

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 217

Alexandria, VA

1 January 2005

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 January 2005 unless otherwise indicated.

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This change includes all material written in MAP Items 8-04(E); 41-04(E); 46-04(E) and 50-04(E) and military editorials U04063; U04067; U04068; U04070; U04071 and U04073. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 216 cover page.

BRIEF OF REVISION

These are the major changes made by Change 217:

Introduction; Appendix L. Updates addresses and references.

U3125;7970. States that grantees (whether civilian or foreign military personnel) cannot use city-pair airfares. Use the chain of command for “grantee” status determinations.

U3125-B2a. Re-delegates authority to approve first-class transportation for the Coast Guard to Coast Guard Commandant and Vice-Commandant, by authority of Department of Homeland Security Secretary memo of 15 September 04 and Coast Guard Commandant memo of 25 October 04.

U4160-3; U5116-C3c. Makes the M&IE rate for overnight travel by car ferry the highest CONUS M&IE rate (\$51).

U5500-A. Changes the formula for determining the maximum allowance for mobile homes based on the ‘low rate on file’ but not less than 105% of the Code 1 segmented line-haul or Max-Pack rates.

U5630-B. Increases the DLA rates effective 1 January 2005 based on the monthly basic pay increase of 3.5% in Section 601 of the FY 05 NDAA, signed 28 October 2004.

U7175. Updates the Muster Duty Allowance effective 1 January 2005.

U7206, Item 1. Clarifies that members on TDY or away from homeport must be authorized emergency leave as determined under DoDD 1327.5, Leave and Liberty for DoD or Service regulations to qualify for emergency leave funded travel.

Appendix A, Part II. Removes reference to Government Bill of Lading.

Appendix A, Appendix O. Identifies “FAST” as being “Federal Automated System for Travel”.

Appendix L. Makes changes in DISA address where requests for authorization of actual expense allowances are submitted.

Appendix Q. Revises the tour length for all military personnel assigned to Guam to a 36 months accompanied and 24 months unaccompanied.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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

Ch.	Page								
216	i	214	U3B-13	214	U4I-1	216	U5C-33	214	U5E2-1
217	iii	214	U3B-15	214	U4I-3	213	U5C-35	214	U5E2-3
217	v	208	U3C-1	202	U4J-1	213	U5C-37	214	U5E2-5
216	vii	214	U3D-1	216	U5-i	213	U5C-39	214	U5E2-7
217	ix	214	U3D-3	216	U5-iii	216	U5C-41	217	U5F-1
216	xi	215	U3D-5	216	U5-v	216	U5D-1	203	U5F-3
216	U-i	214	U3E-1	216	U5-vii	216	U5D-3	211	U5F-5
216	U-iii	213	U3E-3	216	U5-ix	216	U5D-5	203	U5F-7
216	U-v	208	U3F-1	216	U5-xi	216	U5D-7	203	U5F-9
216	U1-i	201	U3F-3	216	U5-xiii	216	U5D-9	203	U5F-11
216	U1-iii	189	U3G-1	216	U5-xv	216	U5D-11	190	U5G-1
216	U1A-1	216	U4-i	216	U5-xvii	216	U5D-13	199	U5G-3
216	U1A-3	216	U4-iii	216	U5-xix	216	U5D-15	217	U5G-5
216	U1A-5	208	U4-v	216	U5-xxi	216	U5D-17	217	U5G-7
193	U1B-1	202	U4-vii	216	U5-xxii	216	U5D-19	185	U5G-9
216	U1C-1	194	U4A-1	199	U5A-1	216	U5D-21	214	U5H-1
216	U1C-3	214	U4B-1	209	U5A-3	216	U5D-23	214	U5H-3
216	U1C-5	214	U4B-3	209	U5A-5	216	U5D-25	214	U5H-5
216	U1C-7	216	U4B-5	216	U5B-1	216	U5D-27	214	U5H-7
209	U1D-1	216	U4B-7	216	U5B-3	216	U5D-29	184	U5I-1
209	U2-i	216	U4B-9	216	U5B-5	216	U5D-31	213	U5J-1
180	U2-iii	214	U4B-11	216	U5B-7	216	U5D-33	213	U5J-3
214	U2A-1	217	U4B-13	217	U5B-9	216	U5D-35	213	U5J-5
216	U2A-3	216	U4B-15	216	U5B-11	216	U5D-37	213	U5J-7
209	U2B-1	216	U4B-17	216	U5B-13	216	U5D-39	215	U5J-9
203	U2B-3	216	U4B-19	216	U5B-15	216	U5D-41	215	U5J-11
209	U2C-1	216	U4B-21	216	U5B-17	216	U5D-43	213	U5J-13
191	U2C-3	214	U4B-23	216	U5B-19	216	U5D-45	168	U6-i
202	U2D-1	214	U4B-25	216	U5B-21	216	U5D-47	177	U6-iii
176	U2E-1	212	U4C-1	213	U5C-1	216	U5D-49	216	U6A-1
216	U2F-1	212	U4C-3	213	U5C-3	216	U5D-51	216	U6A-3
192	U2G-1	204	U4C-5	216	U5C-5	216	U5D-53	216	U6A-5
201	U2G-3	204	U4C-7	216	U5C-7	216	U5D-55	216	U6A-7
193	U2G-5	204	U4C-9	213	U5C-9	216	U5D-57	216	U6A-9
216	U2H-1	194	U4C-11	213	U5C-11	216	U5D-59	216	U6A-11
214	U3-i	213	U4D-1	213	U5C-13	216	U5D-61	216	U6A-13
215	U3-iii	213	U4D-3	213	U5C-15	216	U5D-63	216	U6A-15
214	U3A-1	213	U4D-5	213	U5C-17	216	U5E1-1	216	U6A-17
214	U3A-3	193	U4E-1	213	U5C-19	216	U5E1-3	216	U6A-19
216	U3B-1	208	U4F-1	213	U5C-21	216	U5E1-5	216	U6A-21
217	U3B-3	169	U4G-1	213	U5C-23	216	U5E1-7	216	U6A-23
217	U3B-5	201	U4H-1	213	U5C-25	216	U5E1-9	216	U6A-25
214	U3B-7	159	U4H-3	213	U5C-27	216	U5E1-11	216	U6A-27
214	U3B-9	200	U4H-5	213	U5C-29	216	U5E1-13	216	U6A-29
214	U3B-11	200	U4H-7	216	U5C-31	216	U5E1-15	216	U6B-1

Ch.	Page	Ch	Page	Ch.	Page	Ch.	Page	Ch.	Page
216	U6B-3	195	U7V-1	215	A1-31	198	M-1		
216	U6B-5	193	U7W-1	215	A1-33	217	N-i		
216	U6B-7	213	U7X-1	217	A2-1	214	N1-1		
216	U6B-9	213	U7Y-1	217	A2-3	214	N1-3		
216	U6B-11	217	U7Z1-1	212	B-1	214	N1-5		
216	U6B-13	217	U7Z2-1	138	C-1	217	N2-1		
216	U6B-15	204	U8-i	212	D-1	217	N2-3		
216	U6B-17	185	U8-1	216	E-i	216	O-i		
216	U6B-19	204	U8-3	216	E1-1	216	O-1		
216	U6B-21	186	U8-5	216	E1-3	216	O-3		
216	U5B-23	186	U8-7	216	E1-5	216	O-5		
216	U6B-25	214	U9-i	216	E1-7	216	O-7		
216	U7-i	214	U9-iii	216	E2-1	216	O-9		
216	U7-iii	214	U9-v	216	E2-3	216	O-11		
216	U7-v	215	U9A-1	217	F-i	216	O-13		
216	U7-vii	215	U9B1-1	217	F1-1	216	O-15		
216	U7-ix	215	U9B1-3	217	F2-3	216	O-17		
216	U7-xi	215	U9B1-5	176	G-1	216	O-19		
157	U7A-1	213	U9B1-7	217	H-i	216	O-21		
209	U7B-1	213	U9B1-9	214	H1-1	216	O-23		
189	U7C-1	213	U9B1-11	214	H2A-1	216	O-25		
168	U7D-1	213	U9B1-13	214	H2B-1	217	O-27		
168	U7E-1	215	U9B2-1	214	H2C-1	217	O-29		
195	U7F1-1	213	U9B2-3	214	H2C-3	217	O-31		
157	U7F2-1	213	U9B2-5	214	H3A-1	215	P-i		
199	U7F3-1	215	U9C-1	214	H3B-1	216	P1-1		
201	U7G-1	214	U9C-3	214	H3B-3	216	P2-1		
207	U7G-3	215	U9C-5	214	H4A-1	215	P2-3		
207	U7G-5	214	U9C-7	214	H4B-1	215	P2-5		
217	U7G-7	214	U9C-9	214	H4C-1	217	Q-1		
183	U7G-9	214	U9C-11	214	H4D-1	217	Q-3		
154	U7G-11	214	U9C-13	214	H4E-1	215	Q-5		
213	U7H1-1	214	U9C-15	214	H4F-1	173	R-1		
213	U7H1-3	214	U9C-17	176	I-1	213	S-1		
213	U7H1-5	214	U9C-19	217	J-i	213	S-3		
217	U7H1-7	214	U9C-21	217	J1-1	216	T-i		
213	U7H1-9	190	U9D-1	217	J1-3	216	T-1		
213	U7H1-11	201	U9D-3	217	J2-1	216	T-3		
209	U7H2-1	215	A1-1	217	K-i	213	U-1		
157	U7I-1	216	A1-3	217	K1-1	193	i-1		
213	U7J-1	215	A1-5	217	K1-3				
213	U7J-3	215	A1-7	217	K1-5				
205	U7K-1	215	A1-9	217	K1-7				
216	U7L-1	215	A1-11	217	K2-1				
168	U7M-1	215	A1-13	217	K2-3				
209	U7N-1	215	A1-15	217	K3-1				
209	U7O-1	215	A1-17	217	K4-1				
184	U7P-1	215	A1-19	215	L-i				
185	U7Q-1	215	A1-21	217	L-1				
168	U7R-1	215	A1-23	217	L-3				
185	U7S-1	215	A1-25	215	L-5				
160	U7T-1	215	A1-27	215	L-7				
213	U7U-1	215	A1-29	215	L-9				

