or

b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See ***NOTE 2*** following par. U4326-A1c regarding adequate sleeping accommodations.

2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:

a. The origin or destination point is OCONUS;

b. Travel is by a usually traveled route;

c. Travel is by less than first/business-class accommodations; and

d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. 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. En Route Rest Stop Prohibited. An en route rest stop is prohibited when:

a. Travel is authorized by first- or business-class service:

b. A member chooses to travel by a circuitous route, ***for personal convenience***, causing excess travel time.

c. A member takes leave at a stopover.

4. En Route Rest Stop Location. An en route rest stop:

a. May be authorized/approved at any intermediate point, and

b. Should be as near to midway in the journey as the authorized carrier scheduling permits, or

c. Scheduled at a point en route at which the carrier permits a free stopover (if possible).

5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

C. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) should be provided before the member reports for duty when:

1. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS;

2. An en route rest stop is not authorized/approved;

3. The member is not authorized first- or business-class service;

4. The member is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the member is required to perform official duties). See ***NOTE*** following par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

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

1. Transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and

2. Delay does not extend the TDY time beyond the time when the member is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

U4330 POC TRAVEL

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

U4335 SPECIAL CONVEYANCE TRAVEL

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

***U4340 MIXED MODES TRAVEL**

Effective 29 June 2004
When travel is performed between any two points of a separate leg of a journey (par.U3010) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-D or U3310-B.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

U5200 PURPOSE

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC ENTITLEMENTS

A. General

1. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

a. Transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or

b. Reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or

c. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.

2. POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

a. HOR, PLEAD, designated place, or PDS from which the member elected not to move dependents; or

b. Last PDS.

Any interim changes of station, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not entitled to dependents' travel and transportation allowances:

1. When a member is:

a. A cadet or midshipman;

b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);

c. An enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;

d. Called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or

2. When a dependent:

a. Is a member on active duty on the effective date of the orders (see par. U5215-I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

b. Travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see par. U5203-C) (transportation in kind, including Government-procured transportation, shall not be furnished before PCS orders are issued);

c. Is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-G is unaffected);

d. Receives any other type of Government travel allowances for this travel;

e. Is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or

f. Is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders);

3. For dependents' travel:

a. Any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);

b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence ***(including pleasure trips)***. For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);

c. When transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);

d. For transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);

e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;

f. To an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;

g. To CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;

h. To a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);

i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in par. U5203-A for dependents' travel performed during the period before PCS orders issued and after the member is advised that such an order would be issued. General information furnished to the member concerning orders issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of expiration of term of service, date of retirement eligibility, and expected rotation date from OCONUS duty) is not advice that the an order is to be issued (52 Comp. Gen. 769 (1973)). Vouchers must be supported by statements by the PCS AO or a designated representative, that the member was advised in accordance with the requirements of this subparagraph. This subparagraph does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

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

Effective 24 February 2004

U5205 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this paragraph if it is determined by the Service-designated official that:

a. The member has committed a dependent-abuse offense against a dependent of the member;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; ***and***

d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

a. Member or member's dependents, ***and***

b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of this paragraph, the following are dependents of the member:

a. Dependents/acquired dependents as defined in Appendix A; and

b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.***

D. Authorization

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.

2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.

4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, except DLA, are paid directly to the dependent(s) instead of the member.

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for dependents to, from, or between OCONUS areas.

2. Maximum use should be made of Government air transportation.

3. Dependents are not required to use Government air transportation. However, if they agree to do so, they must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.

2. When air travel is medically inadvisable, surface transportation provided must be the least costly first-class commercial ship passenger accommodations. See par. U3130-D concerning required U.S. registry ship use.

3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in pars. U5210-B and U5210-C.

Effective 19 March 2004
B. Dependent(s) Accompany Member. When dependents travel with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 years or older; and

2. One-half for each dependent under age 12 years.

NOTE: When more than one POC is used as provided for in par. U5015-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanying the member. (See par. U5210-C for dependents 'not' accompanying the member.) A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is authorized per diem for these dependents as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, who is age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12 , the per diem is one half of the per diem to which the member would have been authorized.

Effective 1 October 2003

D. Examples

EXAMPLE 1

(The CONUS Standard per diem rate used in this example may not be current. See ***http://www.dtic.mil/perdiem/perdiemrates.html*** for the current CONUS Standard per diem rate.)

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

Member, spouse, and 4-year old child travel PCS.
Family spends $150 for lodging (single room rate is $120) on 3 Aug.
POE per diem rate is $152 ($110 for lodging and $42 for M&IE).
M&IE for new PDS is $60.
CONUS Standard per diem = $86.

REIMBURSEMENT:		
8/01 – 8/2	2 days @ ($86 + 64.40 + 43) =	$ 387.00
8/03	$110 + $42 = (member)	152.00
	(75% x $152) + (50% x $152) = (dependents)	190.00
8/04	75% x $60 =	45.00
	(75% x $45) + (50% x $45) =	56.25
600 miles x $0.19 per mile =		114.00
Taxi		20.00
Total Reimbursement =		$964.25

EXAMPLE 2

(The CONUS Standard per diem rate used in this example may not be current. See ***http://www.dtic.mil/perdiem/perdiemrates.html*** for the current CONUS Standard per diem rate.)

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

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
Family spends $220 for lodging (single room rate is $100) on 15 Jul.
POE per diem rate is $188 ($126 for lodging and $62 for M&IE).
M&IE for new PDS is $31.
Standard CONUS per diem = $86.

REIMBURSEMENT:		
7/15	75% x $62 = $46.50 plus $100 ($100 less than $126) = (member)	$ 146.50
	(75% x $146.50 x 2) + (50% x $146.50) = (dependents)	293.00
7/16	75% x $31 =	23.25
	(75% x $23.25 x 2) + (50% x $23.25) =	46.50
300 miles x $0.20 per mile =		60.00
Taxi		25.00
Total Reimbursement =		$594.25

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

U5212 REIMBURSABLE EXPENSES

The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-C incurred incident to dependents' PCS travel. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING TRAVEL OF DEPENDENTS

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

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

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

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

1. U.S. or its possessions, or,

2. Dependent's native country if the dependent is foreign-born.

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

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

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

D. Effect of Changes in Ages or Dependency Status on Entitlements. Except as provided in U5215-B, entitlement to dependents' travel and transportation allowances is based on the dependency status on the effective date of the orders (see Appendix A). If dependency status no longer exists when travel begins no entitlement exists.

1. Changes in Ages. Entitlement is based on dependents' ages on the date travel begins, provided travel is not delayed for more than 60 days after the effective date of orders. The following rules govern the amount of per diem to which a member is entitled for dependents' travel as authorized in par. U5210. When dependents' travel:

a. Begins on/before the effective date of orders and ends after the effective date of orders, entitlement is based on ages on the effective date of orders;

b. Ends before the effective date of orders, entitlement is based on ages on the date travel ends;

c. Begins within 60 days after the effective date of orders, entitlement is based on ages on the date travel begins; or

d. Begins more than 60 days after the effective date of orders, entitlement is based on ages on the 60th day after the effective date of orders.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under PCS orders and dependent travel is not authorized at that time, entitlement for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependents' travel to the OCONUS PDS, entitlement is based on ages of dependents at that time.

3. OCONUS Travel. Entitlement for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the port of aerial or water embarkation, entitlement is determined under pars. U5125-D1 and U5215-D2. For travel between the ports of aerial or water embarkation and debarkation, entitlement is determined on ages of dependents on the date of embarkation. For travel from the port of aerial or water debarkation to destination, entitlement is based on the dependents' ages on the date travel begins from the port of debarkation provided there is no undue delay for personal reasons. Members are liable for costs associated with undue delay for personal reasons.

4. TDY Directed in Connection with PCS to a Station to Which Dependent Travel Is Authorized. When a member is directed to perform TDY en route under PCS orders to a PDS to which the dependents are authorized to travel, and dependents' travel is delayed until completion of the TDY, entitlement is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, entitlement is based on the dependents' ages on the 60th day after completion of the TDY.***

5. TDY Directed in Connection with PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route under PCS orders to a dependent-restricted tour and the dependents do not travel until the TDY ends, entitlement is based on the dependents' ages on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the effective date of the orders, entitlement is based on the dependents' ages on the 60th day after the effective date of the orders.***

E. Orders Amended, Modified, Canceled or Revoked after Travel Begins. When PCS orders are:

1. Amended or modified after the date the dependents begin travel (circuitously or otherwise) and a new PDS is designated, or

2. The PCS orders are canceled or revoked,

dependents' travel and transportation allowances are authorized. Allowances are payable for the distance from the place dependents began travel to the place at which they received notification that the orders were amended, modified, canceled or revoked, and then to the new PDS or return to the old PDS, up to the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependents Temporarily Absent from the Old PDS, Designated Place or Safe Haven When PCS Orders Are Received. When dependents are temporarily absent from the old PDS, designated place or safe haven when the member receives PCS orders, the member is entitled to dependents' travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependents return to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, April 24, 1980).

G. Change of Station While on Leave or TDY. When a member receives PCS orders while on leave or on TDY, the member is entitled to dependents' travel and transportation allowances for dependent travel up to the entitlement for travel from the old to the new PDS.

H. Dependents En Route to the New PDS at the Time of the Member's Death. When a member dies after dependents begin travel under PCS orders, they are entitled to dependents travel and transportation allowances for travel from the place travel began to the place at which they were notified of the member's death, up to travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For further entitlement, see par. U5241.

I. Spouse Separates/Retires from the Service after the Effective Date of a Member's PCS Orders. A member:

1. Who performs PCS travel, and

2. Whose spouse on the effective date of that order is a member, but separates/retires from the Service thereafter,

is entitled to dependents' PCS travel and transportation allowances for that spouse up to the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes after the Effective Date of PCS Orders. A member who is denied dependents' travel and transportation allowances for a child or children by par. U5203-B2f, is entitled thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the effective date of the member's PCS orders. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at 18 years of age.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

NOTE: This paragraph does not apply to travel to and/or from a designated place as defined in Appendix A. For this part, the place at which dependents reside and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of PCS orders is entitled to dependents' travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, up to the entitlement from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

A. General. When dependents accompany or join a member performing TDY en route between two PDS's, entitlements for dependents' travel and transportation allowances are based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of the following:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependents had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructive travel time between the authorized points; or

2. What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points.

If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the entitlement.

B. Payable MALT Rate. The MALT rate in par. U2605 applies for actual travel for the distance the dependents traveled separately. When a member and dependents travel together MALT for the dependents is at the rate for the member and dependents, less $0.15 per mile, for the official distance between the points authorized for the dependents' travel. Ex., A member and 3 dependents travel from the old PDS to the TDY location and then to the member's new PDS. MALT reimbursement for the member's travel is at $0.15 for the official distance from the old PDS to the TDY location to the new PDS. MALT reimbursement for dependents' travel is limited to the official distance between the old and new PDS at $0.05 ($0.20 - $0.15).

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

U5222 VARIOUS UNIQUE PCS ORDERS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is entitled to dependents' travel and transportation allowances for dependents' travel to the PDS, up to the entitlement for travel from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is entitled to dependents' travel and transportation allowances for dependents' travel, up to the entitlement for travel to the PDS, regardless of the point designated in the orders (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to active duty orders, but on or before the effective date of the orders, the officer is entitled to dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of active duty orders, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This entitlement is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are entitled to dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and U5203-B3f do not apply.

C. Ordered to an OCONUS Station to Which Dependents' Travel Is Authorized

1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is entitled to the dependents' travel and transportation allowances in this subparagraph.

2. Dependents Authorized Concurrent Travel With Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is entitled to allowances from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the entitlement for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be available when used.

3. Concurrent Dependents' Travel Denied

a. Delay Anticipated To Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependents' travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is entitled to allowances for dependents' travel to a designated place in CONUS or a designated place in a nonforeign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is entitled to allowances for the dependents' travel from the designated place to the OCONUS PDS if authorized at a later date, provided the dependents are command sponsored before they travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive there.

b. Delay Anticipated To Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependents' travel and transportation allowances shall not exceed the entitlement from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave dependents at their current location, or move them to a designated place in:

a. CONUS,

b. A nonforeign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which PCS orders state the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. Dependents cannot be moved again at Government expense until a subsequent PCS order is issued or the member is selected to serve an IPCOT. A member moving dependents to a designated place under this subparagraph may move dependents to the OCONUS PDS at personal expense. If dependents are command sponsored there after arrival, they may be moved at Government expense when a subsequent PCS order is issued.

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

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

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

a. CONUS;

b. a non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which PCS orders state the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or

d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary concerned;

(1) This authority may not be delegated below the Service headquarters that directs dependents' travel and transportation policy and procedures;

Effective 18 June 2004
*(2) For Armed Forces' members, this authority may be used only to return foreign-born dependents to the spouse's native country per DoDI 1315.7, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***;

(3) The Commandant of the Coast Guard (G-WP) may make exceptions for Coast Guard members; and

(4) ***Dependents residing in the same country as the member cannot be command sponsored, if moved there under this authority.***

2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by PCS orders to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. Members are authorized dependents' travel and transportation allowances under this subparagraph when the old homeport or PDS is identical to the new homeport or PDS (57 Comp. Gen. 266 (1978)).

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

4. Subsequent Authorization. When a member is:

a. Transferred by PCS order from a dependent-restricted tour to an area to which dependent travel is authorized;

b. Transferred by PCS order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);

c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or U5222-D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or

d. On permanent duty on a dependent-restricted tour on the date the restriction against dependents' travel to the member's PDS is removed;

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

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

a. Or designated place to the new homeport if the homeport change is incident to commencement of an overhaul to be performed at the new homeport. If travel is from the old homeport to a location other than the new homeport, par. U5218 applies. If travel is from a designated place to a location other than the new homeport, the authorization is limited to that from the designated place to the new homeport.

b. To the new homeport or to a designated place if the homeport change is incident to completion of an overhaul. If travel is from a location other than the old homeport to the new homeport, par. U5218 applies. If travel is from a location other than the old homeport to a designated place, the authorization is limited to that from the old homeport to a designated place.

c. Or from a designated place to the new homeport or from the old homeport to a designated place, if the homeport change is not incident to an overhaul. Travel from one designated place to another is not authorized.

E. Reassigned OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action. A member, accompanied by command sponsored dependents, who is involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action by the Service concerned, is authorized dependents' travel and transportation allowances to the new PDS, if dependents are authorized thereat, or in accordance with par. U5222-D, if the member is to serve a dependent-restricted tour at the new PDS. If the move is within the same theater, the tour length restrictions in par. U5203-B3e and f do not apply. Upon subsequent transfer from the new PDS on a PCS, dependents' travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed.