Paragraph: U5310-B2a(1)(a)

- Volume 1
- Chapter 5
- Paragraph 310
- Subparagraphs

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

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

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

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

The most specific unit of reference should be used.

CHANGES

DoD Uniformed Travel Determinations (UTDs), Department of State Travel Per Diem Supplements, Per Diem Determinations (PDs), or memoranda initiate changes to the allowances in the JFTR. UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes reflect the specific effective date.

PDs make changes in the per diem rates contained in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>, and station allowance changes to the tables contained in <http://www.perdiem.osd.mil/rateinfo.html>. PDs ordinarily are effective on the final approval date. PDs are posted to the PDTATAC Internet home page (<http://www.perdiem.osd.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas.

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

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

FEEDBACK REPORTING

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

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

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

Effective 10 November 2004

7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, Office of the Director, 1101 Wootton Parkway, Tower Building, Plaza Level, Rockville, MD 20852; or
8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building I, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

HOW TO GET THE JFTR

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

1. Army. The Army no longer purchases printed paper JFTR copies. You can download and print copies at your desktop by accessing the following site:
<http://www.perdiem.osd.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.

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 is no 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.

Effective 1 September 2004

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

- a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;
- b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and
- c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft must **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

Effective 8 December 2004

*A. General. Transportation by common carrier air 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. ***NOTE: Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

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. (DoDD 4500.9, 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).

Effective 22 September 2004

*(6) The Commandant or Vice-Commandant of the Coast Guard (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.

Effective 16 August 2004

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: (See Appendix H, Part II, Section C, for a first-class decision support tool.)

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 may be considered for use when and if business-class transportation is not available.

3. The member is not traveling.

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. Installation (see <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>), or \$3.50 when the member is TDY to a U.S. Installation and Government quarters are available on that U.S. Installation. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. Installation. ***The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel order.***
2. Not adequate when the member is lodged on a U.S. Installation. The locality incidental expense rate (see <http://www.dtic.mil/perdiem/perdiemrates.html>) may be authorized and must be stated in the travel order.

U4153 PER DIEM ON ARRIVAL OR DEPARTURE AT TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

The schoolhouse commander is authorized to determine if one of the two meal rates based on Government mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the order. If that information is not available prior to order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Chapter 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <http://www.perdiem.osd.mil/perdiem/perdiemrates.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. ***Per diem is not authorized under this subparagraph when travel is performed in the local area (see par. U4510 for occasional meals authority).***

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

When a member on TDY travels partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

1. Mileage (see par. U2600)
 - a. Mileage is authorized for the official distance from the PDS to the car ferry POE and from the car ferry POD to the TDY location.
 - b. If more than one car ferry is used, mileage is payable for overland travel between ferries; or
2. Transportation. The member is authorized:
 - a. Government-procured ferry transportation; or
 - b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);
3. Per Diem
 - a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation.

Effective for travel by car ferry on or after 1 January 2005
*b. Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate (currently \$51) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day.

NOTE: If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the location of the member at 2400 (see par. U4145-A) on the debarkation day.
4. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

U4161 NOT USED

Effective 1 October 2003

U4163 ESSENTIAL UNIT MESSING (EUM)

There is no authorization for the meal portion of the M&IE allowance when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that Government messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at <http://www.perdiem.osd.mil/perdiem/perdiemrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the order for it to be paid.*** Members ordered to use EUM, who must procure occasional meals, are authorized reimbursement under par. U4510. ***In accordance with par. U4151-D, if an order does not state otherwise, the locality incidental rate is paid.***

Effective for travel by car ferry on or after 1 January 2005

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by car ferry (circuitously or otherwise), the member is authorized the following:

a. MALT PLUS (see par. U5105-B)

(1) MALT PLUS is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

(2) If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.;

b. Transportation. The member/dependent(s) are authorized:

(1) Government-procured ferry transportation, or

(2) Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

c. Per Diem

(1) Lodging. Reimbursement for actual cost of required accommodations (unless included in the transportation cost) is authorized (see par. U3130-C).

* (2) Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the member and dependents using the highest CONUS M&IE rate (currently \$51) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on:

(a) the per diem rate prescribed for the member's new PDS if travel ends on that day, or

(b) the standard CONUS per diem rate if travel by POC continues on the day after the departure day (debarkation) from the ferry.

NOTE 1: The percentages in par. U5210-B apply when computing per diem for dependents.

NOTE 2: If the ferry passage does not include an overnight, MALT PLUS continues uninterrupted while on the ferry.

NOTE 3: See par. U3125-C4 for required documentation if a U.S. registered ferry is not available.

d. Ferry Fees. Reimbursement is authorized for miscellaneous ferry fees.

NOTE: See par. U3130-F for required documentation if U.S. flag ferries are not available.

D. Transoceanic Transportation Reimbursement Costs

1. Government/Government-Procured Transportation Available. ***When travel is directed by Government/Government-procured transportation and the member performs transoceanic travel at personal expense, reimbursement for the transoceanic travel is not authorized.*** If Government/Government-procured transportation are both authorized and available, the member is authorized reimbursement for the transportation cost used up to the cost of the least costly transportation mode authorized and available. See also par. U5207-A4.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is authorized reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. *See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.*

4. Travel by Privately-Owned Boat. *See par. U5116-C2b.*

E. Reimbursement when the Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is authorized:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS;
2. Reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem; and
3. Reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the documentation required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a documentation stating U.S.-flag was not available on the circuitous route.

The total reimbursement must not exceed the amount the member would have been authorized under par. U5116-A via the direct route between the old and new PDSs. If transoceanic travel by Government or Government-procured transportation is directed in a member's order and the member travels by a different mode, the maximum cost computed under par. U5116-A must be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when Orders to Active Duty Are Received at a Place Other Than That to which Addressed. When an order to active duty is received at, and travel begins from, a place other than that to which the order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the order was addressed.

B. PCS Orders Received at TDY Station. A member, who receives a PCS order while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

PART F: MOBILE HOME TRANSPORTATION

U5500 PRIVATELY OWNED MOBILE HOMES

*A. General. This Part prescribes mobile home transportation allowances for members ordered to make PCS moves. Transportation of the TDY HHG weight allowance under Chapter 4, Part G for TDY en route, is authorized in addition to mobile home allowances. ***The constructed Government cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, cannot exceed the Government's cost to transport the member's PCS weight allowance between the old/new PDSs. The constructed measure for mobile home transportation is always the transportation cost of the member's PCS HHG weight allowance between the authorized points.*** (Example: A member moves from a PDS in North Carolina to a PDS in California. The mobile home is moved from North Carolina to Missouri. The cost of the mobile home transportation from North Carolina to Missouri is compared to the PCS HHG weight allowance cost from North Carolina to California.) For the Armed Forces and NOAA, the member's maximum authorization is determined by adding the line-haul and the Max-Pack times the low base line rate on file (see the SDDC website at: <http://pweb.eta.sddc.army.mil/persprop/dompub.html> for rates) times the maximum HHG weight amount for the grade/dependency status. ***NOTE: The rates used for comparison are never less than 105 percent of the Code 1 segmented line-haul or Max-Pack rates.*** For PHS, what it would have cost the Government to transport the member's PCS weight allowance is determined by using the method PHS would have selected to move the member's HHG.