F. Consecutive Overseas Tours (COT). A member stationed OCONUS who is selected to serve a COT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. Dependents may be moved from a designated place to another designated place if authorized/approved by the Secretary concerned and it is shown that the dependents' movement is in the Government's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.

2. Unaccompanied to Accompanied Tour. Dependents may be moved from a designated place to the member's new PDS, if dependents are command sponsored prior to travel to the new PDS. For IPCOT allowances see par. U5240-G.

Effective 18 June 2004
*3. From an Accompanied to Either an Unaccompanied or a Dependent-restricted Tour. When a member elects to serve an unaccompanied tour or receives a PCS to a dependent-restricted tour, the provisions of par. U5222-C4 or U5222-D1 apply. A member may leave command-sponsored dependents at the old PDS (***this location is then a designated place***) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9301-B1). ***Dependents are no longer command-sponsored once the member departs PCS per DoDI 1315.7,*** Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***. For IPCOT allowances, see par. U5240-G.

4. Accompanied to Accompanied Tour. Dependents may be moved to the new PDS, if command sponsored there, when a member elects or is required (assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependents' travel to a designated place.

G. Consecutive OCONUS Tours for a Member with Non-command Sponsored Dependents. A member, ordered on a PCS between OCONUS PDSs, who has non-command sponsored dependents at, or in the vicinity of, the old PDS, is authorized travel and transportation allowances for travel of those dependents if the member is to serve an accompanied tour at the new PDS. If the member was authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed up to the allowances from the place dependents were last moved at Government expense. If the member was not authorized dependents' travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependents' travel and transportation allowances are authorized from the old PDS to the new PDS. Except for assignments involving duty under par. U5222-D, dependents' travel and transportation allowances for travel are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).

I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the effective date of the homeport change, that change is a PCS for dependents' travel purposes. Dependents' travel and transportation allowances are authorized from the old homeport to the new homeport. Homeport change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned homeport has the same status as a ship with an assigned homeport for determination of dependents' travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. This subparagraph does not apply to members not authorized dependents' travel and transportation allowances under par. U5203-B. Except as provided in par. U5222-K2, authorization for dependents' travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged period of treatment of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependents' travel and transportation allowances (as for a PCS) from the last PDS, or the place dependents were retained under par. U5203-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when dependents traveled at Government expense incident to the member's transfer to the initial hospital, a member is authorized dependents' travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependents' travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When dependents travel incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-Kl and U5222-K2, a member is authorized dependents' travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependents' travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

a. When dependents did not travel at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to the authorization for travel from the last or any prior PDS or place dependents were retained (par. U5203-A) or from a designated place to which previously transported (par. U5222-D), as applicable;

b. When dependents traveled at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to the authorization for travel from the hospital to which the member was transferred when dependents traveled at Government expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation for dependents. Such transportation is provided only if authorized/approved through the Secretarial Process. The procedures in par. U5225-F apply. If restored to duty, the member is authorized dependents' PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When dependents travel at Government expense to the HOR or PLEAD, or to some other place under this subparagraph, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

1. General. Dependents of a member on duty aboard a ship:

a. Being overhauled or inactivated at a place other than its homeport or

b. If the homeport is changed to the port of overhaul or inactivation and the dependents are residing in the area of the homeport or former homeport,

may be provided transportation under par. U5222-M4 in lieu of member's entitlement, to the port of overhaul or inactivation, up to the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after

the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. Dependents shall not be provided transportation under this paragraph unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes entitled to a round trip before using a prior entitlement does not lose a previously earned entitlement. All travel authorized under this paragraph must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the homeport from which personnel customarily commute daily to the homeport.

2. Homeport of Ship Not Changed. When the homeport of the ship is not changed, dependent travel is authorized between the homeport and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependents' travel under this paragraph is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent(s), member, each time the entitlement becomes available. The dependents' travel under this paragraph may not exceed the cost of Government-procured round trip travel for the member.

3. Homeport of Ship Changed. When the ship undergoes a homeport change to the overhaul/inactivation port, dependents are authorized travel between the former homeport of the ship and the overhaul/inactivation port in lieu of PCS entitlements, if because of personal situations, dependents are not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/ inactivation port.

4. Dependents Travel While the Ship Is Being Constructed. When the entitlement conditions in this paragraph are met, the dependents of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

a. Designated future homeport of the ship; or

b. Area where the dependents are residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

a. Future homeport of the vessel; or

b. Area where the dependents are residing;

unless the member has elected personal travel under par. U7115-B, in which case dependents' transportation under this paragraph is not authorized. Members have the option to personally travel or substitute dependent travel each time the entitlement becomes available. The entitlement to this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes entitled to a round trip before using a prior entitlement shall not lose a previously earned entitlement. All travel under this paragraph must begin before the ship departs the port of construction.

5. Transportation Allowances. A member whose dependents' travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally-procured commercial transportation;

c. The automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5203-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c shall not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph***.

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is entitled to dependents' travel and transportation allowances up to the entitlement for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. Being commissioned from an enlisted grade;

2. Being commissioned in the regular establishment while on active duty as a member of the Reserves; or

3. Accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is entitled upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and

2. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. ***A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not entitled to dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.***

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. ***A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to dependents' travel and transportation allowances.***

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or

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

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

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

1. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5230-A1a);

2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);

3. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

4. Separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;

5. Discharged under 10 USC §1173 for hardship; or

6. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

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

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not entitled to select a home under par. U5130, but who, for the convenience of the Government, is ordered to a place to await the results of the disability proceedings, is entitled to dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board shall not be contested. Dependents' travel under this subparagraph shall not preclude entitlement to dependents' travel when disability separation orders,

or other orders, ultimately are issued. Such entitlement is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed entitlement for the distance from the member's PDS at the time the member received orders to proceed in an awaiting orders status to the point to which the member is entitled incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

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

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

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

a. Retired for physical disability or placed on the TDRL (without regard to length of service);

b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);

c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

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

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

a. Is retired without pay;

b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty. A member entitled to dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is entitled to dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

b. During 1-Year Period after Date of Termination of Active Duty. A member entitled to dependents' travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is entitled to dependents' travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. Member Undergoing Education or Training. A member entitled to dependents' travel and transportation allowances under par. U5230-A1 who:

a. Is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or

b. Begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is entitled to dependents' travel and transportation allowances to the HOS provided:

a. Travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and

b. The transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific entitlement time period may be authorized/approved through the Secretarial Process (B-126158, April 21, 1976). The delays authorized under this subparagraph must be incident to separation of the member from the Service (B-207157, February 2, 1983).

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

C. Recalled to Active Duty before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is entitled to travel and transportation allowances for dependents' travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status,entitled to dependents' travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not entitled to dependents' travel and transportation allowances in connection with such discharge or retirement. See par. U5230-A or U5230-B for entitlement in conjunction with placement on the TDRL.

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependents have not traveled to the HOS and the member has not shipped HHG there, the dependents are entitled to travel and transportation allowances for travel to the member's HOS or to some other place selected by them up to the entitlement for travel to the member's HOS from the place to which the dependents were last transported at Government expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependents are entitled to travel and transportation allowances to a home of their selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependents were last transported at Government expense.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await further orders in connection with disability retirement, is entitled to dependents' travel and transportation allowances to that place, in addition to any entitlement to dependents' travel and transportation allowances when retirement or other orders later are issued. However, entitlement upon final disposition of retirement proceedings is limited to the entitlement for travel from the PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for dependents' travel and transportation to the waiting point.

U5237 DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

Dependents traveling at Government expense, whether or not accompanied by the member, may be furnished transportation procurement documents when those dependents are stranded en route because their documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be

obtained in accordance with Service regulations before transportation procurement documents may be furnished. The cost of the documents issued shall be charged to the member in accordance with Service regulations.

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

***NOTE*: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.**

A. General

1. This paragraph covers dependent travel situations that are in:

a. Advance of the member's PCS, and

b. The Government's best interest.

2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (for COT leave travel, see par. U7200); certain dependent travel ICW courts martial of members; tour extensions; and alerts.

3. An order authorizing dependents' travel and transportation must cite the specific subparagraph (below) under which the travel is authorized.

4. For dependents' evacuation travel, see Chapter 6.

5. For early return of dependents, including dependents in CONUS whose member spouses are court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependents' travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in this subparagraph. In this subparagraph, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.

2. Restriction or Change in Designation Imposed after an Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS order but before dependents begin travel from the member's old PDS, the authorization for dependents' travel and transportation allowances is determined under par. U5222-D1.

3. Restriction or Change in Designation Imposed after Dependents Begin Travel. When the restriction or change in the designation is imposed after dependents begin travel, circuitously or otherwise, on or after the date the member first receives the PCS order, dependents' travel and transportation allowances are authorized from the old PDS to the place at which they received notification of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:

a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or

b. Homeport of the ship concerned and from the homeport to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed while Dependents Are at a Designated Location. If the dependents are at a designated place authorized in par. U5240-B1 where they were located under prior orders on the date they receive notification of the restriction or change in designation, no dependents' travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after Dependents Leave the Designated Location. When the restriction or change in designation is imposed after dependents begin travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS order, dependents' travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the homeport in CONUS or the appropriate POE serving the member's OCONUS PDS and from that homeport or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Homeport. When the restriction or change in designation is imposed after dependents begin travel, but before they arrive at or in the vicinity of the member's OCONUS PDS or homeport, dependents' travel and transportation allowances are authorized from the old PDS or homeport where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:

a. Designated place in CONUS;

b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or

c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after Dependents Arrive at Member's Duty Station. When the restriction or change in designation is imposed after the dependents arrive at the member's OCONUS PDS or homeport, or the restriction or change in designation is not made known to them until their arrival at or in the vicinity of that PDS, dependents' travel and transportation allowances under this subparagraph are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependents' evacuation is necessary, par. U6005 applies.

8. Subsequent Authorization. A member, otherwise authorized dependents' travel and transportation allowances under par. U5203-A:

a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or

b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or

c. Who is transferred to a station to which dependents' transportation is authorized,

is authorized dependents' travel and transportation allowances to the PDS or homeport of the ship concerned, up to those for travel from the place to which they were transported under this subparagraph to the PDS or appropriate homeport. ***However, when dependents are in CONUS, their return transportation to the same or another OCONUS PDS or appropriate homeport may be authorized only when at least 12 months remain in the member's OCONUS tour following the estimated date of arrival of dependents at the PDS or homeport concerned or on the date command sponsorship is granted, whichever is later.*** If the member elects, the dependents may be retained at the place to which they traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: Dependents may be retained at a temporary OCONUS location to which they were transported under par. U5240-B6 and par. U6005 only when authorized/approved through the Secretarial Process.*** Travel of dependents of members not authorized travel and transportation allowances under par. U5203-B is governed by par. U6005.

*C. Dependents' Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is ***any*** dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

(1) Is accompanying the member for more than 30 days; and

(2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available ***except for***:

(1) Emergency dental care,

(2) Dental care provided at an OCONUS location, or

(3) Dental care not covered by the dental plan.

3. Elective Surgery. ***Travel and transportation expenses are not authorized for a dependent who travels for elective surgery.***

4. Transportation to and from a Medical and/or Dental Facility. When practicable, Government transportation should be used for transportation authorized by par. U5240-C. When Government transportation is not available or its use is not practicable, dependent patients must be transported by:

a. Government-procured commercial transportation,

b. Personally procured commercial transportation, or

c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. ***Mileage may not be paid.*** However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation had been furnished by the Government (i.e., Government or Government-procured transportation). ***NOTE: This limit does not apply when Government or Government-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February, 1982).***

7. Actual Meal and Lodging Cost. The actual cost of dependent's lodging (including taxes (see ***NOTE***), tips, and service charges) and meals (including taxes and tips, but excluding alcoholic beverages) may be reimbursed up to the locality per diem rate for the medical/dental facility location. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see Appendix A definitions) (see http://www.dtic.mil/perdiem/perdiemrates.html) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable. The maximum amount allowed for lodging in foreign OCONUS areas (see Appendix A definition) (see http://www.dtic.mil/perdiem/perdiemrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

8. Reimbursable Expenses. The dependent is authorized applicable reimbursable expenses in par. U1410 except that if a POC is used to and from the transportation terminal (par. U1410-B1) reimbursement is for the actual expenses incurred, as in par. U3305-B1 and ***mileage is not authorized***.

9. Attendants for Dependents. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An order authorizing/approving dependents' travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the order must so indicate and the AO'sAO statement in the order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the order is issued.

12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5203-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment order.

D. Dependents' Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When dependents have traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependents' travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependents' Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependents' travel and transportation allowances upon assignment to that PDS, is authorized dependents' travel and transportation allowances from the place dependents are located to that PDS. ***NOTE:*** ***The authorization limit is up to that from the old to the current PDS.*** Authorization under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

Authorization under this subparagraph also is limited to the situation where a member did not move dependents to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependents) stationed in CONUS who:

a. Is sentenced by a court martial to:

(1) Confinement for more than 30 days,

(2) Receive a dishonorable/bad-conduct discharge, or

(3) Dismissal from a Uniformed Service, or

b. Receives an administrative discharge under other than honorable conditions,

is entitled to dependents' PCS travel and transportation allowances.

2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:

a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.

3. Travel Requests. Travel may be requested by:

a. The member,

b. The member's spouse, or

c. Another dependent (if the member has no spouse, or the spouse is not available).

4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.

5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:

a. Member, or

b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, February 21, 1979)).

6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:

a. The court-martial is completed, or

b. Of administrative discharge.

G. Dependents' Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

a. Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command-sponsored at the PDS prior to their travel to the PDS.

b. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, not to exceed the allowances for travel from the member's old PDS to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process. ***NOTE: This authority may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned.*** The member receives station allowances at the with-dependent rate (par. U9301-B1. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command-sponsored prior to their travel to the PDS. Travel and transportation allowances in this case are from the place the dependents are located to the current PDS, up to the cost from the member's old PDS to the current PDS.

Effective 24 February 2004
H. Travel and Transportation for Dependents Relocating for Personal Safety. See par. U5205

U5241 DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, Dec 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefore under pars. U5203-A1b, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

a. Dead; or

b. Injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. Dependents moved under par. U5241-D1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. Dependents moved under par. U5241-D1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member’s casualty status is terminated, entitlement to dependents’ travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each of the Services must issue regulations or instructions deemed necessary for the judicious administration of the entitlements contained in this subparagraph.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f) ***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***

1. General. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

a. The deceased member's surviving spouse (including a remarried surviving spouse);

b. Children who are unmarried and

(1) Under 21 years of age;

(2) Under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or

(3) Incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

c. If no person described in pars. U5242-A1a or U5242-A1b is provided travel and transportation allowances, the parent or parents of the deceased member as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);

d. If no person described in par. U5242-A1a, U5242-A1b, or U5242-A1c is provided travel and transportation allowances; then

(1) The person who directs the disposition of the remains of the deceased member under 10 USC §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and

(2) Up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242-A1d(1) above.

2. Attendant. An attendant accompanying an eligible relative provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

a. The accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reason acceptable to the AO; and

b. There is no other eligible relative of the deceased member traveling to the burial ceremony who is eligible for travel and transportation allowances under par. U5242-A1 and is qualified to serve as the attendant.

3. Entitlements

a. Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to the U.S., Commonwealth of Puerto Rico, Guam and American Samoa except as provided in pars. U5242-A3b and U5242-A3c, below. Per diem is payable for (1) the time necessary to travel to the location concerned, plus (2) not to exceed 2 days at that location and (3) the time necessary for return travel from that location.

b. Member Called (or Ordered) to Active Duty from Outside the U.S., the Commonwealth of Puerto Rico, Guam and American Samoa. The travel and transportation allowances authorized under par. U5242-A1 is authorized from the place called (or ordered) to active duty to the location of the burial ceremony and return if the deceased member was called (or ordered) to active duty from a place not in the U.S., the Commonwealth of Puerto Rico, Guam and American Samoa. Per diem is payable for (1) the time necessary to travel to the burial location, plus (2) not exceed 2 days at that location and (3) the time necessary for return travel from the location of the burial ceremony.

c. Interred in a Cemetery Maintained by the American Battle Monuments Commission. The travel and transportation allowances authorized under pars. U5242-A1 and U5242-A2 are authorized to and from the cemetery if a deceased member is interred in a cemetery maintained by the American Battle Monuments Commission. Per diem is payable for (1) the time necessary to travel to the cemetery, plus (2) not to exceed 2 days at the location of the cemetery, and (3) the time necessary for return travel from the cemetery.

d. See par. U7205 for cases not covered by par. U5242-A3b.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

(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 transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5203-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement

is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in ***http://www.dtic.mil/perdiem/perdiemrates.html*** for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A and U1410-B incurred incident to travel under this paragraph.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

(1) An interment of casketed or cremated remains;

(2) A placement of cremated remains in a columbarium;

(3) A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see ***NOTE 3***) below; and

(4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. Definition of Eligible Family Members. For purposes of par. U5242-B1, eligible family members of the deceased member of the armed forces include the following:

a. Surviving spouse (including a remarried surviving spouse) of the deceased member,

b. Child or children, including children described in section 37 USC §401(b)(1) (see ***NOTE 4*** below) of the deceased member,

c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see ***NOTE 1*** below),

d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Entitlements. The eligible family members are issued invitational travel orders under Appendix E Part II, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term "burial ceremony" includes the following:

1. An interment of casketed or cremated remains;

2. A placement of cremated remains in a columbarium;

3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see ***NOTE 3*** below); and

4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

***NOTE 1*: For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term "parent" means:**
a. A natural parent of the member;
b. A step parent of the member;
c. A parent of the member by adoption;
d. A parent, stepparent, or adopted parent of the spouse of the member; and
***e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became 21 years of age. ***

***NOTE 2*: With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:**
a. The surviving spouse of the decedent;
b. Blood relatives of the decedent;
c. Adoptive relatives of the decedent; and
d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

***NOTE 3*: For the purpose of pars. U5242-A4e(3) and U5242-C3; 10 USC §1482(d)(2) reads as shown below:**

"(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement shall be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later."

***NOTE 4*: For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term "child" includes a/an:**
a. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild's parent by blood);
b. Adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and
c. Illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.

U5243 TRANSPORTATION OF DEPENDENT STUDENTS

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

1. A dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or

2. Or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is entitled to transportation of minor dependents between such schools and their places of residence as provided in this subparagraph. The transportation allowance authorized is transportation in kind, or reimbursement therefor as prescribed in par. U5203-A1b, or a MALT as prescribed in par. U5203-A3. ***No per diem is payable unless otherwise indicated.*** Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in this subparagraph.

B. Dependent Students Attending Dormitory DoDEA Schools

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

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

(1) Has not completed secondary schooling; and

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

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

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

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

a. Travel to Member's Residence

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

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

b. Travel to Other Than the Member's Residence

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

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

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

4. Authorized Transportation is

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

b. Reimbursed (see par. U5203-A2), or

c. A MALT (see par. U5203-A3).

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

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

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

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

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

a. A student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), and

b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.

b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.

c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in JTR, Volume 2.

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

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

a. Formal education is

(1) A secondary education;

(2) An undergraduate college education;

(3) A graduate education pursued on a full-time basis at an institution of higher education (20 USC §1001); and

(4) vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 USC §1002(c)). A "postsecondary vocational institution" means a school that:

(a) Provides an eligible program of training to prepare students for gainful employment in a recognized occupation;

(b) Has been in existence for at least 2 years; and

(c) Is accredited by an organization recognized by the Secretary of Defense.

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

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in Appendix A, who is under 23 years of age and:

(1) Enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

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

NOTE: Members who have student dependents, who are separated from their school in the U.S. and who have not previously traveled at Government expense to the members' OCONUS PDSs, retain the entitlement for the dependent's travel and transportation to the members' PDSs.

2. Transportation Entitlement. A member:

a. Permanently stationed OCONUS; and

b. Accompanied by command sponsored dependents at or in the vicinity of the member's PDS or the homeport of an OCONUS ship (unless the only dependent is an unmarried dependent child under 23 years of age attending a school in the U.S. to obtain a secondary or undergraduate college education);is authorized one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. ***Effective 9 February 2002*** for a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the school being attended by that student and the member's OCONUS PDS; however reimbursement can not exceed the transportation allowance for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. ***NOTE: Entitlement to a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***

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

a. Assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;

b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:

(1) Child is eligible to attend a secondary school for dependents that is located at/or in the vicinity of the member's PDS and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or

(2) Member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;

c. Assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or

d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

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

a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

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

b. Travel Performed at Personal Expense

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

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

c. Government-procured Transportation Not Available

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

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

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

6. Overland Travel

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

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

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

d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government’s cost had Government-procured transportation been used between authorized points.

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

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

Effective 1 May 2004
8. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, 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 USC §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.***

Effective 26 January 2004
U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

NOTE: See par. U5246-F regarding per diem beginning on 1 October 2003 through and including 30 September 2004.

A. General. Not more than two family members ***(See par. U5246-B)*** 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 anywhere in the world.

2. Member of a Reserve Component 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 USC §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 anywhere in the world if that member became ill or injured or was diseased:

a. in the 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.

Effective 26 January 2004
3. Member Retired due to Illness or Injury. Round-trip transportation is authorized to visit a member who is retired solely on account of a serious injury or illness, or as a result of a declaration of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation is to be provided incident to and about the same time as the

occurrence of the serious illness, serious injury, or declaration of imminent death, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

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 (does not override the MANDATORY use of CTOs);

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-A1b 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. Limitations. ***Per diem is not payable for travel in connection with this paragraph except as indicated in par. U5246-F.***

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in pars. U1410-A (except par. U1410-A5, taxes on lodging) and U1410-C incurred incident to travel under this paragraph. Receipt requirements are the same as those in par. U2510.

Effective 1 October 2003 through and including 30 September 2004, (Section 1103 of the Emergency Supplemental Appropriations Act, dated 6 November 2003.)

F. Per Diem. Per diem may be paid for family members traveling to and from visits (and while at the site during visits) with a member who is seriously ill or injured as a result of service on active duty in support of Operation Noble Eagle, Operation Enduring Freedom or Operation Iraqi Freedom. Only the same two family members who are transported under this paragraph may receive per diem. (See Appendix E for ITA issuance guidance.) The requirement in par. U5246-C, that a determination in writing is necessary from an attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member that the presence of family member is necessary for the health and welfare of the member, is not applicable.

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% 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% of the amount for the least costly available transportation mode. 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% of the MALT.

2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. U5365-C) and HHG transportation (par. U5365-A) to a HOS. However, the HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status). If the member dies after reversion to retired status, par. U5365-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS, or to the PLEAD, whichever the member elects for travel allowances.

J. Members on TDRL Discharged or Retired. A member on the TDRL, when discharged with severance pay or retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is not authorized HHG transportation in connection with such discharge or retirement; but may be eligible for HHG transportation to HOS (par. U5365-A), to storage (par. U5365-C), or to extensions (see par. U5012-I) granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. U5365-D, U5360-E, and U5365-F).

K. Member Dies after Retirement or Release

1. After Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies after selecting a home under par. U5130, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, to a home or other place selected by the dependents, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the member's HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them. That person is liable for all costs in excess of the transportation cost to the member's HOS. This subparagraph also applies when the member completed travel to the HOS.

2. Before Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies before selecting a home under par. U5130 or, if a home has been selected, before HHG transport and member's travel to the HOS, the HHG may be transported at Government expense at the dependent's request to the member's HOS or the home selected by the dependents which would have been authorized under par. U5130-A, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the home selected by the dependents. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them.

3. Time Limits. The same time limits as prescribed for members in this paragraph apply to HHG transportation and NTS made by surviving dependents, or the person legally entitled to the HHG.

L. Members Ordered Home to Await Disability Retirement. A member, found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered home or to a specific location to await further orders in connection with disability retirement, is authorized HHG transportation to the home or specific location. Shipments transported under this subparagraph may be re-transported when a retirement or other order is ultimately issued, but the maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: See par. U5240 for related dependent transportation.

A. General. Situations in this paragraph are of an unusual or emergency nature. Authorization for HHG transportation under this paragraph is contingent on transportation of dependents under par. U5240, unless otherwise provided for in this paragraph. When dependents' transportation under par. U5240 is involved, an order authorizing the dependent transportation also may authorize HHG transportation and should cite the specific subparagraph under which the transportation is authorized. In other circumstances, an order issued under this paragraph providing for HHG transportation (or consumable goods transportation under par. U5365-J) must cite the specific subparagraph under which the transportation is authorized. For HHG transportation incident to an evacuation, see Chapter 6. Following are guidelines for administering the authorization for HHG transportation in this paragraph:

1. Ordinarily, authority to authorize/approve requests for transportation is exercised through the Secretarial Process.

2. HHG transportation authorized in connection with dependents' transportation in advance of the member's PCS and under par. U5905-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. U6010.

3. When a non-command-sponsored dependent is present in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual or emergency circumstances of the particular case justify the expenditure of public funds for this purpose.

B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General. HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. These members also are authorized NTS or continued NTS under par. U5380-C. Otherwise, an order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. U5370-B2 and U5905-C2.

Effective 18 June 2004
*2. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:

a. Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);

b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

c. Discharged OCONUS under other than honorable conditions;

d. Returned to CONUS for discharge under other than honorable conditions;

e. Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. (When HHG are transported to HOR or PLEAD, or to some other place on a not-to-exceed basis under the provisions of this item, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

*The officer exercising special or general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances. HHG transportation should be authorized/approved when in the Government's best interest. When authorized/ approved, the member is provided transportation of the authorized weight allowance of the grade held at the time the HHG are transported, or the authorized weight allowance of the grade held when ordered to OCONUS duty, whichever is greater. If the member has dependents, HHG transportation under pars. U5370-B2a, U5370-B2b, U5370-B2c, U5370-B2d, U5370-B2e, U5370-B2f, U5370-B2g, and U5370-B2h may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country at which the dependents are to reside or are residing. The authorizing/approving official must determine the destination to which transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR or PLEAD (as selected by the member). The Government's cost for HHG transportation under par. U5370-B2i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last or former OCONUS PDS to the HOR or PLEAD (as selected by the member). If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Government or Government-controlled quarters, nor to NTS as an alternative to transportation.

3. Following Confinement without Discharge. If a member's HHG are transported under par. U5370-B2, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under par. U5370-B2, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

4. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported under par. U5370-B2i (that is, while awaiting appellate review completion), is restored to duty following the review, the member is authorized HHG transportation to the new PDS from the location to which transported when the member was placed on appellate leave.

C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. This subparagraph applies when a member is ordered to a PDS to which dependent transportation is authorized which is later changed to a dependent-restricted tour PDS, when there is a change to a dependent-restricted tour PDS, or when there is a change in the designation of the duty from sea duty to unusually arduous sea duty. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

2. Change Imposed before HHG Are Turned over to a Transportation Officer. When the change is imposed before HHG are turned over to a transportation officer, the authorization is determined under par. U5350.

3. Change Imposed after HHG Are Turned over to a Transportation Officer. When the change is imposed after HHG are turned over to a transportation officer, the transportation officer, at the member's, must divert or re-consign HHG to NTS, to a CONUS designated place, or to a non-foreign OCONUS designated place if authorized/approved through the Secretarial Process. Part of the HHG may be placed/retained in NTS, and the remainder transported to the designated place.

4. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the member's PDS, the member may elect NTS and/or HHG transportation to a CONUS designated place, or if authorized/approved of through the Secretarial Process, transportation to a designated place in a non-foreign OCONUS area.

5. Subsequent Authorization. If the PDS is later changed from a dependent-restricted tour PDS to a PDS to which dependent travel is authorized, or the duty designation is reclassified from unusually arduous sea duty to regular sea duty, the member may elect NTS or HHG transportation from the place to which they were shipped under this subparagraph, or from NTS, to the PDS. However, at least 12 months must remain on the OCONUS tour or sea duty tour following the date the HHG are scheduled to arrive at the PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. The member may elect to keep the HHG at the location to which transported under par. U5370-C2 or U5370-C3 until a later PCS at which time that location is the authorized point of origin of the later shipment to a duty station or NTS.

D. HHG Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. U5350-C (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice), to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned to a unit so alerted.

2. Member Not Transferred to Dependent-restricted OCONUS Tour after Alert Notice Announcement. When HHG have been transported or stored under par. U5370-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location or storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Cadet or Midshipman Dies while Enrolled in Service Academy. The personal effects of a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally entitled to the effects.

F. Member Reduced in Grade. A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or

2. When ordered to that PDS,

whichever is greater. Authorization for NTS continues under par. U5380 without regard to the reduction in grade until the effective date of the member's next PCS order. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite this subparagraph as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

G. HHG Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the HHG transportation authorization upon assignment to that PDS, is authorized HHG transportation from the place where HHG are located to that PDS. ***NOTE: The authorization limit is up to the cost from the old to the current PDS.*** Authorization under this subparagraph is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances and needs of the Service, or

2. Failure to transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, 10 November 1982).

H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members with Dependents Stationed in CONUS)

1. First 90 Days of Storage. A member is authorized 90 days' temporary storage for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90-day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the order or issues another change-of-station order while the HHG are in temporary storage, see pars. U5375-F and U5375-G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. A statement of all the facts from the member must accompany requests for authorization/approval of such additional storage. Among the reasons that additional storage may be authorized/approved are:

a. Serious illness of the member,

b. Serious illness or death of a dependent,

c. Impending assignment to Government/Government-controlled quarters or privatized housing,

d. Directed TDY after arrival at PDS,

e. Non-availability of suitable civilian housing,

f. Awaiting completion of residence under construction, and

g. Acts of God.