B. Eligibility. A member authorized HHG transportation at Government expense may be authorized mobile home transportation allowances (in lieu of HHG transportation) when:

1. The mobile home is acquired on or before the effective date of the member's PCS order;
2. The member certifies that the member or member's dependents intend to use the mobile home as a residence at the location to which it is being moved (see exceptions in par. U5505-C);
3. The mobile home body and chassis, including tires and tubes, have been placed in fit condition at the member's (or dependents'/heir's) expense and to the Government's satisfaction to withstand the transportation rigors; (See par. U5505-E for mobile home body and chassis preparation costs which are reimbursable or which may be performed at Government expense.); and
4. The member is ordered on a PCS between places discussed in par. U5505, or mobile home transportation is authorized under par. U5540, U5545 or U5915.

C. Geographic Limitations. Mobile home transportation allowances may be authorized only for movement between:

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the following limitation. ***The Government's cost liability is limited to the total cost to the Government to transport the member's PCS HHG weight allowance between the old and new PDSs.***
2. CONUS or Alaska PDS and a PDS neither in CONUS or Alaska. A member, or the member's dependent/heir (in the case of the member's death), is authorized mobile home allowances:
 - a. Within CONUS or Alaska,
 - b. Between CONUS and Alaska, or

- c. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
- d. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

NOTE: Appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska. Border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

U5505 MOBILE HOME TRANSPORTATION ENTITLEMENTS

A. Definition. Transportation entitlements ("transport") in this Part include packing, pickup, line-haul or drayage, delivery and unpacking.

B. Member Married to Member. When both husband and wife are members, they may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Government may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and
2. Authorized movement of a mobile home on a PCS order.

NOTE: When one spouse is a uniformed member and the other an employee, and each has a separate PCS order/travel authorization, they may combine their PCS HHG weight allowances. See JTR, par. C10000-C.

C. Single Member/Concurrent Travel Performed. A member:

1. Without dependents, or
2. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. U5505-D below.

NOTE: A selected point is a location within CONUS or Alaska where the mobile home is kept while a member and dependents (or single member) is at an OCONUS PDS other than in Alaska.

D. Dependents Travel to/from a Designated Place/Selected Point in CONUS or Alaska. When dependents are authorized travel to/from the designated place/selected point in either CONUS or Alaska to a member's new PDS (which is neither in CONUS or Alaska), the member is authorized mobile home transportation and the shipment of HHG removed from the mobile home (see par. U5515-G) to:

1. The boarder crossing/appropriate port,
2. Designated place, or
3. Selected point.

The member also may transport unaccompanied baggage and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS. ***The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, shall not exceed the Government's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.*** (See Example.)

14. Both Spouses Below Grade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below grade E-6) is authorized a DLA if the spouses:

- a. *Have no dependents,*
- b. Are assigned simultaneously to permanent duty aboard ship(s),
- c. Elect not to occupy assigned shipboard quarters, and
- d. Occupy non-government or family-type government quarters ashore,

(73 Comp. Gen. 6 (1993)).

*15. Housing Moves at a PDS for Government Convenience. A partial DLA of \$564.03 (effective 1 January 2005) must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to:

- (a) Privatization,
- (b) Renovation, or
- (c) Any other reason for the Government's convenience other than PCS.

NOTE: For purposes of par. U5630-B, item 15(c) above partial DLA is not authorized for those local moves:

- 1. From Government quarters upon separation/retirement;***
- 2. Incident to PCS;***
- 3. For the member's convenience to include promotion, change in family size or bedroom requirement;***
- 4. Voluntarily initiated by the member;***
- 5. Pending divorce or family separation; or***
- 6. Due to the member's misconduct.***

C. Special Categories DLA Not Authorized. DLA is *not* authorized in connection with a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place in connection with the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Government quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS (see par. U5630-C1 with which this item does not conflict).***; or

5. For a member with dependents, in connection with PCS travel performed under the conditions outlined in pars. U5203-b1a, U5203-b1b, U5203-b1c, U5203-b1d, U5203-b2a, U5203-b2b, U5203-b2c; U5203-b2d, U5203-b2e, U5203-b2f; and U5203-b3b.

D. Relocation of Household Incident to Alert Notification. A member with dependents,

1. Who relocates the household incident to official alert notification,
2. But before a PCS order is issued, which provide for transfer to an OCONUS PDS to which dependent travel is not authorized under par. U5240-d,

is authorized the DLA only when the PCS has been completed.

E. DLA when a Member Married to a Member Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple, assigned to family-type Government quarters, if both:

1. Are without dependents, and
2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

*Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2005		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,917.99	\$3,592.02
O-9	\$2,917.99	\$3,592.02
O-8	\$2,917.99	\$3,592.02
O-7	\$2,917.99	\$3,592.02
O-6	\$2,677.03	\$3,234.29
O-5	\$2,578.32	\$3,117.54
O-4	\$2,389.37	\$2,748.14
O-3	\$1,914.89	\$2,273.65
O-2	\$1,518.96	\$1,941.42
O-1	\$1,279.07	\$1,735.51
O-3E	\$2,067.74	\$2,443.50
O-2E	\$1,757.80	\$2,204.68
O-1E	\$1,511.53	\$2,036.95
W-5	\$2,427.58	\$2,652.61
W-4	\$2,155.84	\$2,431.83
W-3	\$1,811.94	\$2,228.02
W-2	\$1,609.20	\$2,049.71
W-1	\$1,346.99	\$1,772.67
E-9	\$1,770.55	\$2,334.17
E-8	\$1,625.11	\$2,151.61
E-7	\$1,388.40	\$1,997.69
E-6	\$1,256.76	\$1,845.90
E-5	\$1,159.13	\$1,660.13
E-4	\$1,008.39	\$1,660.13
E-3	\$989.28	\$1,660.13
E-2	\$803.53	\$1,660.13
E-1	\$716.51	\$1,660.13

*Table U5G-2

NOTE: These rates are only payable when a second DLA is paid IAW par. U5630-B6.

SECONDARY DLA RATES EFFECTIVE 1 JANUARY 2005		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,334.38	\$2,873.61
O-9	\$2,334.38	\$2,873.61
O-8	\$2,334.38	\$2,873.61
O-7	\$2,334.38	\$2,873.61
O-6	\$2,141.64	\$2,587.45
O-5	\$2,062.65	\$2,494.03
O-4	\$1,911.49	\$2,198.53
O-3	\$1,531.91	\$1,818.94
O-2	\$1,215.17	\$1,553.14
O-1	\$1,023.26	\$1,388.40
O-3E	\$1,654.20	\$1,954.80
O-2E	\$1,406.23	\$1,763.73
O-1E	\$1,209.23	\$1,629.56
W-5	\$1,942.05	\$2,122.08
W-4	\$1,724.68	\$1,945.47
W-3	\$1,449.54	\$1,782.43
W-2	\$1,287.35	\$1,639.76
W-1	\$1,077.61	\$1,418.12
E-9	\$1,416.43	\$1,867.35
E-8	\$1,300.09	\$1,721.27
E-7	\$1,110.71	\$1,598.16
E-6	\$1,005.43	\$1,476.71
E-5	\$927.32	\$1,328.11
E-4	\$806.72	\$1,328.11
E-3	\$791.43	\$1,328.11
E-2	\$642.83	\$1,328.11
E-1	\$573.19	\$1,328.11

**PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND
RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY****U7150 RESERVE COMPONENT TRAVEL****A. Active Duty with Pay (48 Comp. Gen. 301 (1968))****1. General**

a. Applicability. This subparagraph applies to Reserve Component members called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

b. Travel and Transportation Allowances When Member Commutes. There is no travel and/or transportation allowances entitlement for travel between the home/PLEAD and the place of active duty when:

- (1) Both are in the corporate limits of the same city or town,
- (2) The member commutes daily between home/PLEAD and the place of active duty, or
- (3) The order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, members commuting under pars. U7150-A1b(2) and U7150-A1b(3) are authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

- (a) Home,
- (b) Place of unit assignment, or
- (c) Place from which called (or ordered) to active duty.

In determinations required by par. U7150-A1b(3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and Government quarters and/or Government mess are unavailable. For this duty, the member is entitled to AEA as computed under par. U4510 for all meals and quarters, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Chapter 3, Part F.

c. No Per Diem or AEA for Certain Periods of Active Duty. There is no entitlement to per diem or AEA under par. U7150-A4 for:

- (1) Members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) Members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;
- (3) Newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members who are on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the Secretarial Process as a course of instruction for which per diem is authorized; or
- (4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Members of the Reserve components performing active duty for training, who are not entitled to per diem or AEA, may be reimbursed for lodging service charges when they occupy transient Government housing, or they may be provided lodgings in kind. ***Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized***

2. Physical Examination in Connection With Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is entitled to PCS allowances from the place orders are received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. Return, or
- b. Then to the new PDS, or
- c. Return and then to the new PDS.

Travel required in connection with these examinations is in accordance with par. U7150-A3.

3. Travel to, from, and Between Duty Stations

- a. Active Duty for Less Than 20 Weeks at One Location. Members described in par. U7150-A1a, called (or ordered) to active duty for less than 20 weeks at one location (par. U7150-A4a or U7150-A4b) are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

b. Active Duty for 20 or More Weeks at One Location. Members described in par. U7150-A4c(1), are entitled to per diem, travel and transportation allowances as for PCS (Chapter 5).

4. Per Diem/AEA at the Duty Station

a. Active Duty for Less Than 20 Weeks. Except if pars. U7150-A1b and U7150-A1c apply, when the active duty period contemplated by an order at any location is for less than 20 weeks (except as noted in par. U2146), per diem or AEA, as applicable, and travel and transportation allowances are payable as provided for TDY in Chapter 4.

b. Additional Periods Beyond 20 Weeks. When, during a period of active duty of less than 20 weeks, the duty must be extended due to unforeseen circumstances and the prospective extended period is less than 20 weeks, per diem or AEA entitlement continues for the entire period. When the prospective extended period is for 20 or more weeks, no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in par. U7150-A4d. See par. U2146 for examples of extensions.

c. Active Duty for 20 or More Weeks

(1) General. When a member is called to active duty for 20 or more weeks, no per diem or AEA is payable at any location where the duty to be performed is for 20 or more weeks (except as noted in par. U2146), regardless of the availability of Government quarters and Government mess except as authorized in par. U7150-A4d.

(2) Active Duty at More than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

d. Active Duty and Active Duty Extensions (Other than Training) of 140 or More Days

(1) Except when paid station allowances under par. U7150-H2, a member away from home for other than training purposes who is called to active duty for:

(a) A period of 140 or more days, or

(b) Less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) Unusual circumstances,

- (d) Emergency circumstances, or
- (e) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C. §6323(d)) outside the United States.

3. Others. Except as provided in par. U7150-B2, other reserve component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). *They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).*

C. Inactive Duty Training with Pay

1. General. The following definitions apply to this subparagraph.

- a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.
- b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

- (1) Inactive duty training at the:
 - (a) Training duty station,
 - (b) Drill site,
 - (c) City/town where the assigned unit is located, or in the
 - (d) Local area of assigned unit or home, or
- (2) Travel between home and the:
 - (a) Assigned unit,
 - (b) Place of attendance at unit training assemblies, or
 - (c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, or
- (3) City/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Effective 1 January 2004

Example 1: A member's home is Springfield, VA, and the assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 - 18) @ \$0.375 = \$7.50.

Example 2: A member's home is St. Louis, MO, and the assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Ronald Reagan National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, D.C., area. The member flies to Ronald Reagan National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 - 842) x 2 (round trip) @ \$0.375 = \$6.00.

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4. b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location Other than Home/Assigned Unit to a TDY Station

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL, a location where the member is on business for a civilian job. The member is due travel cost from Chicago, IL, to Dover, DE, limited to travel cost from Denver, CO, to Dover, DE.

5. Travel from a Location other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not entitled to travel and transportation allowances.

b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance *from the assigned unit* to the alternate site less distance from home to assigned unit.

Effective 1 January 2004

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 NTE 16 - 9 = 7) x 2 (round trip) @ \$0.375 = \$5.25.

6. Reimbursement of Service Charges for Transient Government Housing Use. Members of the Reserve components not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

D. Inactive Duty Training without Pay

1. Standby Reserves. There is no entitlement to travel and transportation allowances for Armed Forces' Standby Reserve members who voluntarily perform inactive duty training without pay.
2. Other than Standby Reserves. Other Armed Forces' Reserve component members authorized to perform inactive duty training without pay are authorized the travel and transportation allowances in par. U7150-C.

Members of the Reserve components not authorized per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or they may be provided lodgings in kind. *Reimbursement for other than service charges for the use of Government quarters (see Appendix A) is not authorized.*

E. SROTC Members

1. Applicability. This subparagraph applies to designated SROTC applicants and members appointed under 10 U.S.C. §2104 and §2107.
2. Advanced Training (10 U.S.C. §2104)
 - a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.
 - b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.
 - c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, entitlement is to the automobile mileage (no per diem) for the distance of the ordered travel up to the constructive cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).

f. Per Diem Not Authorized. There is no per diem entitlement for members and designated applicants appointed under 10 U.S.C. §2104 (53 Comp. Gen. 957 (1974)).

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, March 31, 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Entitlement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.

b. Travel under TDY Orders. TDY travel entitlements are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of this subparagraph, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, members are authorized the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the PCS allowances in Chapter 5, Part B. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1 through U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized travel and transportation allowances in Chapter 3 and Chapter 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence are authorized travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

H. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is authorized station allowances in Chapter 9 in the circumstances described in pars. U7150-H2, U7150-H3 and U7150-H4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

*2. Called to Active Duty for 20 or More Weeks. Except as provided in par. U7150-H3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is authorized station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is authorized a housing allowance. The initial rate terminates on the

day before the day the member reports at the duty location prescribed in the active duty orders. Authorization for station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty from a location in the CONUS for 20 weeks or more at one location is authorized station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks but Not Authorized HHG Transportation. Except weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

- a. Considered to be assigned to duty at that residence, and
- b. Paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this authorization. Authorization for station allowances begins on the day the member is authorized a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less than 20 Weeks. A member of a Reserve Component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is authorized station allowances: (1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or (2) whenever there is no per diem authority. The member is authorized station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are authorized travel and transportation allowances as provided in par. U7150 for members of the reserve components.

***U7175 MUSTER DUTY ALLOWANCE FOR RESERVE COMPONENT MEMBERS OF THE READY RESERVE**

The rate of the Muster Duty Allowance, effective 1 January 2005, is \$161.94 for a Reserve Component member of the Ready Reserve (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance (See par. 580106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD (<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM>)). The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed.

***U7180 ENTITLEMENT SUMMARY TABLES**

RESERVE COMPONENTS PERSONNEL ACTIVE DUTY WITH PAY 1/

SITUATION	TRANSPORTATION 2/,3/	PER DIEM 4/,5/
Annual training duty 6/	Chap 3 applies	Not authorized if govt qtrs & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	Not authorized if govt qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part A). Otherwise, may be authorized reimbursement under Chap 3	Not authorized if Govt qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chap 5, Part B applies	Chap 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes Retired Members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

3/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

4/ Temporary lodging facilities are not government quarters for purposes of this table.

5/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

6/ Since a training location is the PDS, no per diem is payable when Govt qtrs & mess are available. Per diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

ACTIVE DUTY WITH PAY (Continued)

SITUATION	TRANSPORTATION 7/,8/	PER DIEM
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks)	Chap 3 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	Chap 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)
Active duty for 140 or more days (20 or more weeks) at one location	Chap 5 applies	No per diem at the location except as noted in par. U2146-B -- Chap 5 applies en route and Chap 4 applies when duty performed at any other location for less than 140 days (20 weeks)

7/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

8/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM 9/,10/
Standby Reserves	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Chap 4, Part A (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or quarters may be authorized (see par. U4510) for travel days only

9/ Temporary lodging facilities are not government quarters for purposes of this table.

10/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 11/,12/

SITUATION	TRANSPORTATION	PER DIEM
TDY to Reserve Member's Assigned unit including the training duty station, drill site, city or town in which assigned unit is located	Not authorized - may be authorized reimbursement under Chap 3, Part F	Not authorized
TDY to other than Reserve Member's Assigned unit	Chap 3 applies, limited to lesser entitlement from member's abode or home unit.	Chap 4 applies
Standby Reserves voluntarily performing without pay	Not authorized	Not authorized

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

11/ For travel allowance purposes, the Reserve Component unit is the designated post of duty for Reserve members attached or assigned to that unit.

12/ Reservists on inactive duty for training who otherwise are not entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

MEMBERS OF SENIOR RESERVE OFFICERS TRAINING CORPS 13/,14/

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Government conveyance or government-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No Government prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under U4510 at point of delay. 4. If mixed modes are involved pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	U7001 applies	U7001 applies	Does not apply while at location performing field training or at-sea training when both Gov't qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chap 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at time of travel to educational institution	Chap 5, Part B applies	Transportation may be furnished or reimbursement made for travel on basis of receipt of a notice of selection for appointment or other evidence showing travel was in connection with such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chap 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chap 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as enlisted or officer in Armed Force	Chap 5, Part B applies	Chap 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY enroute

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

13/ Members and designated applicants appointed under 10 USC 2104--SROTC advanced training members--are not entitled to per diem.