3. Storage after the First 180 Days

a. Additional Storage when Member on TDY or Deployed for more than 90 Days or for an Indefinite Period while HHG are in Temporary Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for temporary storage applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

*b. Additional Storage under Circumstances beyond the Member's Control. Temporary storage beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control, the member is unable to take possession of the HHG within the 180-day time limitation. For example, additional storage may be authorized/approved when assignment to Government quarters or privatized-housing is scheduled for a specific date after the 180-day limit. ***Additional storage may not be authorized/approved when a member elects to have a home built while other housing is available.*** Additional storage must not be authorized/approved in situations when a member elects to occupy private sector housing too small to accommodate all of the member's HHG.

C. Temporary Storage for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized temporary storage at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS authorization.

D. Temporary Storage Converted to NTS. Upon authorization/approval by the Service concerned, temporary storage at origin may be converted at the member's request to NTS, in whole or in part, if the member is authorized, under a order, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized until another PCS order is issued.

E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage. A member is authorized one HHG partial lot withdrawal and delivery from temporary storage, if authorized/approved by the official designated by the Service concerned. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from temporary storage, but the member is financially responsible to the Government for any cost in excess of the Government's cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Another PCS Order Is Received after the Member Arrives at a New PDS. A member, who receives another PCS order after arrival at a new PDS, and whose HHG are in temporary storage at the time such order is received, is authorized continued temporary storage, regardless of the time limit prescribed in par. U5375-B, until the effective date of the new PCS order. Subsequent storage authorization is determined under the new PCS order.

G. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member, under a PCS order that is amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is authorized the type of storage authorized under the original PCS order until the effective date of the amended or modified order. Thereafter, the authorization for storage is determined under the amended order.

2. Orders Canceled or Revoked. A member, under a PCS order that is canceled or revoked after the HHG are released to a carrier, contractor or the Government for transportation or storage, is authorized the type of storage authorized under the original PCS order until the date of cancellation or revocation. Thereafter, the member is authorized temporary storage in connection with return transportation or delivery of the HHG to an authorized place.

H. Short Distance Moves

1. Intra-city Moves. ***Temporary storage is not authorized for intra-city HHG moves as authorized in par. U5355.*** Intra-city HHG moves are those short distance HHG moves within the PDS limits.

2. Inter-city Moves. The prohibition against temporary storage does not apply to short distance inter-city moves incident to PCS as described in par. U5355-B. Inter-city moves are moves between residences in the metropolitan area; both residences (as opposed to PDSs) may not be within the same PDS. Temporary storage for these short distance moves is limited to special circumstances and must be authorized/approved by the same Secretarial Process as described in par. U5355-B2.

NOTE: Temporary storage is never authorized for non-PCS short distance moves (e.g., moves to and from Government quarters).

3. Examples

a. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and temporary storage is not authorized.

b. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize temporary storage.

c. A member is reassigned within activities in the Pentagon. The member currently resides in Reston, VA, but because of the member's new position is required to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized temporary storage because there is no PCS involved (regardless of what the order may call the transfer).

PART J: EARLY RETURN OF DEPENDENTS

U5900 DEPENDENT TRAVEL

***NOTE*: For HHG transportation ICW early return of dependents, see par. U5905.**

A. General. This paragraph covers situations in which dependents' early return travel before the member's PCS under certain circumstances is in the Government's best interest. An order authorizing dependents' travel under this paragraph must cite the specific subparagraph under which the travel is authorized. Dependents must begin travel under pars. U5900-B, U5900-C, or U5900-D before a PCS order is issued which relieve the member from the OCONUS PDS. For dependents' evacuation travel, see Chapter 6.

Effective 18 June 2004
*B. Official Situations. When a command-sponsored dependent becomes involved in an incident which:

1. Is embarrassing to the U.S. Government;

2. Is prejudicial to order, morale, and discipline in the command; or

3. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations;

dependents' travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born, to a designated place in the dependent's native country. The Secretary concerned may delegate the authority in this subparagraph:

*1. (for travel to a foreign-born dependent's native country) to the headquarters that directs the Service dependent transportation policies or procedures, or

*2. (for CONUS or non-foreign OCONUS designated places) to an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned.

*In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to the spouse's native country (par. U5222-D1d), are eligible for dependents' travel and transportation allowances under this subparagraph, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependents' return travel to the OCONUS PDS is not authorized except for dependents described in par. U5900-B3. Dependents described in par. U5900-B, first item 1 and U5900-B, first item 2 may not be further moved at Government expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT. If those dependents return at the member's personal expense and again are command-sponsored, the member is authorized dependents' travel and transportation allowances from the PDS on a subsequent PCS. Dependents' travel and transportation under this subparagraph is in addition to, and has no affect on, the authorization for dependents' travel and transportation allowances the member may have on the effective date of the next PCS order (40 Comp. Gen. 554 (1961)).

C. National Interest

1. Dependents' Travel Authorized to a Designated Place. When the Secretary concerned or more senior official determines that dependents must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for command-sponsored dependents from the OCONUS area to a designated place, or, if the dependents are foreign-born, to a destination in the dependents' native country.

2. Subsequent Authorization. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of dependents from the OCONUS area, or a PCS order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependents' travel and transportation allowances under par. U5203-A is authorized dependents' travel and transportation allowances from the designated place (or foreign country location) to the current PDS to which dependents' travel is authorized.

D. Personal Situations and Travel of Dependents in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

Effective 18 June 2004

*1. General. At the request of a member permanently stationed OCONUS, travel and transportation allowances for command-sponsored dependents may be authorized through the Secretarial Process under this subparagraph to a designated place in the CONUS or in a non-foreign OCONUS area, or, if the dependents are foreign-born, to a designated place in the dependents' native country, even though the member's PDS remains unchanged. In addition, while a member serves an OCONUS dependent-restricted tour, the dependents who were command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and foreign-born dependents who moved at Government expense to the spouse's native country, are eligible for travel and transportation allowances under this subparagraph, when applicable. Also a member stationed OCONUS, whose dependents reside in CONUS, is eligible for dependents' travel and transportation allowances under this subparagraph when the circumstances in par. U5900-D2h apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Travel under pars. U5900-D2e and U5900-D2h, may be authorized upon request of a dependent/former dependent if the member is not available or has declined to make such a request. Early return of dependents may be approved when return travel is for the reasons in pars. U5900-D2b and U5900-D2e (B-195708, 17 October, 1979). ***Except for travel for the reasons in pars. U5900-D2b and U5900-D2e, when dependents travel without an order under circumstances described in this paragraph, no reimbursement for such travel is authorized even though an order is later issued under par. U5905-C4 (B-157765, 15 November, 1965).***

2. Circumstances. The circumstances in which dependents' travel and transportation allowances may be authorized under this subparagraph are limited to the following:

a. Essential medical treatment is not available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the well-being of the dependent;

b. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependents requires in the opinion of the authorizing/approving authority that those minor dependents be transported to a place where proper care may be maintained;

c. Educational facilities or housing for dependents is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependents began to travel to the member's OCONUS PDS is required. (B-56558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));

d. Conditions in an OCONUS theater are such that, although the evacuation of all dependents is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the safety and well-being of dependents. Such determinations must be made by the Combatant Commander and on the recommendation of the major commander of the Service concerned. ***(Determination authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Combatant Command.)***;

e. The best interests of a member, or the dependents, and the Government are served by the movement of one or more dependents because of compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of close relatives, or for reasons of a humanitarian or compassionate nature; or because of other situations which have an adverse effect on the member's performance of duty. These determinations must be evidenced by the authorizing/approving official's statement. ***This item must not be used to authorize student dependent transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978))***;

f. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. Acceptable employment opportunities for dependent children age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child (children) are likely to become involved in situations creating embarrassment to the U.S. which place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) Such early return is in the best interest of the member, or dependents, and the U.S.

Effective 18 June 2004
*h. a member is:

(1) Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) Sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) Discharged OCONUS under other than honorable conditions;

(4) Returned to CONUS for discharge under other than honorable conditions;

(5) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

(8) Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

*In each of the above circumstances, it must be shown that dependents' travel is in the Government's best interest. Dependents' travel and transportation allowances may be provided only when there is a valid need for the dependents to move. In connection with early return of dependents from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of dependents under this subparagraph must be applied judiciously; it is a last resort***. The Secretary concerned may delegate the authority in this subparagraph to:

*(1) (for travel to a foreign-born dependent's native country) The headquarters that directs the Service dependent transportation polices or procedures, or

*(2) (for travel to CONUS or a non-foreign OCONUS location) An officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned (DecDoDI 1315.7, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***).

*For dependent travel under par. U5900-D2h, approval authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, dependents must begin travel before a PCS order is issued which relieves the member from the OCONUS PDS. The AO must cite, in the dependents' travel order, the specific item above that applies. Travel and transportation allowances provided under par. U5900-D2h(1) through par. U5900-D2h(8) may not exceed the cost from the member's last or former OCONUS PDS or the place to which dependents were last transported at Government expense, as applicable, to the designated place or, if the dependents are

foreign-born, to the dependents' native country. Under par. U5900-D2h(9), such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by this subparagraph, must support the transportation procurement documents for allowances under this subparagraph.

3. Return of Dependents to OCONUS Areas. A member may return dependents at personal expense (at Government expense if the member serves an IPCOT) to the OCONUS location from which they traveled. If those dependents are again command-sponsored, the member is authorized dependents' travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Authorization. Authorization for dependents' travel and transportation allowances under this subparagraph is in addition to, and has no effect on, the authorization for such allowances the member may have on the effective date of the next PCS order (40 Comp. Gen. 554 (1961)). A member otherwise authorized dependents' travel and transportation allowances under par. U5203-A, whose dependents were not returned to an OCONUS area under par. U5900-D3, is authorized, upon reassignment from the OCONUS PDS, to dependents' travel and transportation allowances from the place to which they were transported under this paragraph to the destination authorized in the reassignment order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for former family members. The former family members must have been formerly command-sponsored dependents as defined in Appendix A who were residing with the member OCONUS as specified in this subparagraph (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of former dependents under this subparagraph must be in the best interest of the U.S., the member, and the former dependents concerned.

3. By Whom Authorized. Movement of former family members under this subparagraph must be specifically authorized through the Secretarial Process.

4. By Whom Requested. The member, who was the former sponsor, should request movement of former family members. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.

5. Points between which Transportation May Be Authorized. Travel must originate at or in the vicinity of the member's present or former OCONUS PDS and must terminate in:

a. The U.S. or in a non-foreign OCONUS location, or

b. Their native country if the former dependents are foreign-born.

The official referred to in par. U5900-E3 must determine that a reasonable relationship exists between the conditions and circumstances of the case and the destination.

6. Allowances. If transportation is not provided by the Government or by Government-procured means, reimbursement for personally procured commercial transportation is authorized under par. U5203-A, first itemization, item 2 and travel by POC as authorized in par. U5203-A, first itemization, item 3. Per diem is payable under par. U5210. The allowances authorized by this subparagraph are payable to the member. Payment may be made directly to the former spouse when the member executes a statement authorizing such direct payment (B-193430, 21 February 1979).

7. Time Limits. Travel under this subparagraph must be completed within l year after the effective date of the final decree of divorce or annulment (as applicable), or 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first (53 Comp. Gen. 960 (1974)). An extension of the 6-month time limit may be authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station where the dependents or former dependents are located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed. If an extension to the 6-month time limit is authorized/approved, travel under this subparagraph must be completed within 1 year after the:

a. Effective date of the final decree of divorce or annulment, as applicable; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;whichever occurs first. The extension of the 6-month time limit may be granted for reasons such as hospitalization, medical problems, and completion of a school year that requires that a family member remain OCONUS past the 6-month limit (61 Comp. Gen. 62 (1981)).

8. Return of OCONUS Dependents

a. Change in Custody Agreement or other Legal Arrangements. If, in the event of a change in custody agreement, or other legal arrangements, former family members again become dependent on a member, the dependents' return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

(1) Member has not received a PCS order but otherwise would be authorized dependent travel and transportation allowances under par. U5203-A;

(2) Dependents' return is for the Government's convenience;

(3) Dependents are command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependents are scheduled to arrive there; and

(4) Travel and transportation allowances may not exceed those from the place to which the former family members where transported under par. U5905-E5.

b. Remarriage. ***If, in the event of remarriage, former family members again become dependents of the former sponsor, dependents' return to the member's OCONUS PDS at Government expense is not authorized***. If the member returns those dependents to the OCONUS PDS at personal expense and they are command-sponsored again, the member is authorized dependents' travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Authorizations Not Affected. Travel of former family members under this paragraph is in addition to, and has no effect on, the member's authorization for dependents' travel and transportation allowances on the effective date of the member's next PCS order (40 Comp. Gen. 554 (1961)).

U5905 HHG TRANSPORTATION

Effective 24 February 2004
NOTE 1: For dependent travel ICW early return of dependents see par. U5900.

NOTE 2: For HHG transportation for dependents relocating for personal safety see par. U5920.

A. From other than CONUS or a Non-foreign OCONUS Area due to Official Situations

1. General. An order authorizing dependents' transportation from other than CONUS or a non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to the designated place. These members also are authorized NTS or continued NTS under par. U5380-C.

2. Dependents' Return to the Member's OCONUS PDS. When a member is authorized dependents' transportation to the member's OCONUS PDS under par. U5900-B3, and when in the Government's best interest, the official authorizing dependents' transportation may authorize HHG transportation to the member's OCONUS PDS up to
the cost from the place to which the HHG were previously transported under this subparagraph. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authorization on the Next PCS Order. Authorization for HHG transportation for dependents under this paragraph is in addition to, and has no effect on, the authorization for HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an order. For example a member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. An order authorizing dependents' transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS due to Personal Situations

Effective 18 June 2004
*1. General. An order authorizing dependents' transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowances in par. U5310-B, or the administrative weight limitation established by the Service concerned in accordance with par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process to a destination in the dependents' native country if the dependent spouse is foreign-born. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an order may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependents Do Not Perform Authorized Travel to the OCONUS PDS.

a. A member, with dependents, on a PCS order to an OCONUS PDS, who transports HHG to the PDS in anticipation of dependents accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependents do not join the member.

b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or dependents, and the U.S.

c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (65 Comp. Gen. 520 (1986)).

3. Death of Dependents in OCONUS Areas. After the death of a sole dependent, or of all dependents, authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. U5380-L15, up to the prescribed weight limit.

4. Dependents Currently at Appropriate Destination – an Order Is Not Issued. When dependents have traveled to an appropriate destination under circumstances which would have authorized their transportation under par. U5900-D had an order been issued, HHG transportation may be authorized provided an order is later issued approving dependents' transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such an order must be supported by the member's commanding officer's determination that:

a. Dependents traveled to an appropriate location where they intend to reside;

b. Their travel meets the conditions in par. U5900-D, except that a travel authorization for their transportation was not issued;

c. The OCONUS status of dependents as command-sponsored remains unchanged (not applicable for a member's former dependents whose transportation could have been authorized under par. U5900-E); and

d. It is in the Government's best interest to issue an order approving dependents' transportation to an appropriate destination under par. U5900-D.

5. Transportation of Former Family Members Incident to Divorce or Annulment. The official authorizing transportation of former family members under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for their personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the effective date of the final decree of divorce or annulment, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the:

a. Effective date of the final decree of divorce or annulment; or

b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first.

6. Dependents' Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements. When a member is authorized dependents' return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, return HHG transportation to the member's OCONUS PDS, not to exceed the cost from the place to which they were previously transported under this subparagraph, when in the Government's best interest may be authorized through the Secretarial Process. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT, when dependents are returned to the member's OCONUS PDS at:

(1) Government expense under par. U5900-D3, or

(2) Personal expense and those dependents are subsequently command-sponsored,

HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Authorization on the Next PCS Order. Authorization for HHG transportation for dependents and former amily members under this paragraph is in addition to, and has no effect on, the authorization for HHG transportation based on dependency status and grade on the effective date of

the member's next PCS (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an order.

Example 1: A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and transports 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the effective date of the next PCS order. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may transport up to the authorized weight allowance of 8,000 pounds.

Effective 18 June 2004
*8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. When an order authorizes dependents' transportation under pars. U5900-D2b1, U5900-D2b2, U5900-D2b3, U5900-D2b4, U5900-D2b5, U5900-D2b6, U5900-D2b7, U5900-D2b8, HHG transportation may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the dependents' native country if the dependents are foreign-born. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances. When an order authorizes dependents' transportation under par. U5900-D2h(9), HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD. ***NTS may not be authorized.***

9. Authorization Following Confinement without Discharge. If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS order to the new PDS. If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS order to the new PDS.

U5910 POV TRANSPORTATION

Effective 24 February 2004
NOTE: For POV transportation for dependents relocating for personal safety see par. U5920.

A. OCONUS Dependent Transportation Authorized. An order authorizing dependents' transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which dependents are authorized to travel. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date dependents are authorized to travel (see par. U5900-B through F).

B. Dependents Currently at an Appropriate Destination – an Order Is Not Issued. When dependents have traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled an order to be issued authorizing their travel (see par. U5900-D), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an order is later issued:

1. Directing dependents' travel under the conditions of par. U5900-D, and

2. Providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependents' travel would have been authorized.

Such an order must be supported by the member's commanding officer's determination (see guidance in par. U5905-C4).

C. Ex-Family Members' Travel Incident to Divorce or Annulment. If ex-family members travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the effective date of the final decree of divorce or annulment, whichever applies.

D. Dependents' Return to OCONUS Areas Authorized. Even if dependents are permitted to return to the OCONUS PDS at Government expense (see par. U5900-B, U5900-C, or U5900-F), return shipment of a POV to the OCONUS authorized.

E. Entitlement on Next PCS. ***A member who has transported a POV under pars. U5910-A, U5910-B and U5910-C has no further POV transportation entitlement from the last or any previous OCONUS PDS to CONUS.***

U5915 MOBILE HOME TRANSPORTATION

A. General. A member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

1. To a CONUS designated place, or

2. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited subparagraphs in par. U5905 authorizes the transportation. ***When a mobile home is shipped due to the early return of dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.***

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the OCONUS PDS to the designated place. For example: Dependents early return from Hawaii. 1,000 pounds of HHG are shipped from Hawaii to the designated

place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. Member's entitlement for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawaii to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from the:

1. Member's last CONUS PDS (or Alaska), or

2. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was entitled to, but did not, move it to the last CONUS PDS while serving there, when the dependents return early from the administrative weight restricted area, the mobile home may be shipped at Government expense from the point it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska. The constructive Government cost for this mobile home transportation shall be based on the member's PCS weight allowance on the effective date of the orders from that station (see Example 2).

EXAMPLE 1

Member was assigned to Fort Carson, CO and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500 pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. Member's entitlement for mobile home transportation is computed based on what it would have cost to move 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Lewis, WA and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were shipped from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to Detroit. The member requests mobile home shipment from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds

remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized shipment within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

Effective 24 February 2004

U5920 TRAVEL AND TRANSPORTATION FOR DEPENDENTS RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under this paragraph if it is determined by the Service-designated official that:

a. The member has committed a dependent-abuse offense against a dependent of the member;

b. A safety plan and counseling have been provided to the dependent;

c. The dependent's safety is at risk; ***and***

d. Dependent relocation is advisable.

2. Dependent(s) relocation must be in the best interest of the:

a. Member or member's dependents, ***and***

b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of this paragraph, the following are considered dependents of the member:

a. Dependents/acquired dependents as defined in Appendix A; and

b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. ***HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.***

D. Authorization

1. When an order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the country of the dependents' origin.

2. Transportation-in-kind, transportation reimbursement, or MALT plus a per diem, is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.

4. Transportation of HHG in non-temporary storage to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, ***except DLA***, are paid directly to the dependent(s) instead of the member.

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PART H1: LEAVE TRAVEL AND TRANSPORTATION EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Authorization. Eligible members and their eligible dependents, if any, are authorized the travel and transportation allowances authorized in Chapter 5, Part B and Chapter 5, Part 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

      Effective 18 June 2004
      *(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 (DoDI 1315.7, Procedures for Military Personnel Assignments at ***http://www.dtic.mil/whs/directives/corres/ins1.html***).

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 the:

      (1) Last day of the member's first tour at the old OCONUS PDS; or

      (2) 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: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

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.	
Least expensive unrestricted fare (incorporating some city pair fare connections):	$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair to Boston:	$1,400
Least cost non-city pair fare to Boston:	$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:	$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	$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 Dec 2002 or members who become authorized to a COT leave travel on or after 2 Dec 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 COT leave travel expires. ***Under the provisions of DoDI 1327.5, deferred COT leave travel may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DoD Services.***

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 authorized 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. Reimbursement

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 cannot 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 constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. 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 authorization 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 cannot 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 authorization 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:	$1,200
City pair to Denver:	$1,400
Least cost non-city pair fare to Denver:	$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 fare to JFK:	$1,200
City pair fare to Atlanta:	$ 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 transportation cost paid by the Government from Stuttgart to Cleveland may not exceed the transportation cost from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the travel route are permissible.); or

(2) An airport in a non-foreign OCONUS area (see Appendix A); or

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

NOTE: There is no authorization 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 member's:

(1) PDS, or

(2) 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 authority for 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.***

*6. There is no authority for one-way emergency leave travel and transportation to the ship’s location if the member departed on emergency leave while the ship was in its homeport. If the member departed the ship on emergency leave while it was operating away from homeport, return travel and transportation to the ship at its homeport is authorized subject to the limitations in par. U7206, item 4 above. See par. U7215 for travel and transportation allowances when a ship relocates during the member’s authorized absence.

***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 transportation costs to and from terminals are not included.**

Example 1
A member’s PDS is Ft. Belvoir, VA. The 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 economy fare (incorporating some city pair fare connections) is $400.

City pair from Ft. Campbell to Denver	$500
Least cost non-city pair fare to Denver	$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	
A member's PDS is Ft. Belvoir, VA. The 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	$320
City pair fare to Atlanta	$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 cost to Ft. Belvoir ($320).	

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:

Tour Length	**Number of FEML Trips Authorized**
a. at least 24 months, but less than 36 months	1
(1) tour ***extended*** at least 12 months	1 additional
b. at least 36 months.	2
(1) tour ***extended*** 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 authorized 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 second 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 24- or 36-month tour. FEML travel by members/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

*3. FEML Cannot Be Combined with other Travel. ***Under the provisions of DoDI 1327.5, FEML may not be taken in connection with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DoD Services.***

D. FEML Locations/Destinations. A list of USD (P&R) authorized FEML locations/destinations is in Appendix S.

1. FEML Location. A PDS, from which 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:	
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:	$1,400
Least cost non-city pair fare to Boston:	$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:	$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 Combatant Command channels to USD (P&R) IAW DoDD 1327.5 (Leave and Liberty). Guidance on re-certification of FEML location/destination designations is in DoDD 1327.5.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date shown in Appendix S.

E. Transportation

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

2. Restrictions. A member/dependent(s) taking a FEML trip:

a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. May use commercial air transportation if military air transportation is not reasonably available, and

c. May not use cruise or tour packages.

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 FEML.

3. Procurement. The Government or the member may purchase commercial air transportation (see par. U3120).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. ***(See par. U3320, and Chapter 3, Part E.)***

b. Reimbursement for transportation to alternate destination(s) cannot exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. ***If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.***

F. Per Diem. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.***

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

A. Authorization. A member, traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310, is authorized transportation allowances for one trip from the:

1. Place of medical treatment in CONUS to a place selected by the member and authorized/approved by the Secretarial Process, and

2. Selected place to the any other place of medical treatment.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

1. Transportation-in- kind;

2. Reimbursement for the commercial transportation cost when the member travels at personal expense (see Chapter 3, Part B and par. U5116-D), ***NOTE: IAW par. U3120-A1, it is mandatory policy that members use available CTOs to arrange official travel, including transportation and rental cars, except when authorized in accordance with par. U3110.; or***

3. The automobile TDY mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practical.

C. Reimbursement

1. Reimbursement for commercial transportation is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel.

2. When land travel is performed partly at personal expense and partly by Government/Government-procured transportation, reimbursement is prescribed in par. U5105-E2.

D. Restrictions. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

*A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception:*** A member who departed the ship on emergency leave while the ship was in its homeport is authorized allowances under this paragraph even if the member knew of the ship's relocation before departing on emergency leave.

*B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to it's old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

*C. Reimbursement. Travel and transportation allowances are the same as if traveling on TDY. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authorization. Eligible members are authorized the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

a. Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and

b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

a. Actual contingency or emergency war operations, or

b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) A substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

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 USC §411c). ***Under the provisions of DoDI 1327.5, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DoD Services.***

B. Eligibility. A member is eligible if assigned to a designated location outside the U.S.. 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 1st 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 03 February 2004 (PDUSD memo of 3 Feb 2004)
A. Authorization. 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 USC §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. Eligibility. 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 USC §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:		$1,200
City pair to Denver:		$1,400
Least cost non-city pair fare to Denver =		$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. Member wants to travel to Atlanta, GA.	
City pair to Baltimore:	$1,200
City pair to Atlanta:	$ 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**.	

PART U: REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF

*U7750 GENERAL

This Part applies to travel of members of the armed forces accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g). A member of the armed forces accompanying a Member of Congress or a congressional employee(s) on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. Reimbursement includes:

1. The cost of transportation accommodations on the same class of service as used by the Member of Congress or congressional employee(s) that the armed forces member is accompanying, and

2. Per diem or actual expenses in an amount that does not exceed the rate prescribed for the Member of Congress or congressional employee(s) that the armed forces member is accompanying;

provided travel of the armed forces member is in support of congressional travel authorized/approved by the Secretary of Defense or the Secretary concerned. ***(Reference pars. U3125-B3g and U3125-B4i.)***

U7751 DEFINITIONS OF TERMS

A. Member of Congress. The term "Member of Congress" for the purpose of this Part means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

U7752 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are prescribed by the Chairman (Leadership) directing the travel and requesting DoD support. The Chairman (Leadership) authorizes a specified per diem rate, such as the GSA schedule (FTR, Appendix 1-A/***http://www.dtic.mil/perdiem/perdiemrates.html***) for travel within CONUS and DSSR Section 925/***http://www.dtic.mil/perdiem/perdiemrates.html***) for OCONUS travel, or actual expense reimbursement without regard to any established per diem schedule.

*U7755 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES

Approval codes required on documentation for premium-class Congressional travel are:

A. First-class (FC). ***Reference par. U3125-B3g.***

B. Business-class (BC). ***Reference par. U3125-B4i.***

PART X: TRAVEL ALLOWANCES TO SPECIALIZED TREATMENT SERVICES (STS) FACILITIES

U7950 TRAVEL OF PATIENT TO SPECIALIZED TREATMENT SERVICES (STS) FACILITIES

A. General. Medical authorities may refer a patient to a specialized treatment services (STS) facility for certain highly specialized medical care, rather than be issued a non-availability statement for medical care. STS facilities, designated by the Assistant Secretary of Defense for Health Affairs, may be military or civilian treatment facilities. STS facilities are selected sources for highly specialized care, such as organ transplants for national STS facilities or open-heart surgeries for regional STS facilities.

NOTE: This authorization does not apply to patient care at other than a STS facility for highly specialized medical care.

B. Patient. A covered beneficiary authorized medical care as defined in 10 USC §1079 or §1086. ***NOTE: For member patients see par. U7252.***

C. Transportation. Medical authorities may authorize/approve transportation to the appropriate STS facility for a patient who is a covered beneficiary. When practical, Government transportation is used for the patient. When Government transportation is not available or its use is not practical, patients must be transported by one of the following modes:

1. Government-procured commercial transportation,

2. Personally procured commercial transportation, or

3. POC.

When the transportation mode in par. U7950-C2 is used, reimbursement for the actual cost of the transportation used is authorized. When the mode of transportation in par. U7950-C3 is used, reimbursement for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel) is authorized. However, reimbursement for the travel performed by the mode in pars. par. U7950-C2 or par. U7950-C3 must not exceed what the Government's cost would have been if the transportation had been furnished by the Government. The limit does not apply when Government or Government-procured transportation is not available. If a patient is transported by POC and the attendant is authorized a transportation allowance, no additional transportation expense on behalf of the patient is authorized. When the transportation mode in par. U7950-C1 or U7950-C2 is used, reimbursement for actual expenses incurred for the cost of transportation between home and terminal and terminal and the STS facility and return is authorized.