14/ Members and designated applicants appointed under 10 USC 2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

MISCELLANEOUS

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 U.S.C. 1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 days or less; or (2) inactive duty training; or (3) traveling directly to or from the place where the member performs or has performed such duty.	Chap 3 applies	Chap 4 applies	Not authorized if injury is result of member's gross negligence or misconduct
Muster Duty – Member of the Ready Reserve who is not a member of the National Guard or the Selected Reserve	Not authorized however, an allowance for Muster Duty is 125 percent of the amount of the average per diem rate for the CONUS in effect on 30 Sep of the year preceding the calendar year in which the Muster Duty is performed.	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. (Rate eff 1 Jan 99 = \$146.31)

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

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

Effective 2 November 2004

*if authorized emergency leave 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).

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 (FEMLE) TRANSPORTATION

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

B. Eligibility

1. Members. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEMLE if they:
 - a. Are command sponsored, and
 - b. Reside with the member at the FEMLE PDS.

C. Limitation

1. Number of FEMLE Trips

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

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

- b. No more than 2 FEMLE trips are authorized for any overseas tour including extensions to that tour.
- c. Personnel taking IPCOT assignments are authorized additional FEMLE trips based on the above table. For example, if the member's tour was 36 months, two FEMLE trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEMLE trips during that second 36-month tour.

PART Z1: TRAVEL ALLOWANCES - BILATERAL OR REGIONAL COOPERATION PROGRAM

U7970 TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES

Effective 8 December 2004

***NOTE:** *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

A. General. Transportation, per diem/AEA, and miscellaneous expenses listed in par. U1410 may be authorized/approved for defense personnel of developing countries in connection with the attendance of such personnel at a bilateral or regional conference, seminar, or similar meeting if it is determined that the attendance of such personnel at a conference, seminar, or similar meeting is in the national security interests of the U.S.

B. Travel within the Area of Responsibility of a Combatant Command. Except as provided in pars. U7970-C and U7970-D, expenses authorized to be paid under par. U7970-A may be paid on behalf of personnel from a developing country only in connection with travel within the area of responsibility of the combatant command (as defined in 10 USC §161(c)) in which the developing country is located or in connection with travel to Canada or Mexico. (As defined in 10 USC 161(c), the term "combatant command" means a military command which has broad, continuing missions and which is composed of forces from two or more military departments).

C. Travel when the Combatant Command is located within the U.S.. In a case in which the unified combatant command's headquarters is located within the U.S., expenses authorized to be paid under par. U7970-A may be paid for the travel of defense personnel of developing countries to the U.S. to attend a bilateral or regional conference, seminar, or similar meeting.

D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATO). In the case of defense personnel of a developing country that is not a member of NATO but that is participating in the Partnership for Peace program of NATO, expenses authorized to be paid under par. U7970-A may be paid for the travel of personnel to any of the countries participating in the Partnership for Peace or the territory of any NATO member country.

E. Maximum Expenses that May Be Paid. Expenses authorized to be paid under par. U7970-A may not, in the case of any individual, exceed the amount that would be paid to a member of the U.S. armed forces (of a comparable grade) for authorized travel of a similar nature.

F. Payment of Additional Expenses. In addition to the expenses authorized to be paid under par. U7970-A, payment may be authorized/approved by the Secretarial Process for other expenses incurred in connection with any conference, seminar, or similar meeting that are in the U.S.'s national security interests.

G. Payment under this Part is in Addition to Payments under 10 USC §1050. Payment of expenses under this Part is in addition to the payment of certain expenses and compensation of officers and students of Latin American countries under 10 USC §1050. *(that currently states: - Latin American cooperation: payment of personnel expenses - The Secretary of Defense or the Secretary of a military department may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses that the Secretary considers necessary for Latin American cooperation.)*

H. Travel Authorizations. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

**PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION
LIAISON OFFICERS**

**U7980 TRAVEL AND TRANSPORTATION ALLOWANCES - COALITION LIAISON OFFICERS (10
USC §1051a)**

Effective 8 December 2004

***NOTE:** *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

A. General. Under the authority in 10 USC §1051a, the Secretary of Defense may authorize travel (per diem/AEA), transportation, and miscellaneous expenses listed in par. U1410 required for the performance of duties by a liaison officer of a developing country involved in a coalition with the United States while the liaison officer is assigned temporarily to the headquarters of a United States combatant command, component command, or subordinate operational command in connection with the planning for, or conduct of, a coalition operation. The Secretary of Defense may authorize payment of the above-described allowances for a liaison officer of a developing country in connection with the assignment of that officer to the headquarters of a combatant command if the assignment is requested by that combatant command commander. To the extent determined appropriate, the Secretary of Defense may authorize the allowances with or without reimbursement from (or on behalf of) the recipients.

B. Maximum Allowances that May Be Paid. Allowances authorized to be paid under par. U7980-A may not, in the case of any individual, exceed the amount that would be paid to a member of the United States armed forces (of a comparable grade) for authorized travel of a similar nature.

C. Definition. The term 'coalition' means an ad hoc arrangement between or among the United States and one or more other nations for common action.

D. Travel Authorization. Invitational Travel Authorizations (See Appendix E) are to be used for authorizing the allowances under this Part.

E. Authority Termination. The authority for authorizing the allowances in par. U7980 expires on September 30, 2005.

APPENDIX A*PART II: ACRONYMS**

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH	Basic Allowance for Housing (<i>formerly BAQ and VHA</i>)
BAH-II	Basic Allowance for Housing II (<i>replaced BAQ effective 1 January 1998</i>)
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
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
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (<i>replaced FSA-I effective 1 January 1998</i>)
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
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
MRE	Meal-Ready-To-Eat
MSC	Military Sealift Command
NOAA	National Oceanic and Atmospheric Administration (<i>same as USNOAA</i>)
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 (<i>also referred to as PRO-Gear</i>)
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 (<i>same as USPHS</i>)
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
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
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
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

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

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

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

LOCATIONS		
Afghanistan, Kabul	Eritrea, Asmara	Niger, Niamey
Albania, Tirana	Estonia	Nigeria, Lagos
Algeria, Algiers	Ethiopia, Addis Ababa	Norway, Bodo
Angola, Luanda	Gabon, Libreville	Oman, Muscat
Armenia, Yerevan	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Azerbaijan, Baku	Ghana, Accra	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Bolivia, La Paz	Haiti	Russia, Moscow St. Petersburg
Bosnia & Herzegovina, Federation of	India, Calcutta *Chennai (Eff 18 May 2004) *Mumbai (Eff 18 May 2004) New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal

Bulgaria, Sofia	Kazakhstan, Almaty (Alma-Ata) *Astana (Aqmola) (Eff 2 March 2004)	Serbia & Montenegro, Republics of Belgrade
Burkina, Ouagadougou	Kenya	Sierra Leone, Freetown
Burma, Rangoon	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burundi, Bujumbura	Laos	Sri Lanka, Colombo
Cambodia, Phnom Penh	Latvia, Riga	Sudan, Khartoum
Cameroon, Yaounde	Liberia, Monrovia	Suriname, Paramaribo
Central African Republic, Bangui	Lithuania, Vilnius	Syria, Damascus
Chad, N'Djamena	Macedonia, The Former Yugoslav Republic of, Skopje	Togo, Lome
China, Beijing Shanghai	Madagascar, Antananarivo	Turkmenistan, Ashkhabat
Congo, Democratic Republic of the Kinshasa	Malawi, Lilongwe	Uganda, Kampala
Congo, Republic of the Brazzaville	Mali, Bamako	Ukraine, Kiev
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cuba, Havana	Mongolia, Ulaanbaatar	Vietnam
Cyprus, Nicosia	Moldova	Yemen, Sanaa
Djibouti	Mozambique, Maputo	Zambia, Lusaka
*East Timor (<i>Effective 7 Oct 2002</i>)	Nepal, Kathmandu	Zimbabwe
Ecuador, Quito	Nicaragua, Managua	

APPENDIX F**CONSUMABLE GOODS ALLOWANCES****PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE**

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

Per Diem, Travel and Transportation Allowance Committee
Attn: T&T Branch
Hoffman Building I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

B. The request must address the following questions:

1. How many members and DOD employees serve in the area?
2. Are State Department employees authorized a consumable goods shipment to the area?
3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.
4. Is the quality of consumable goods available locally equivalent to the American counterpart?
If not, explain.
5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?
6. Do locally available fresh foods require preparation far different from the American counterpart of those foods?
If so, explain.
7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?
8. Do food shortages require members/employees to wait in line for items for long periods?

9. Does State Department have a commissary or food locker/co-op at the station? If so:
- a. What is the space and storage capacity of the facility?
 - b. What variety of items are available?
 - c. How often is it restocked?
 - d. Can members/employees place bulk orders for consumable goods through the facility?
 - e. How often are bulk orders placed?
 - f. Are the bulk orders received on time?