* D. Outpatient. Reimbursement is authorized for the actual expenses incurred for the patient's travel between transportation terminal, medical facility, and lodging when the patient is receiving outpatient care at an STS facility outside the patient's home area. Actual expenses incurred for transportation cost between STS facility and lodging

may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U7950-C, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February, 1982)***. The actual cost of the patient's lodging (including taxes (***see NOTE***), tips, and service charges) and meals (including taxes and tips but excluding alcoholic beverages) may be reimbursed up to the locality per diem rate for the medical facility location. ***Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in par. U1410 are not authorized.***

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see Appendix A) (see http://www.dtic.mil/perdiem/perdiemrates.html) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable. The maximum amount allowed for lodging in foreign OCONUS areas (see Appendix A) (see http://www.dtic.mil/perdiem/perdiemrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

E. Administrative Provisions. An order authorizing/approving transportation of patients for medical care to an STS facility cite this subparagraph as authority. The order must be supported by a statement by a competent medical official (military or civilian, as available) that travel is to a Specialized Treatment Services Facility in accordance with 10 USC §1105 and patient is a designated beneficiary in accordance with 10 USC §1079 or §1086.

U7951 ATTENDANT'S TRAVEL

A. General. If a patient is unable to travel unattended, round trip transportation and travel expenses are authorized for one necessary attendant. The attendant may be a member, a civilian employee of the U.S. Government, or any other person considered suitable by the appropriate official authorizing the patient travel. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this paragraph.

B. A Member as an Attendant. A member, ordered on TDY as an attendant, is authorized the same allowances as for TDY, while acting as an attendant.

C. A Civilian Employee as an Attendant. A civilian employee of the U.S. Government assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

D. Another Person as an Attendant. A person other than a member or civilian employee of the U.S. Government, who is designated to travel as an attendant, must be issued an ITA or be included in the same travel order/authorization (identified as an attendant) that is issued for the patient's travel. The attendant is authorized to round trip transportation and travel allowances in the same manner as authorized for civilian employees.

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part***:

1. Active duty members (see par. U7252);

2. Patients authorized travel to Specialized Treatment Services (STS) Facilities (see par. U7950); and

3. Dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, Government transportation should be used. When Government transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Government-procured commercial transportation,

2. Personally procured commercial transportation (see par. U3120), or

3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Government's cost if Government or Government-procured transportation is available.*** When Government-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

NOTE:
a. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see http://www.dtic.mil/perdiem/perdiemrates.html/) does not include an amount for lodging taxes. Taxes on lodging

in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging in foreign OCONUS areas (see http://www.dtic.mil/perdiem/perdiemrates.html) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.

*E. Reimbursable Expenses. Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care from a specialist located more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982). Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in par. U1410 are not authorized).***

F. Administrative Provisions. An order authorizing/approving patient transportation to a specialist for medical care must cite this paragraph as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility in accordance with 10 USC §1074 must support the order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

A. General. If a patient meets the travel requirements as identified in par. U7960-A, round trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (over 21 years old) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this subparagraph.

B. A Member as an Attendant. A member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

C. A Civilian Employee as an Attendant. A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

D. Another Person as an Attendant. A person other than a member or U.S. Government civilian employee, who is designated to travel as an attendant, must be included in the patient's travel order/authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D. ***NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).***

CHAPTER 9
STATION ALLOWANCES

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CHAPTER 9

STATION ALLOWANCES

PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

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

1. Is authorized to have dependents reside at or in the vicinity of the member's PDS outside:

   a. The U.S. for OHA purposes, and

   b. CONUS for COLA purposes,

   and whose dependents do so reside;

2. Is joined by or who acquires dependents while serving outside:

   a. The U.S. for OHA purposes, and

   b. CONUS for COLA purposes,

   provided the dependents are command-sponsored;

3. On the effective date of PCS orders had a member spouse:

   a. Who was later released from active duty, or

   b. Separated/retired from the Service,

   and remained in the vicinity of the first member's former PDS.

The requirements in par. U9000-A2 do not apply to members whose PDSs are in non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be.

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

1. Who has no dependents,

2. Whose dependents do not reside in the PDS vicinity,

3. Who is not a "member with dependents" under par. U9000-A, during the remainder of a tour in which dependents join or are acquired by the member,

4. Who has non-command sponsored dependents residing in the PDS vicinity, or

5. Who does not have legal custody and control of the dependents (B-131142, 3 June 1957).

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

1. Members authorized an OHA; and/or

2. Federal civilian employees, including dependents, authorized a living quarters allowance; and/or

3. Individuals, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

D. Station Allowances

1. OHA authorized in Part B1,

2. COLA authorized in Part B2, and

3. TLA authorized in Part C.

E. Vicinity. In this Chapter, the country, state (when in Alaska or Hawai'i), or territory or possession of the U.S. within which the member's PDS is located (see par. U9301-B for exception). When a member resides with the dependent(s) at, and commutes to the PDS from, a place in an adjacent country, the dependents reside in the PDS vicinity. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or territory or possession of the U.S. as the designated place, station allowances may be approved at a level specified by the Secretary concerned if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS). In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country. Except as provided in par. U9157-A1, temporary absences of dependents from the member's residence, including absences of dependent children attending school in another OCONUS location, do not affect OHA and COLA payment if the member maintains family-type quarters during their absence.

F. Government Mess and Government Quarters

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

2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

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

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

Effective 18 June 2004
*I. Command-sponsored Dependent. See DoDI 1315.7, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

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

U9100 GENERAL

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

1. An up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

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

1. Rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with

2. Member's BAH-II or FSH, as applicable.

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

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

U9101 OHA START/STOP

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

1. Without dependents is authorized to MALT PLUS per diem or TLA; or

2. With dependents is authorized to MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. An extension is authorized under par. U9101-C, or

2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. Day before the member departs in compliance with a PCS order,

2. Homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or

3. Day the last dependent departs if the dependent departs within the 60-day period after the effective date of a PCS order or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Services may use their Secretarial processes to authorize OHA continuation beyond the 60-day period authorized in par. U9101-B. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

U9102 CONCURRENT PAYMENT OF OHA AND TLA

OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. Dependents are authorized to remain at their residence after the member departs in accordance with par. U9101-B or U9101-C;

2. Dependents precede the member to the new PDS in accordance with par. U9110-C;

3. A member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters);

4. Station allowances are authorized under par. U9301;

5. Upon the member's death, TLA, for up to 10 days, may be authorized in conjunction with OHA payment to dependents while dependents are awaiting transportation home. (See par. U9104);

6. If housing costs are incurred by the member for permanent quarters after a member is required by lease, custom, or law to vacate those permanent quarters to permit inspection, utility bill(s) and/or deposit(s) finalization, redecoration, and/or damage claim adjudication; or

7. The Service’s Secretarial Process authorizes/approves payment of both OHA and TLA because the member incurs permanent quarters costs after moving HHG from those quarters and entering TLA status.

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

Effective 28 April 2003
U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS is paid through the day before the member reports to the new PDS. See pars. U9109-C and U9110-E for exceptional circumstances when the old PDS rate may be authorized after reporting to the new PDS.

U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

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

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

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

U9105 DETERMINING MONTHLY RENT

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

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.

2. See par. U9105-C for a member-owned dwelling place.

3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.***

5. Re-compute OHA if/when the rent changes.

B. Sharers. A sharer is authorized up to the maximum rental allowance ceiling set for a member without dependents unless accompanied by one or more command-sponsored dependents. A sharer accompanied by command-sponsored dependent(s) is authorized up to the maximum rental ceiling set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental ceiling established for the sharer's grade and locality, whichever is less, plus

2. Prorated monthly Utility/Recurring Maintenance Allowance.

The difference between this sum and the sharer's BAH-II or FSH, whichever applies, is the sharer's OHA. A member authorized MIHA (see par. U9107 and Appendix N for specific rules) receives a full rather than prorated "Miscellaneous" allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

C. Dwelling Owned

1. Divide the actual purchase price of the dwelling or residence by 120 to derive the monthly "rent" for a member-owned dwelling. Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. ***NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24.***

2. The amount of any personal installment type loans and real estate equity loans obtained for the purpose of renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

(1) Renovating: Restoring to a previous condition, as by remodeling.

(2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***Loans used to furnish or decorate a home (including such things as the addition of a Jacuzzi or pool to a home purchased without such an amenity) or loans for personal reasons, or credit card or line of credit loans may not be used.***

c. Loans for purposes not specified above must be adjudicated by the PDTATAC. The request with all documentation should be submitted by the member's command to:

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

3. If a member (or the member's dependents) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is $0. In this case, the member is authorized to receive the utility/recurring maintenance allowance. A cost comparison is made between the applicable utility/recurring maintenance allowance and the member's BAH-II (with or without dependents) allowance and the member is paid the higher of the two amounts.
NOTE: If the member obtains a mortgage on the inherited dwelling or residence or dwelling, the cost of the mortgage or loan may be used as a housing cost for OHA purposes.

4. If the dwelling place owned by the member is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Ceiling. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in ***http://www.dtic.mil/perdiem/allooha.html***.

U9106 UTILITY/RECURRING MAINTENANCE ALLOWANCE

The utility/recurring maintenance allowances in ***http://www.dtic.mil/perdiem/allooha.html***, are based on expenses reported by members with dependents, where possible.

A. Utility/Recurring Maintenance Allowance Categories. For utility/recurring maintenance allowance purposes, members are in one of the following categories:

1. Member married to member and maintaining a joint household - each member is authorized half of the utility/recurring maintenance allowance subject to pars. U9106-C, U9106-D, and U9106-E;

2. Member (other than member described in par. U9106-A1) defined as a sharer in par. U9000-C – the member is authorized a pro-rata share of the utility/recurring maintenance allowance subject to pars. U9106-C, U9106-D, and U9106-E;

3. Member with dependents – the member is authorized the utility/recurring maintenance allowance subject to pars. U9106-C, U9106-D, and U9106-E;

4. Member without dependents and not defined as a sharer in par. U9000-C - member is authorized 75 percent of the utility/recurring maintenance allowance (unless a specific rate has been set for these members in ***http://www.dtic.mil/perdiem/allooha.html***) subject to pars. U9106-C, U9106-D, and U9106-E.

B. Determining Whether Rent Includes All, No, or Some Utilities. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report, is used to determine a renter's utility/recurring maintenance allowance.

1. Question 7a (no utilities included in rental/lease agreement) should be checked if the member separately pays for all utilities.

2. Question 7b (all utilities included in rental/lease agreement) should be checked if the member does not separately pay for any utilities (excluding phone).

3. Question 7c (some utilities included in rental/lease agreement) should be checked only when the member separately pays for some utilities (excluding phone) while others are included in rental payments.

If 7c is checked and neither the member nor the landlord pays for a particular utility/service listed under 7c, then that particular utility/service box should not be checked.

C. Rent Includes All Utilities. ***When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance.*** However, the appropriate utility/recurring maintenance allowance in par. U9106-A, is added to the member's rental allowance ceiling when computing the OHA.

D. Rent Includes No Utilities or Member Is a Homeowner. When rent includes no utilities or a member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U9106-A.

E. Rent Includes Some Utilities. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U9106-A. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing the OHA.

1. Determining UTILITY POINT SCORE when Rent Includes some Utilities. Based on the climate code of the duty location (***http://www.dtic.mil/perdiem/allooha.html***) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for a member. This score determines the amount of utility/recurring maintenance allowance. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked. Member is given credit for each box not checked, regardless of availability of service.

Climate Code (See App K)			
	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.

If Utility Point Score Is:	Member is Entitled to the Following Percentage of Allowance in Par. U9106-A
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 par.:

1. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate;

2. 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 U.S.:

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 Dec 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 U.S.. When dependents arrive at or in the PDS vicinity outside the U.S. in advance of a member, OHA entitlement begins as indicated in pars. U9110-C1 and U9110-C2.

1. Old PDS outside the U.S.. If the old PDS is outside the U.S., 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 U.S.. 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 U.S., 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 Combatant 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 the:

1. Anticipated housing expenses, or

2. 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.

PART B2: COST OF LIVING ALLOWANCE (COLA)

U9150 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. ***Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.***

B. Allowances Payable. The COLA amount payable is shown in Appendix J. Specific instructions are in the paragraphs preceding the tables or are elsewhere in this Volume. From time to time, a special determination may be issued by the Secretary concerned and the PDTATAC Director authorizing different rates due to special circumstances. COLA rates are based on the member's PDS except as indicated in pars. U9300 and U9301 and in Chapter 6.

U9151 COLA START/STOP

A. Start. COLA entitlement generally starts on the day a member reports to a new PDS or, when dependents arrive prior to their sponsor, as specified in par. U9157-B. COLA entitlement starts on the day after the reporting day if, on the reporting day, a member:

1. Without dependents is authorized a MALT PLUS per diem or TLA; or

2. With dependents is authorized MALT PLUS per diem for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9152 for exceptions.)

B. Stop. Unless

1. An extension is authorized under par. U9151-C, or

2. COLA is authorized under par. U9153,

COLA entitlement stops:

1. The day before the member departs in compliance with PCS orders,

2. On the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned, or

3. On the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

COLA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG shipment to the new PDS, exigencies of the Service); the member's new commanding officer or designated representative may terminate COLA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to COLA beyond the 60-day period authorized in par. U9151-B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

U9152 CONCURRENT PAYMENT OF COLA AND TLA

A. General. Ordinarily, COLA is not payable when a member is receiving TLA for the member and/or the dependents.

B. COLA Paid and Not Deducted from TLA. COLA is paid and not deducted from TLA when:

1. Dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9151-B or U9151-C;

2. Dependents preceded the member to the new PDS in accordance with par. U9157-B;

3. A member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2;

4. Station allowances are authorized under par. U9301; or

5. A reduced TLA in par. U9207-G is paid.

C. COLA Paid But Deducted from TLA. When COLA is paid, in accordance with Service regulations while the member is entitled to TLA, then COLA is deducted from TLA as indicated in par. U9207-E, step 4 and par. U9207-H, Example 4. ***NOTE: Service regulations may only authorize concurrent payment to stabilize the member's pay.***

U9153 COLA ENTITLEMENT INCIDENT TO PCS BETWEEN PDS IN CLOSE PROXIMITY

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

U9154 COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. Government Mess Availability

NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government mess (see par. U9000-F and Appendix A), then mess is available. Payment of BAS is independent of the reality of the Government mess being available.

1. Member with Government Quarters and Government Mess Available. A member who has Government quarters available at the PDS (including a vessel) and a Government mess available, is entitled to COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. A member who does not use available Government quarters and/or Government mess because of the presence of noncommand sponsored dependents is entitled to COLA under this subparagraph. See par. U9156.