10. Who is the POC for this request? Please include *commercial* phone and fax numbers, and email address, if available.

NOTE: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.

APPENDIX H

TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION

PART 1: Travel Purpose Identifiers

PART 2A: Reporting Data Elements and Procedures Format

PART 2B: First-Class Air Accommodations Codes

PART 2C: First-Class Decisions Support Tool

PART 3A: Business-Class Air Accommodations Codes

PART 3B: Business-Class Decisions Support Tool

PART 4A: Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons

PART 4B: Reserved

PART 4C: Reserved

PART 4D: Reserved

PART 4E: Reserved

PART 4F: Premium-Class Accommodations Determination Format

APPENDIX J

COST-OF-LIVING ALLOWANCE (COLA)

PART I: Introduction

<u>Par.</u>	<u>Contents</u>
A.	Purpose
B.	Surveys
C.	Indexes
D.	Payments
E.	Spendable Income
F.	Required Member Information
G.	Computation Steps
H.	Foreign Currency Exchange Rates
I.	Significant Unique Expenses

PART II: Cost of Living Allowance Tables

<u>Table</u>	<u>Contents</u>
Table I	Annual Compensation for Members With/Without Dependents
Table II	Average Annual Spendable Income
Table III	Cost-of-Living Allowance Index

APPENDIX J**COST-OF-LIVING ALLOWANCE (COLA)****PART I INTRODUCTION**

A. Purpose. A cost-of-living allowance (COLA) is paid to members assigned to high cost OCONUS areas to help them maintain the equivalent purchasing power of their CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the level of COLA needed to equalize purchasing power between CONUS-based members and their OCONUS counterparts. COLA compensates members if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See Part I, Appendix M for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

a. Is **required** at least once every three years but may be submitted more frequently (see Appendix M);

b. Determines from where the service members purchase their goods/services, i.e.;

(1) Local market outlets (on the economy); and/or

(2) Commissary/exchange;

c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

a. Is **required** annually but may be submitted more frequently (see Appendix M),

b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are **overall** 10 percent more expensive than in CONUS. An index of 100 indicates that the **overall** cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Payments. Members' COLA payments are determined using data from three individual sources/tables. The three tables can be accessed on the PDTATAC website at <http://www.dtic.mil/perdiem/allowcol.html> and include:

E. Spendable Income. For COLA purposes, spendable income is that portion of the member's RMC used to purchase items in the RPS. Members receive a COLA payment as a **percentage of, and based on, their spendable incomes**: COLA is **not** based on **total** income. Spendable income differs according to the member's:

1. Grade,
2. Years of service, and
3. Number of dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,
2. Years of service,
3. Number of dependents,
4. Annual compensation - see Part II, Table I,
5. Average annual spendable income - see Part II, Table II, and
6. Member's PDS and COLA index - see Part II, Table III.

G. Computation Steps

1. Determine the member's annual compensation based on grade and years of service (see Part II, Table I).
2. Determine the member's average annual spendable income (see Part II, Table II),
 - a. In column one of the table matrix, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,
 - b. Follow this dollar range (line) to the right to the applicable column for the number of dependents,
 - c. This number is the member's 'average annual spendable income'.

3. Determine the member's COLA index based on PDS (see Part II, Table III).
4. Subtract 100 from the prescribed COLA index and convert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.
5. Multiply the member's average annual spendable income (determined in Step 2 above) by the percentage from Step 4 above. The result is the member's **annual** COLA. To determine the monthly allowance:
 - a. Divide the annual COLA amount by 360 (days),
 - b. Carry the result to 5 digits to the right of the decimal,
 - c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and
 - d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2002, a member in grade E-8 with 22 years service is assigned to an OCONUS PDS. Part II, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is entitled to COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I (Annual Compensation Table) indicates the member's annual compensation is \$61,313.
2. Table II (Spensible Income Table) indicates the member's average annual spendable income is \$35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$59,000-\$62,999 and four dependents).
3. The COLA index for member's PDS in Table III (Cost-of-Living Allowance Indexes) is 120.
4. 100 subtracted from the COLA index of 120 (Step 3) leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's average annual spendable income (\$35,300) determined in Step 2 by the .20 multiplier (Step 4). This results in an annual COLA of \$7,060 ($.20 \times \$35,300 = \$7,060$),
 - a. Divide \$7,060 by 360 (days) with 5 digits to the right of the decimal ($\$7,060/360 = \19.61111),
 - b. Multiply the result by the number of days for which the allowance is payable ($\$19.61111 \times 31 = \607.94441),
 - c. Round to the nearest cent - \$607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (*when necessary*) exchange rates for countries where members are assigned. For more currency adjustment information see Part II, Appendix M. Based solely on the currency fluctuations, adjustments are made twice monthly to Cost-of-Living Allowances (COLA).

I. Significant Unique Expenses. In some areas, members must purchase significantly expensive items (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. For more information on unique expenses see Part I, Appendix M. Unique expenses must be:

1. Incurred by the *majority* of members assigned,
2. Of an individual significant amount, and
3. *Actually paid* by members at the overseas PDS.

APPENDIX J**COST-OF-LIVING ALLOWANCE INDEXES****PART II - COST OF LIVING ALLOWANCE TABLES**

For current geographic COLA information, and the following tables, please see the PDTATAC website at:

<http://www.dtic.mil/perdiem/allowcol.html>

Table I - Annual Compensation for Members With/Without Dependents:

on the PDTATAC website, select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Compensation Tables', 'Effective: YYYY'.

Table II - Average Annual Spendable Income:

on the PDTATAC website select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Spendable Income Tables', 'Effective: DD MMM YY'

Table III - Cost-of-Living Allowance Indexes:

on the PDTATAC website select 'Rates', 'Overseas COLA', 'COLA Index Listings', 'YYYY-COLA Indexes', 'YYYY-MM-DD-COLA-INDEXES.pdf'.

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART I: GENERAL INFORMATION

<u>Par.</u>	<u>Contents</u>
A.	General
B.	Rent
C.	Utility/Recurring Maintenance Allowance Expenses
D.	Move-In Housing Allowance (MIHA)
E.	Fixed Exchange Rate
F.	OHA Computation Steps

PART II: BRIEFING SHEET

<u>Par.</u>	<u>Contents</u>
A.	OHA Overview
B.	Required Form(s) Submission
C.	Rental Allowances
D.	Utility/Recurring Maintenance Allowances
E.	Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
F.	Rental Advances

PART III: MOVE-IN HOUSING ALLOWANCE (MIHA) MISCELLANEOUS EXPENSES

<u>Table</u>	<u>Contents</u>
I	Reportable MIHA Miscellaneous Expense Items
II	Non-Reportable MIHA Miscellaneous Expense Items

PART IV: RENTAL ADVANCE PROTECTION

<u>Table</u>	<u>Contents</u>
I	Countries <i>Currently</i> Authorized OHA Rental Advances
II	Countries <i>Previously</i> Authorized OHA Rental Advances

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:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate *points* for each utility/service that *was not* checked in block 7c, DD Form 2367. The final number is the member's total *utility point score*.

Climate Code Utility Points (See Appendix K OHA Locality Tables)			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Percentage Utility/Recurring Maintenance Allowance Payment	
Total Utility Point Score	Allowance Percentage
0	0
1-2	25
3-4	65
5-9	100

D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website <http://www.dtic.mil/perdiem/allooha.html>) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See Appendix N for specific MIHA information. Part III of this Appendix includes a list of reportable move-in expenses.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through five to determine a member's OHA. ***NOTE: BAH-II deduction (Step 5) is not required for USMC personnel as USMC personnel do not receive BAH-II.***

Step 1: Determine the member's monthly rent in U.S. dollars. If rent is paid in foreign currency, convert to U.S. dollars by using the 'Rate of Exchange' for the locality found in the OHA locality tables at <http://www.dtic.mil/perdiem/allooha.html>. If the member is a sharer (as defined by par. U9000-C), the member's rent is a prorated share of total rent.

Step 2: Using the appropriate locality table find the rental allowance ceiling for the member's specific locality code and grade. For members 'without dependents' multiply the with-dependents rate by the appropriate percentage or dollar amount specified in the locality table (usually 90 percent). If rent includes *all* utilities (block 7b checked on DD Form 2367), *add* the full utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes *some* but *not all* utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance ceiling.

Step 3: Locate the utility/recurring maintenance allowance from the locality table. The following conditions apply:

- a. Rent includes *all* utilities (block 7b checked on DD Form 2367): The member receives *no* separate utility/recurring maintenance allowance; however, this allowance *is added* to the rental allowance ceiling determined in Step 2.
- b. Rent includes *no* utilities (block 7a checked on DD Form 2367): A member with dependents (not a sharer) receives the full utility/recurring maintenance allowance. A member 'without dependents' (not a sharer) receives 75 percent of the with-dependents utility/recurring maintenance allowance. A sharer (as defined by par. U9000-C) with or without dependents receives a prorated share of the utility/recurring maintenance allowance.
- c. Rent includes *some* utilities (block 7c checked on DD Form 2367): The member *does not receive a full* utility/recurring maintenance allowance. Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this Appendix, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member *does not receive* is added to the maximum rental allowance ceiling determined in Step 2.

Step 4: Compare monthly rent computed in Step 1 with rental allowance ceiling determined in Steps 2 and 3. If the rent in Step 1 is *less* than the rental allowance ceiling in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is *greater* than the rental allowance ceiling calculated in Steps 2 and 3, then the rental allowance ceiling calculated in Steps 2 and 3 is used to compute OHA.

Step 5: Deduct the member's BAH-II or FSH (whichever applies) from the sum in Step 4. The member receives no OHA if the result is negative or zero. If the result is positive, the member receives an OHA equal to this amount.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

Example 1

Situation: A member in grade O-3, with dependents is stationed at a locality where the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's *utility point score* is 5. The member receives a BAH-II of \$375.

Computation:

Step 1: The member's monthly rent is \$450.

Step 2: Determine the maximum rental allowance ceiling for the member from the appropriate locality table found at: <http://www.dtic.mil/perdiem/allooha.html>. For this example the rental ceiling is \$425.

Step 3: Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology (contained in pars. C2b. & c., Part I, this Appendix,) the member has a *utility point score* 5 (the electricity (3 points) and the air conditioning (2 points)) *are not* provided by the landlord). Therefore, the member receives the *full* utility/recurring maintenance allowance of \$120.

Step 4: Find the member's MIHA/Miscellaneous allowance in the locality table. For this example, use \$510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent (\$450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

Step 5: The member's monthly BAH-II is \$375.

Step 6: Compare the member's rent of \$450 (from Step 1) to member's maximum rental allowance ceiling of \$425 (from Step 2). In this example since the member's rent exceeds the rent ceiling, use the \$425 as the member's maximum rental allowance.

Step 7: Add the member's maximum rental allowance of \$425 (from Step 6) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545.

Step 8: Compute the member's monthly OHA by subtracting the amount of BAH-II (\$375) from the total reimbursable monthly allowance of \$545 (from Step 7) for a final result of \$170 ($\$545 - \$375 = \170). Additionally, the member receives a one-time lump-sum payment of \$960 under MIHA (from Step 4).

Example 2

Situation: Three enlisted members (without dependents) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the members' *utility point score* is 8. The BAH-II for the E-7, E-5 and E-4, is \$300, \$250 and \$225, respectively.

Computation:

Step 1: Determine each sharer's (member's) rent. In accordance with par. U9000-C there are four sharers, therefore each member's rent is \$450 ($\$1,800/4 = \450).

Step 2: Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceilings for members 'with dependents' are \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that members 'without dependents' may receive up to 90 percent of the 'with-dependents' ceiling. It is determined that the appropriate maximum rental ceilings for the E-7, E-5 and E-4 respectively are \$675 ($\$750 \times .90 = \675); \$599 ($\$665 \times .90 = \599); and \$450 ($\$500 \times .90 = \450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the members' total *utility point score* is 8, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$40.

Step 4: Each member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

Step 5: Determine each member's monthly BAH-II. For this example the BAH-II for the E-7, E-5 and E-4 is \$300, \$250 and \$225, respectively.

Step 6: Compare each member's rent of \$450 (from Step 1) to each member's maximum rental allowance ceiling, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed a ceiling, for each member the rental amount used to compute OHA is \$450.

Step 7: To each member's rental amount (from Step 6) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each member, the total amount is \$490 ($\$450 + \$40 = \490).

Step 8: To compute each member's monthly OHA, subtract the member's BAH-II from the total allowance determined in Step 7. The result for grade E-7 is \$190 ($\$490 - \$300 = \190), for grade E-5 \$240 ($\$490 - \$250 = \240), and for grade E-4 \$265 ($\$490 - \$225 = \265). Additionally, each sharer (member) is authorized a one-time lump sum MIHA/Miscellaneous payment of \$360.

Example 3

Situation: A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is \$1100; the utility/recurring maintenance allowance is \$180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' *utility point score* is 7. BAH-II for the member in grade O-4 is \$425 and for grade O-2 the BAH-II is \$340. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

Computation:

Step 1: Determine each member's monthly rent. In accordance with par. U9000-C each member is considered a sharer and each (sharer's) member's rent is \$550 ($\$1,100/2 = \550).

Step 2: Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceiling is \$600 for the member in grade O-4, and \$450 for the member in grade O-2 - 90 percent of the 'with-dependents' ceiling of \$500 ($\$500 \times .90 = \450).

Step 3: Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the members' total *utility point score* is 7, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$90 ($\$180/2 = \90).

Step 4: Determine each member's monthly BAH-II. For this example use \$425 for grade O-4 and \$340 for grade O-2.

Step 5: Compare each member's rent of \$550 (from Step 1) to each member's maximum rental allowance ceiling of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the member in grade O-4 and \$450 for the member in grade O-2.

Step 6: Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 5). For grade O-4 the total is \$640 ($\$550 + \$90 = \640) and for grade O-2 the total is \$540 ($\$450 + \$90 = \540).

Step 7: To compute each member's monthly OHA, subtract their BAH-II amount from the total amount calculated in Step 6. The result for grade O-4 is \$215 ($\$640 - \$425 = \215) and grade O-2 is \$200 ($\$540 - \$340 = \200).

Example 4

Situation: A member in grade O-3 is unaccompanied (dependents did not travel to PDS) and is not a sharer as defined in par. U9000-C. The utility/recurring maintenance allowance at the locality where the member is assigned is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality climate code is 2 (moderate) and the member's *utility point score* is 2. The FSH for the member in grade O-3 is \$350.

Computation:

Step 1: The member's rent is \$600.

Step 2: Determine the maximum rental allowance ceiling for the member from the appropriate locality table. For this example the maximum rental ceiling set for grade O-3 is \$725. An unaccompanied member 'without dependents' may receive up to 90 percent of the 'with-dependents' amount for a maximum rental allowance ceiling of \$653 ($\$725 \times .90 = \653).

Step 3: Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or \$120 ($\$160 \times .75 = \120). The member's *utility point score* is 2; therefore, the member is authorized 25 percent of \$120, or \$30 ($\$120 \times .25 = \30). The remainder of the utility/recurring maintenance allowance (\$90) is *added* to the member's rental ceiling of \$653 (Step 2) for a derived rental ceiling of \$743 ($\$653 + \$90 = \743).

Step 4: Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the member has a rent-related expense of \$1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ($\$625 + \$600 = \$1,225$).

Step 5: The member's monthly FSH is \$350.

Step 6: Compare the member's rent of \$600 (from Step 1) to member's derived rental allowance ceiling of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the member.

Step 7: Add the member's rental amount of \$600 (from Step 6) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ($\$600 + \$30 = \630).

Step 8: Compute the member's monthly OHA by subtracting the FSH amount of \$350 from the total allowance of \$630 (from Step 7). The result is \$280 ($\$630 - \$350 = \280). Additionally, the member is authorized a one-time lump sum MIHA payment of \$1,225 (from Step 4).

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 K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART III: MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES

Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

Table I - Reportable MIHA Miscellaneous Expense Items	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans
12.	Screening
13.	Transformers and voltage regulators
14.	Commodos and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required
17.	Pest fumigation - if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

The following items generally are not reportable move-in housing expenses.

Table II - Non-Reportable MIHA Miscellaneous Expense Items	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

PART IV: RENTAL ADVANCE PROTECTION

Table I - Countries Currently Authorized OHA Rental Advances	
Location	Date Established
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Philippines	1 September 1998
Thailand	16 November 1997
United Arab Emirates	16 April 2003
Venezuela	16 November 1998

Table II - Countries Previously Authorized OHA Rental Advances		
Location	Date Established	Date Removed
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

NOTE: Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected members either PCS or change quarters.