2. Member with Government Quarters Available but Without Government Mess Available. A member who has Government quarters but who does not have a Government mess available for 3 meals a day at the PDS is entitled to COLA at the rate specified in Appendix J, Table II in the 0 dependent column.

3. Member with Government Quarters Available but for Whom Use of a Government Mess is Impractical. A member who has Government quarters available, but whose commanding officer, or designee, furnishes a statement that Government mess use is impractical, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See par. U9156.

4. Member Authorized to Occupy other than Government Quarters. A member in grade E-7 or higher ***who has no dependents*** occupying other than Government quarters is authorized COLA computed as indicated in ***http://www.dtic.mil/perdiem/allowcol.html*** for a member with 0 dependents.

5. Member Who Has No Dependents and is Assigned to a Ship. A member above the grade of E-5 (see ***NOTE***) who:

a. Has no dependents,

b. Is assigned to permanent duty aboard a ship,

c. Elects not to occupy assigned shipboard quarters, and

d. Occupies non-government quarters ashore,

is authorized COLA computed as indicated in ***http://www.dtic.mil/perdiem/allowcol.html*** for a member with 0 dependents.

NOTE: A member in the grade of E-4 or E-5 who meets the criteria in pars. U9154-A5a, U9154-A5b, and U9154-A5d above and who is authorized BAH-II (BAH-I in Alaska and Hawai'i) also is authorized the COLA above.

6. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

a. Has no dependents,

b. Is assigned to inadequate quarters of the U.S., or of a housing facility under the jurisdiction of a uniformed service, and

c. Elects not to occupy the quarters or facility,

is authorized COLA computed as indicated in ***http://www.dtic.mil/perdiem/allowcol.html*** for a member with 0 dependents.

7. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately, is authorized COLA computed as indicated in ***http://www.dtic.mil/perdiem/allowcol.html*** for a member with 0 dependents

8. Member-Married-to-Member - Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in ***http://www.dtic.mil/perdiem/allowcol.html*** for a member with 0 dependents. See also par. U9303.

9. Member in Confinement. ***Except as indicated in par. U9157-A5, a member is not authorized COLA while in a confinement status as a result of disciplinary action.***

Effective 1 October 2003
*10. Both Spouses below Grade E-6 Assigned to Sea Duty. ***Effective 1 October 2003 (and applicable to months beginning on or after that date)*** two members (both below grade E-6) married to each other are each authorized COLA specified in ***http://www.dtic.mil/perdiem/allowcol.html*** in the 0 dependent column if the spouses:

a. Have no dependents,

b. Are assigned to permanent duty aboard ship(s),

c. Elect not to occupy assigned shipboard quarters, and

d. Occupy non-Government quarters ashore.

****NOTE: This does not apply if either or both members are authorized COLA under par. U9154-A5 above.***

B. Leave Periods. COLA continues during any period not in excess of 30 consecutive days the member is on leave inside CONUS. COLA continues during the entire period the member is on leave OCONUS. COLA payments may be made for leave periods only if the member was paid COLA immediately before:

1. Entering a leave status, or

2. Hospitalization if the member was hospitalized immediately before beginning leave.

U9155 NON-COMMAND SPONSORED DEPENDENTS IN PDS VICINITY

A member, who on the effective date of the PCS order directing a transfer to an OCONUS PDS:

1. Is authorized dependent travel and 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 authorized COLA (except under par. U9154-A1), when available Government mess is not used. If the member changes the election and agrees to serve the accompanied tour, par. U9157 applies from the date dependents are command-sponsored.

U9156 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS

A member without dependents,

1. On duty at a PDS where a Government mess is available, and

2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is authorized a pro rata share of the member-without-dependents COLA for each meal not furnished in a Government mess in addition to the COLA authorized in par. U9154-B1. A statement from the commanding officer, or an officer designated by the commanding officer for that purpose, must support payment of this allowance. The amount payable is obtained by applying the percentages indicated in the following table to the daily COLA rates computed in accordance with ***http://www.dtic.mil/perdiem/allowcol.html*** for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA set for the place where the meals are taken.

Meal Involved	Applicable Percentage
Morning	10%
Noon	20%
Evening	20%

U9157 COLA FOR MEMBER WITH DEPENDENTS

A. General. A member with dependents is entitled to COLA (see par. U9303 for entitlement for member married to member couples) regardless of Government mess availability at the PDS (including vessel), except:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by dependents is on leave in CONUS;

2. When one or more of the dependents depart the PDS vicinity and return to CONUS for a temporary period, the entitlement for any day in excess of 30 consecutive calendar days that the dependents are in CONUS is reduced to the rate specified in Appendix J, Table II, for the number of dependents remaining;

3. When all of the dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the entitlement beginning on the 31st day that the dependents are in CONUS is as provided in par. U9154;

4. For any period during which a Government mess has been declared available (whether or not used) for both the member and dependents for all meals due to unusual or emergency circumstances rendering the preparation of meals at home or the procurement of food in commercial establishments impractical;

5. When in a confinement status as a result of disciplinary action. In this case the member is entitled to a COLA for dependents only at the rate specified in Appendix J, Table II, for the number of dependents who continue to reside in the PDS vicinity; or

6. When one or more dependents depart the PDS vicinity and return to CONUS to attend school, the entitlement is reduced as of the day following the day of departure to the rate specified in Appendix J, Table II, for the number of dependents remaining.

B. Dependents Arrive at or in Vicinity of OCONUS PDS Before Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member, COLA entitlement begins as indicated in pars. U9157-B1 and U9157-B2.

1. Old PDS OCONUS. If the old PDS is outside CONUS, COLA entitlement begins on the day one or more dependents arrive, except that COLA is not paid for any day before the date PCS orders are issued.

2. Old PDS in CONUS. Except as provided in par. U9301-D, entitlement begins on the day dependents arrive, if on or after the effective date of the PCS orders, or the date a member departs CONUS, 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 COLA 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, COLA entitlement at the original location ends the day the dependents depart for the newly-designated PDS. COLA entitlement at the original location cannot extend beyond 60 days after the effective date of the amended orders unless specifically extended by the Secretarial Process. COLA entitlement at the with dependents rate at the new PDS begins on the day dependents arrive.

U9158 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: ***http://www.dtic.mil/perdiem/***.

U9159 SUBMISSION OF COLA REPORTS

For submission of COLA reports, see Appendix M.

U9160 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H regarding station allowances application to members of the reserves called or ordered to active duty, or active duty for training.

d. is not a dependent of a member under any other paragraph.

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

Effective 18 June 2004
***DEPENDENT, COMMAND-SPONSORED.** (Also see **DEPENDENT**) Dependent(s) residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's PDS.

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

Effective 18 June 2004
***DESIGNATED PLACE.** Except as used in Chapter 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area ;

2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***;

3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

4. The OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;

5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

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

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

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

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

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

SHORTEST—Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

PRACTICAL—Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of

   a. Appointment to regular Service from civilian life or a reserve component;

   b. Being called to active duty or active duty for training for 20 or more weeks;

   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

   d. Enlistment or induction into the Service (regular or during emergency);

2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for members on sea duty, the homeport of the ship or mobile unit to which the member is assigned;

3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to such ship is the new station;

4. The home of a member upon:

   a. Retirement;

   b. Transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;

   c. Release from active duty;

   d. discharge, resignation, or separation, all under honorable conditions; or

   e. Temporary disability retirement.

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

EFFECTIVE DATE OF PCS ORDER.

1. For members being separated or retired, the last day of active duty. (See below for Reservists being separated.)

2. For all others, including Reservists being separated and recalled retired members who continue in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	AO
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
*CBA	Centrally-billed Account
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
*IBA	Individually-billed Account
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITA	Invitational Travel Authorization

ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-in Housing Allowance
MILAIR	Military Aircraft
MOU	Memorandum of Understanding
MSC	Military Sealift Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Non-temporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SDDC	(Military) Surface Deployment and Distribution Command
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

***JFTR NOTE*: Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.**

PART I: INVITATION TO TRAVEL

A. TO WHOM AND WHEN INVITATIONAL TRAVEL IS APPLICABLE

B. RESTRICTIONS

C. ALLOWANCE EXPENSES

D. TRAVEL OF GOVERNMENT CONTRACTOR'S/CONTRACTOR EMPLOYEES

E. AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel of individuals:

a. Not employed by the Government,

b. Employed (under 5 USC §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or

c. Serving without pay or at $1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by item 13 of this paragraph for spouse invitational travel.

2. Invitational travel may be authorized by use of an ITA when:

a. It is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;

c. An individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; ***(ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976))***;

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);

e. An individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;

g. An individual is authorized pre-employment interview travel under JTR, par. C6200;

h. Individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. When an individual is an attendant for a/an:

(1) Disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

(2) Employee who interrupts TDY because of incapacitated illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone;

m. Travel is for a family member and all pertinent conditions in items a through e are met before allowances are authorized/approved:

(1) The AO determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

(5) AOs for all other travel under this item are the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.);***

(d) Secretaries of the Military Departments, or their designees, for requests from their staffs;

(e) Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITA issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"*;**

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

Effective 1 January 2003
p. Travel allowances are authorized for Defense Personnel of Developing Countries in accordance with JFTR, par. U7970; ***NOTE: The ITA should state "JFTR vice JTR allowances are used."***

Effective 1 January 2003
q. A Coalition Liaison Officer from a developing country is authorized travel and transportation allowances in accordance with JFTR, par. U7980. ***NOTE: The ITA should state "JFTR vice JTR allowances are used."***

B. Restrictions. Invitational travel must not be authorized for:

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;

2. Contractor employees (except as provided in par. D);

3. Transportation of dependents and/or HHG or other property of individuals for whom ITAs are issued;

4. Either of the following:

a. Federal Government employees; or

b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)). An employee/member may be included on an ITA issued to a patient when traveling as a non-medical attendant.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.

2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 as appropriate to mission requirements.

3. Witness at a Military Court martial. A person not in the Government's employ, when called as a witness before a military court martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832; see par. A-10), is authorized travel and transportation allowances under Service administrative regulations.

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITAs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided the:

a. Travel and transportation is authorized by the head of the DoD component concerned or designee; and,

b. Individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony

(including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR, par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual expenses, and not a mileage allowance, may be paid when a POC is the authorized mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C1410 may be authorized/approved.

D. Travel of Government Contractor's/Contractor Employees. Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at ***http://www.arnet.gov/far/pdfframe.html***. ITAs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares (see Appendix P) or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.

E. Availability of Government Travel and Transportation Contract Fares or Prices to Government Contractors. Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. *Contract city-pair fares must not be provided to or used by Government contractors.*

1. Contractor(s) means contractors working:

a. Under a cost reimbursement contract; and

b. For the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. ***As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city-pair fares. ITAs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.*** For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

5. DoD Car Rental Practices. DoD's Military Surface Deployment and Distribution Command (SDDC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see subpar. 8). For more information contact:

Military Surface Deployment and Distribution Command
ATTN: SDDC-AQ
Hoffman Building II, Room 10N35
200 Stovall Street
Alexandria, VA 22332-5000
(703) 428-3270/1, DSN (312) 328-3270/1
Complaints/Discrepancies/Claims (703) 428-3008

or see the SDDC website at ***http://www.sddc.army.mil***.

6. Vendor Requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors' use of and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.

All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703) 305-7640

8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government. ***Letters of identification/introduction must not contain any accounting information/data or in any way be made to resemble an official travel authorization***.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. ***Government contractors and Government contractor employees are not eligible for Government Contract City Pair airfares.*** During the period of the contract (GIVE DATES), AMTRAK, hotels/motels and rental car companies may elect to provide transportation, lodging and rental cars to contractors and contractor employees at discounted rates specified for Government employees in Government contracts and/or agreements. AMTRAK, hotels/motels and rental car companies, however, are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

SIGNATURE, Title and telephone number of Contracting Officer

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all Services) to prepare an ITA. ***Use of the sample format is not mandatory.***

INVITATIONAL TRAVEL AUTHORIZATION

Name_____ TRAVEL AUTHORIZATION NUMBER_____

Address_____

DATE APPROVED_____

You are invited to depart from _____

in sufficient time to arrive at_____ by _____
(Date)

for the purpose of_____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

☐ The authorizing/order-issuing agent has arranged Transportation.

☐ Transportation tickets are included with this authorization.
☐ Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation *tickets with the travel claims.*

☐ To arrange transportation call: (___)_____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

(a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler's mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; ***otherwise reimbursement for the cost of transportation is not allowed***.

Effective 1 January 2004

☐ You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of $0.375 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required Receipts are required for all items of expense in an amount of $75 or more plus any applicable tax.

☐ You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, US territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: ***http://www.dtic.mil/perdiem/perdiemrates.html*** for the locality concerned. your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning ***(see NOTE below)***; local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at ***http://www.dtic.mil/perdiem/trvlreqs.html***. Address any inquiries regarding this travel to:_____

The travel authorized in this travel authorization is in the public interest, and is chargeable to:
_____

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I: GENERAL INFORMATION

For Appendix K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA ceilings, see the PDTATAC website at: http://www.dtic.mil/perdiem/allooha.html

A. General

1. Purpose. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawai'i and Alaska) authorized to live in private housing. OHA defrays the member's housing costs and includes the following three components:

a. Rent,

b. Utility/recurring maintenance expenses, and

c. Move-in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on the difference between the member's:

a. BAH-II or FSH, and

b. The member's reported rental amount, up to the locality OHA rental ceiling, plus

c. The appropriate utility amount based on the member's status.

3. OHA Locality/Rate Tables. OHA rates are contained within individual country tables that list all authorized OHA areas within each country. Locality/country tables are regularly updated and located on the PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html.*** The following information applies to all OHA tables:

a. Where only an island or country is listed, all territory within the island's/country's boundaries are included (including all offshore islands in the same general vicinity).

b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.

c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).

d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance Ceiling. Locality OHA rental ceilings are based on actual rental cost data for members with command-sponsored dependents residing in private housing. The OHA program is designed (ordinarily) to cover actual Rental costs for 80 percent of the assigned members.

1. With-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html***) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F, for OHA calculation examples. When computing an OHA rental ceiling and ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-ceiling portion.

2. Without-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html***) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F for OHA calculation examples. When computing an OHA rental ceiling and ***any/all*** of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is ***added*** to the rental-ceiling portion. The without-dependents ceiling is 90 percent of the with-dependents ceiling.

*3. Homeowners. If a member is a homeowner the derived 'rent' is computed by dividing the original home purchase price by 120. Settlement costs, title search fees, and other legal/related costs ***are not included*** in the original purchase price. ***NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24. See par. U9105-C3 for OHA when member (or member's dependents) inherited a dwelling or residence or otherwise received it without purchasing it.***

4. Sharers. To determine the monthly rent for each sharer when a member is a sharer (as defined in par. U9000-C), divide the ***total*** monthly rent amount by the number of sharers living in the dwelling.