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) SUBMISSION CHANNELS

Par. **Contents**

- A. General
- B. AEA Requests up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150%
- C. AEA Requests above 150% but Not Exceeding 300%
- D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers
- E. Travel with Certain Dignitaries

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority must not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins*. Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

B. AEA Requests up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

*1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: AO:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority must not be re-delegated.*

Effective 25 October 2004

*g. Defense Information Systems Agency

Attn: MPS 4

PO Box 4502

Arlington, VA 22204-4502

h. Defense Intelligence Agency

Deputy Comptroller for Financial Policy and Accounting (OC-4)

Washington, DC 20340-3035

i. Defense Legal Services Agency

Attn: Attorney Manager

1600 Defense Pentagon

Washington, DC 20301-1600

j. Defense Logistics Agency

Office of the Comptroller

8725 John J. Kingman Rd., Suite 533

Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office

Attn: Resource Management Directorate

1745 Jefferson Davis Highway, Suite 800

Arlington, VA 22205-2816

l. Defense Security Cooperation Agency

Attn: Deputy Director, Resource Management

1111 Jefferson Davis Highway, Suite 303

Arlington, VA 22205-2400

m. Defense Security Service

Attn: Comptroller

1340 Braddock Place

Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency

Attn: Finance Management Office

45045 Aviation Drive

Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency

Headquarters, Assistant Director, Resources

8725 John J. Kingman Road, Suite 2135

Fort Belvoir, VA 22060-6219

Regional Directors of DCAA Regions at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control.

- p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870
- s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137
- t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000
- u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884
- v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206
- w. Uniformed Services University of the Health Sciences
Attn: Resource Management
4301 Jones Bridge Road
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (***MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of AOs. If MACOM not listed the AEA authority has been delegated to the AO.***);

Effective 10 November 2004

*b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//.

Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;

c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, PO Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;

h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

APPENDIX N

MOVE-IN HOUSING ALLOWANCES (MIHA)

PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

Par. Contents

- A. General
- B. MIHA/Miscellaneous
- C. MIHA/Rent
- D. MIHA/Security
- E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
- F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim
- G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

PART II: MIHA SECURITY LOCATIONS

Table Contents

- I. Locations Currently Designated
- II. Locations Previously Designated

APPENDIX N

PART II: MIHA SECURITY LOCATIONS

Table I:

Locations *Currently Designated**Effective 16 Jul 2004*

<u>Location (Country and/or Country/City)</u>	<u>Date Established</u>
Angola	1 Mar 1993
Argentina	1 Jun 1997
Armenia	16 Dec 2001
Bahamas – Nassau	1 May 1996
Bahrain	1 Aug 2003
Bangladesh	1 Dec 1998
*Barbados	16 Jul 2004
Belgium – Florennes	16 Apr 2004
Belgium – SHAPE	1 May 2000
Belize	16 Oct 1994
Brazil	18 Feb 1993
Cambodia – Phnom Penh	16 Oct 1994
Colombia	1 Sep 1990
**Costa Rica – San Jose	1 Aug 2003
*Djibouti	16 Jul 2004
Dominican Republic – Santo Domingo	18 Feb 1993
Dominican Republic – Other	1 Oct 1999
East Timor	16 Aug 2000
Ecuador	1 Dec 1998
Egypt	1 Mar 1994
El Salvador – San Salvador	1 Aug 2003
Fiji	1 Jul 2001
Greece – Athens	1 Sep 1990
Greece - -Other	1 Jul 2001
Guatemala	18 Feb 1993
Haiti – Port-au-Prince	1 Apr 1995

Table I:
Locations Currently Designated
(Continued)

Location (Country and/or Country/City)	Date Established
Haiti – Other	1 Oct 1999
Honduras – Tegucigalpa	1 Sep 1990
Honduras – Other	1 Oct 1999
Indonesia	1 Oct 1999
Israel – Tel Aviv	14 Feb 1991
*Israel – Other	16 Jul 2004
Jamaica – Kingston	18 Feb 1993
Jamaica – Other	1 Oct 1999
Jerusalem (East and West)	1 Sep 1990
Jordan	16 Dec 2001
Kenya – Nairobi	18 Feb 1993
*Kuwait	16 Jul 2004
Mexico – Mexico City	16 Oct 1994
Morocco	16 May 1998
Nepal	1 Sep 1998
Pakistan	1 Sep 1992
Papua New Guinea – Port Moresby	18 Feb 1993
Paraguay – Asuncion	1 Sep 1993
Paraguay – Other	1 Oct 1999
Peru—Lima	1 Sep 1990
Peru—Other	1 Jun 1997
Philippines	1 Sep 1990
Poland – Warsaw	1 Apr 1995
Russia	1 Dec 1998
*Serbia and Montenegro	16 Jul 2004
South Africa	1 Feb 2000
Trinidad and Tobago	16 Aug 1998
Turkey	1 Sep 1990
Ukraine – Kiev	1 May 1996
Uruguay	16 May 1998
Vietnam	1 Jul 2000
Yemen	16 Apr 1997
Zimbabwe	1 May 1996

* New location added to “Locations Currently Designated”

** Reinstated as “Locations Currently Designated”

Table II:
Locations *Previously* Designated

Location (Country and/or Country/City)	Date Established	Date Removed
Bolivia	1 Jul 2001	1 Aug 2003
China	1 Feb 2000	1 Aug 2003
**Costa Rica - San Jose	16 Apr 1997	1 Jul 2001
Costa Rica - Other	1 Oct 1999	1 Jul 2001
Croatia	1 Feb 2000	1 Aug 2003
*France – Paris	1 Feb 2000	16 Jul 2004
Hong Kong	1 Feb 2000	1 Aug 2003
Korea – Seoul	1 Feb 2000	1 Aug 2003
Latvia	16 Dec 2001	1 Aug 2003
*Malaysia – Kuala Lumpur	1 Aug 2003	16 Jul 2004
Rwanda	1 May 1996	1 Jul 2001
Singapore	1 Feb 2000	1 Jul 2001
*Slovakia	1 Feb 2000	16 Jul 2004
*Syria	1 Oct 1998	16 Jul 2004
*Venezuela	1 Apr 1997	16 Jul 2004

*Latest locations to change from “Locations Currently Designated” to “Locations Previously Designated”

**Reinstated as “Locations Currently Designated”

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

Effective 9 August 2004

11. Shipment or Storage of HHG. AOs may authorize shipment of unaccompanied baggage for employees (JTR, par. C2309), or a small amount of HHG for members (JFTR, par. U4705) to the TDY point. Also, they may authorize storage of HHG for members when appropriate. For example, storage may be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

18. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. **Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

Effective 23 October 2004

*20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part O).

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.perdiem.osd.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

Effective 16 November 2004

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

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

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

***Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

***Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel.** Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order/authorization directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

***Activities Authorized To Use Appendix O**

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated[1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	<i>Never Initiated</i> [1]
	Marine Corps Air Station, New River, NC	<i>Never Initiated</i> [1]
	Marine Corps Air Station, Cherry Point, NC	<i>Never Initiated</i> [1]
	Marine Forces Reserve, New Orleans, LA	<i>Never Initiated</i> [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	<i>Never Initiated</i> [1]
	Marine Corps Recruit Depot, Parris Island, SC	<i>Never Initiated</i> [1]
	Headquarters, U.S. Marine Corps, Washington, DC	<i>Never Initiated</i> [1]
U.S. Air Force	Sixth Marine Corps District, Atlanta, GA	<i>Never Initiated</i> [1]
	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996

DoD Component	Organization/Location	Effective Date
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO <i>Discontinued</i>	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
National Security Agency (NSA) [2]	Fort Meade, Maryland	March 1 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified allowances was pending but never issued.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

NOTE: Use of Appendix O is authorized for those locations at which DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations at which the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

APPENDIX Q

OVERSEAS TOUR LENGTHS

Effective 10 August 2004

Tour lengths are established IAW DoDI 1315.7, par. E3.1. Submit changes to tour lengths IAW DoDI 1315.7, par. E3.1.2. Do not *submit tour length change requests to PDTATAC*.

The following are overseas tour lengths *for members of the DoD Services only (other than the Defense Attaché System)*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) (Note 1)	36	36
Marine Corps Security Forces	24	12
Fort Greely	24	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA		
Tirana	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZORES (See PORTUGAL)		
BAHAMAS		
Andros Island	24	24
BAHRAIN	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY		
Diego Garcia	NA	12
BULGARIA		
Sofia	24	12
BURKINA FASO	24	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA		
Zagreb	24	12
CUBA		
Guantanamo Bay (Note 2)	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC		
Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA		
Tallinn	24	24
FRANCE	36	24
GEORGIA		
Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
GREENLAND (see DENMARK)		
*GUAM <i>effective 12 October 2004</i>	36	24
GUATEMALA	36	24
GUYANA	24	18
HAWAII (except as indicated) (Note 1)	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY		
Budapest	36	24
ICELAND	30	18
INDIA	24	12
INDONESIA	24	12
IRELAND (<i>effective 10 August 2004</i>)	36	24
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) (Note 3)	36	24
Akizuki Kure	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) (Note 4)	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
LATVIA		
Riga	24	12
LIBERIA	24	18
LITHUANIA		
Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA (<i>effective 10 August 2004</i>)	24	18
Skopje	24	12
MADACASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA		
Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES		
Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY (except as indicated)	36	24
Stavanger	24	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18