C. Utility/Recurring Maintenance Allowance Expenses. The utility/recurring maintenance allowances found in the OHA locality tables at ***http://www.dtic.mil/perdiem/allooha.html*** are based on member (with-dependents) reported expenses.

1. Monthly Allowance. A monthly utility/recurring maintenance allowance is:

a. provided for each individual OHA locality (see locality tables at the PDTATAC website ***http://www.dtic.mil/perdiem/allooha.html***),

b. based on actual member-reported expense data for members with dependents who pay all (or a majority) of their utilities,

c. covers the utility costs for 80 percent of members assigned to an area,

d. paid to sharers (see par. U9000-C) on a pro rated amount of the net allowance,

e. paid to members 'without dependents' (who ***are not*** sharers) at 75 percent of the 'with dependents' rate (see par. U9106 for more information on Utility/Recurring Maintenance Allowance), and

f. subject to elimination or reduction if all or parts of the utilities are included in the rent (see par. U9106).

2. Rent Includes All, No, or Some Utilities. Amount of monthly utility/recurring maintenance allowance is determined by the member's responses to the utility questions in block 7, DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report). For more information when rent includes ***all*** or ***no*** utilities see par. U9106. When rent includes ***some*** utilities, the locality ***climate code*** and the ***utility point score*** determine the monthly utility/recurring maintenance allowance amount.

a. Climate Codes. Locality climate codes are indicated on each locality table (see PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html***). The three climate codes include:

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART II: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. All members authorized to live in privately leased/owned quarters are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted on your DD Form 2367***.

2. A monthly allowance is payable to you when the payable OHA amount exceeds Basic Allowance for Housing-II (BAH-II) or Family Separation Housing (FSH). When the payable OHA amount does not exceed BAH-II or FSH, then only the BAH-II or FSH amount is paid.

3. OHA is comprised of three separate components:

a. Rental allowance,

b. Utility/recurring maintenance allowance, and a

c. Move-in housing allowance.

These OHA allowances are periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily may change over time. OHA locality tables with current rate information are on the PDTATAC website at ***http://www.dtic.mil/perdiem/allooha.html.***

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

C. Rental Allowances

1. The rental allowance ceilings shown in the locality tables apply to members with dependents. The rental allowance ceiling for a member without dependents ordinarily is 90 percent of the accompanied allowance ceiling. These rental ceilings generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.

2. Unless you (the member) are a sharer (as defined in par. U9000-C) you receive the amount of rent paid up to the set rental allowance ceiling. You are sharing a dwelling when residing with:

a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

c. Any other person, excluding dependents, who contributes toward rent, mortgage and/or utilities.

3. If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing your total rent by the number of sharers. This proportional rent amount is then compared to the appropriate rental allowance ceiling and you receive the lesser of the proportional rent share or the rental allowance ceiling.

4. *If you are a homeowner, derive your 'rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. U9105-C3 for OHA when the member (or member's dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.***

5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

D. Utility/Recurring Maintenance Allowances

1. The utility/recurring maintenance allowances indicated on the OHA locality tables pertain to accompanied members with dependents. This allowance is reduced if you are unaccompanied and/or not a sharer (the allowance ordinarily is equal to 75 percent of the amount indicated in the locality table). If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

2. If your rent includes all utilities, you ***do not*** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is ***added*** to your rental allowance ceiling. If your rent includes ***some*** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance ceiling.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. MIHA/Miscellaneous is a fixed-rate, lump sum payment that reflects average expenditures made by members to make their housing habitable (Part III of this Appendix, contains a list of reportable MIHA/ Miscellaneous expenses).

2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. ***Homeowners are not authorized to receive this component.***

3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount ordinarily is not to exceed three months' rent allowance. However, additional funds may be authorized when the need is justified and authorized/approved in writing by your commanding officer. ***Advances are not authorized/approved for the purchase of residences or other living accommodations (see JFTR, par. U9116).***

NOTE: Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.

*APPENDIX P

CITY-PAIR PROGRAM

PART I: CITY-PAIR PROGRAM

A. POLICY

B. SCHEDULED AIR CARRIERS

PART II: CITY-PAIR PROGRAM FREQUENTLY ASKED QUESTIONS

PART I: 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://www.transcom.mil/j5/pt/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: ***http://www.gsa.gov.***

2. Some GSA routes may offer "dual fares"; one fare is an unrestricted fare (fare basis code "YCA") and the other a capacity-controlled unrestricted fare (fare basis code "_CA"). The capacity-controlled unrestricted _CA fare differs from the unrestricted YCA fare only in that the airline can limit the number of seats offered under the capacity-controlled, or "_CA" fare basis. The unrestricted fare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The capacity-controlled unrestricted fare is, in many cases, significantly less expensive than the unrestricted fare. Travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a capacity-controlled unrestricted GSA Airline City-Pairs fare on the routes on which the dual fare structure exists. Local commercial ticket offices can provide information on what routes offer dual fares.

3. ***Government contractors are not authorized use of GSA Airline City Pairs fares.***

4. Non-Mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.

b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).

c. Groups of 21 or more passengers.

5. Exception to the Use of Contract Carriers. One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

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

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

b. The contractor carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059);

c. A non-contract (DoD-approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares);***

d. Rail service is available and that service is cost effective and consistent with mission requirements;

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when AMC-procured channel airlift Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the AO retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

2. ***Government contractor personnel must never be in possession of invitational travel authorizations while in the performance of their contracts and are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

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

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

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

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision to neither jeopardize the program nor the $2 billion savings it generates for taxpayers. ***GSA agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or

b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or

c. Rail service is available, and such service is cost effective and is consistent with mission requirements; or

d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for both coach and business-class service. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuity (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.

c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.

d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

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

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

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

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

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

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

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE:*** ***Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JTR, pars. C4162 and C4440 for RAT)***.

Example	
Travel authorization states the official travel itinerary as:	
From:	Atlanta, GA
To:	San Francisco, CA and return to Atlanta, GA
City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is $251 with United Airlines. Round trip totals $502.	
For personal reasons, employee wants to go to Chicago for several days resulting in the following:	
From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and return to Atlanta, GA
Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of $251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at $251.	
***NOTE*: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., $502).**	

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

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

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

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

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

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

16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, except when the AO determines that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports). Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. What if one of the multiple airports within a city does not offer a city-pair fare? May I still use the airport with no city-pair fare if I choose?

In areas/locations serviced by multiple airports, there is no "requirement" that a traveler use an airport based on a city-pair fare being offered at one airport, and the other airport does not have a city-pair fare *except as noted in the last sentence*. The traveler should use the "usual travel route" (the airport location from which the traveler would ordinarily travel). The traveler's command has the authority to authorize/approve use of any airport for the traveler but must consider best value, mission requirements, travel, and the most cost-effective routing and transportation means. Sometimes this results in a determination that the traveler must use a specific airport. ***In a multiple airport area, a city-pair fare must be used, if available, for international travel.***

18. If airfares are booked "early" the Gov't receives a discount to the normal city-pairs' fare. How early is early?

Travelers should book their reservations with the CTO as early as possible once it is determined that a trip is necessary. The earlier the reservation the better the chances are that a capacity controlled city-fare is available.

For more information on GSA's Airline City Pairs Program, see the GSA website at ***http://www.fss.gsa.gov/citypairs***, or contact one of the following PoCs below. Only those without Internet access should call..

Ms. Linda L. Smith Contract Specialist (703) 305-7640	Ms. Andrea Dingle Contracting Officer (703) 305-6190	Mr. Gene Lee Contract Specialist (703) 308-1618

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations ***for members (and their dependents) and, effective 2 Nov 2002, for civilian employees and their dependents***:

Authorized FEML Location	**Command Region**	**Authorized Destination**	**Re-certification Due Date**
Albania, Tirana	European	Frankfurt	***1 Jan 2003***
Argentina	Southern	Miami	30 Apr 2005
Armenia, Yerevan	European	Frankfurt	30 Apr 2005
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
Azerbaijan, Baku	European	Frankfurt	31 Jul 2005
Bahrain	Central	Frankfurt	31 Oct 2004
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	30 Apr 2005
Belarus, Minsk	European	Frankfurt	30 Apr 2005
Belize	Southern	Miami	30 Apr 2005
Bolivia	Southern	Miami	30 Apr 2005
Botswana, Gaborone	European	Frankfurt	31 Mar 2005
Brazil	Southern	Miami	30 Apr 2005
Bulgaria, Sofia	European	Frankfurt	31 Mar 2005
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
Cameroon, Yaounde	European	Frankfurt	30 Apr 2005
Chad, N’djamena	European	Frankfurt	30 Apr 2005
Chile	Southern	Miami	30 Apr 2005
China, Beijing	Pacific	Honolulu	31 Mar 2006

Columbia	Southern	Miami	30 Apr 2005
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	31 Mar 2005
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2004
Cuba, Havana ***(for Coast Guard uniformed members only)***	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	31 Mar 2005
Democratic Republic of Congo, Kinshasa	European	Frankfurt	30 Apr 2005
Djibouti	Central	Frankfurt	31 Oct 2004
Dominican Republic	Southern	Miami	30 Apr 2005
Ecuador	Southern	Miami	30 Apr 2005
Egypt	Central	Frankfurt	31 Oct 2004
El Salvador	Southern	Miami	30 Apr 2005
Eritrea, Asmara	Central	Frankfurt	31 Oct 2004
Estonia, Tallinn	European	Frankfurt	31 Mar 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2004
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	31 Oct 2004
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
Ghana, Accra	European	Frankfurt	30 Apr 2005
Greece, Athens	European	Frankfurt	31 Mar 2005
Greece, Larissa	European	Frankfurt	31 Mar 2005
*Greenland, Thule 1/	European	Baltimore	Mar*31 May 2006
Guatemala	Southern	Miami	30 Apr 2005
Guinea, Conakry	European	Paris/Frankfurt	31 Jan 2005
Guyana	Southern	Miami	30 Apr 2005
Haiti	Southern	Miami	30 Apr 2005
Honduras	Southern	Miami	30 Apr 2005
Hong Kong	Pacific	Los Angeles	31 Mar 2006
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	31 Mar 2005

Ivory Coast, Abidjan	European	Frankfurt	31 Mar 2005
Jamaica	Southern	Miami	30 Apr 2005
Jordan	Central	Frankfurt	31 Oct 2004
Kazakhstan, Almaty	Central	Frankfurt	31 Oct 2004
Kenya	Central	Frankfurt	31 Oct 2004
*Korea 2/ (***eff 28 May 2004***)	Pacific	Chicago or Los Angeles	28 May 2005
Kuwait	Central	Frankfurt	31 Oct 2004
Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2004
Latvia, Riga	European	Frankfurt	30 Apr 2005
Lithuania, Vilnius	European	Frankfurt	31 Mar 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Mar 2005
*Madagascar, Antananarivo (***eff 28 May 2004***)	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	30 Apr 2005
Marshall Islands, Majuro	Pacific	Honolulu	***31 Aug 2003***
Mexico	Southern	San Antonio	30 Apr 2005
Moldova, Chisnau	European	Frankfurt	30 Apr 2005
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Mar 2005
Mozambique, Maputo	European	Frankfurt	31 Mar 2005
Namibia, Windhoek	European	Frankfurt	30 Apr 2005
Nepal, Kathmandu	Pacific	Honolulu	31 Dec 2004
Nicaragua	Southern	Miami	30 Apr 2005
Niger, Niamey	European	Frankfurt	31 Mar 2005
Nigeria, Lagos	European	Frankfurt	31 Mar 2005
Oman	Central	Frankfurt	31 Oct 2004
Pakistan	Central	Frankfurt	31 Oct 2004
Panama	Southern	Miami	30 Apr 2005
Paraguay	Southern	Miami	30 Apr 2005
Peru	Southern	Miami	30 Apr 2005
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	31 Mar 2005
Qatar	Central	Frankfurt	31 Oct 2004
Romania, Bucharest	European	Frankfurt	31 Mar 2005
Russia, Moscow	European	Frankfurt	31 Mar 2005

Rwanda, Kigali	European	Frankfurt	30 Apr 2005
Saudi Arabia	Central	Frankfurt	31 Oct 2004
Senegal, Dakar	European	Frankfurt	30 Apr 2005
Serbia and Montenegro, Belgrade	European	Frankfurt	3 Jun 2005
Singapore	Pacific	Honolulu (***eff 14 Apr 2004***)	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	31 Mar 2005
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
Suriname	Southern	Miami	30 Apr 2005
Syria, Damascus	European	Frankfurt	31 Mar 2005
Tanzania, Dar Es Salaam	European	Frankfurt	30 Apr 2005
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2005
Tunisia, Tunis	European	Frankfurt	31 Mar 2005
Turkey, Ankara	European	Frankfurt	30 Apr 2005
Turkey, Izmir	European	Frankfurt	***1 Jan 2003***
Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2004
Uganda, Kampala	European	Frankfurt	30 Apr 2005
Ukraine, Kiev	European	Frankfurt	31 Mar 2005
United Arab Emirates	Central	Frankfurt	31 Oct 2004
Uruguay	Southern	Miami	30 Apr 2005
Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2004
Venezuela	Southern	Miami	30 Apr 2005
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
Yemen	Central	Frankfurt	31 Oct 2004
Zambia, Lusaka	European	Frankfurt	31 Oct 2004
Zimbabwe, Harare	European	Frankfurt	31 Mar 2005

1/ Exception to the 24-month tour requirement approved by ASD(FMP) on 18 Mar 2002 memo.

Effective 28 May 2004
*2/ Only for uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for Operation Iraqi Freedom. Exception to the 24-month tour requirement and the 6 months begin/end of the tour limitation approved by PDUSD (P&R) on 28 May 2004.

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

***NOTE 1*: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.**

***NOTE 2*: The footnoted locations are authorized R&R for specific missions only!**

The following are authorized Rest and Recuperation (R&R) locations/destinations ***for members of the Uniformed Services and for civilian employees:***

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Bahrain 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Djibouti 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Iraq 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	***31 Dec 2002***
Jordan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kuwait 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Kyrgyzstan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Oman 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005

Pakistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Qatar 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Saudi Arabia 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	***31 Mar 2002***
Tajikistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
United Arab Emirates 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Uzbekistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005
Yemen 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 2005

1/ Only for the mission of Operation Southern Watch.

Effective 21 June2004
*2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 Feb 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD(P&R) memo dated 21 June 2004, as of that date, **a *member of the US Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the APOD in the U.S. to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO and city-pair fares were not available at that time, the member is authorized reimbursement of transportation costs NTE the least expensive unrestricted commercial coach fare (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to civilian employees***.