

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

CHANGE 223

Alexandria, VA

1 July 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 July 2005 unless otherwise indicated.

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

STEPHEN W. ROCHON
RADM
Director of Personnel Management

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

SAMUEL P. DE BOW, JR.
RADM, NOAA
Director, NOAA Corps

CHARLENE M. BRADLEY
Assistant Deputy for
Force Management Integration

CRISTINA V. BEATO
RADM, USPHS
Acting Assistant Secretary for Health
and Human Services

This change includes all material written in MAP Items 58-04; 9-05(E) through 12-05(E); 14-05(E); 16-05(E); 18-05(E); 20-05(E); 21-05(E) and 24-05(E) and military editorials U05024 through U05027 and U05029 through U05031. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 222 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 223:

U2000-A1; -A2; U3125. Allows premium-class travel by rail in certain circumstances authorized by the AO without requiring senior leadership approval.

U3125-B4i, NOTE 3. Clarifies that DLA when ordered to move in connection with the closure or realignment of a military installation is payable only when a base realignment and closure (BRAC) process is involved. Also add a definition of realignment.

U5246-B. Clarifies that when the family member of a hospitalized member seriously injured, seriously ill, or in a situation of imminent death is an employee or uniformed member the employee/member should be issued a TDY order/travel authorization and paid travel and transportation allowances for TDY.

U5350; U9301-E. Removes the phrases “specified place” and “specified location”.

U5400-D. Corrects SDDC website for “Shipping your POV” pamphlet in par. U5400-D.

U5630-B12. Clarifies that DLA when ordered to move in connection with the closure or realignment of a military installation is payable only when a base realignment and closure (BRAC) process is involved. Also adds a definition of realignment.

U5900-A. Explains that dependents must begin travel on early return of dependents (ERD) travel orders before the member is notified of a PCS assignment rather than before PCS orders are issued per DoDI 1315.18, Procedures for Military Personnel Assignments, par. E4.5.5.

U7325. Revises incorrect par. reference.

U7551; Chapter 7, Part X; U7960-B; Appendix A, Part II. Deletes the provisions on Specialized Treatment Services (STS) travel in the JFTR since OASD(HA) terminated the STS program in June 2003.

U8009; U8015; U9157. Clarifies that for dependents, OCONUS COLA stops the day before they leave their PDS, including early return to CONUS, and advance return.

U9110-A. Clarifies that a member on sea duty paying child support in grade E-5 (not E-6) and above can elect not to occupy assigned unaccompanied quarters.

U9151-A. Spells out that COLA and TLA may be paid simultaneously and COLA starts when the member/dependents arrive, regardless of whether or not TLA is being paid.

Chapter 4, Part G. States that dependents moved to a CONUS location when the member is sent on an indeterminate TDY are authorized PCS allowances (including per diem) to the CONUS location and then from the CONUS location to the new PDS when the member receives a PCS order at the indeterminate TDY location

Appendix A. Revises definition of 'IPCOT' in the JFTR so it reads the same as in the DoDI 1315.18.

Appendix A, Part II. Adds the acronyms 'AT' and 'BRAC', and removes acronym 'TAD' from Appendix A, Part II since the term has not been used in the JFTR in 10 years.

Appendix F. Adds Dar es Salaam, Tanzania to the list of consumable posts.

Appendix O, T4030; T4040-F1. Clarifies in Appendix O that parking fees; bridge, road and tunnel tolls; garage, hangar or boathouse rental; subsistence of operator; ferry fares; optional extra collision hull insurance for rental aircraft; traveler access fee (when charged) and any per-day administrative fee called for in the SDDC rental car agreement are reimbursable when special conveyance have been authorized.

Appendix S. Authorizes FEML for Mauritania with an authorized destination of Frankfurt, Germany effective 28 April 2005. Also synchronizes the bi-annual recertification of all PACOM's FEML locations to 31 August 2006.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

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

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
216	i	208	U3C-1	216	U5-vii	216	U5D-9	223	U5G-1
223	iii	219	U3D-1	216	U5-ix	216	U5D-11	223	U5G-3
223	v	219	U3D-3	216	U5-xi	216	U5D-13	223	U5G-5
216	vii	219	U3D-5	216	U5-xiii	216	U5D-15	217	U5G-7
217	ix	214	U3E-1	216	U5-xv	220	U5D-17	219	U5G-9
216	xi	213	U3E-3	216	U5-xvii	216	U5D-19	214	U5H-1
216	U-i	208	U3F-1	216	U5-xix	216	U5D-21	214	U5H-3
216	U-iii	201	U3F-3	216	U5-xxi	216	U5D-23	214	U5H-5
216	U-v	189	U3G-1	216	U5-xxiii	223	U5D-25	214	U5H-7
216	U1-i	216	U4-i	199	U5A-1	221	U5D-27	184	U5I-1
216	U1-iii	216	U4-iii	209	U5A-3	223	U5D-29	223	U5J-1
218	U1A-1	223	U4-v	209	U5A-5	216	U5D-31	213	U5J-3
216	U1A-3	219	U4-vii	216	U5B-1	216	U5D-33	213	U5J-5
216	U1A-5	194	U4A-1	216	U5B-3	216	U5D-35	213	U5J-7
193	U1B-1	214	U4B-1	216	U5B-5	216	U5D-37	215	U5J-9
219	U1C-1	214	U4B-3	221	U5B-7	216	U5D-39	221	U5J-11
222	U1C-3	216	U4B-5	221	U5B-9	216	U5D-41	213	U5J-13
219	U1C-5	216	U4B-7	221	U5B-11	216	U5D-43	222	U6-i
216	U1C-7	219	U4B-9	221	U5B-13	216	U5D-45	177	U6-iii
209	U1D-1	214	U4B-11	221	U5B-15	216	U5D-47	216	U6A-1
209	U2-i	217	U4B-13	221	U5B-17	216	U5D-49	219	U6A-3
222	U2-iii	220	U4B-15	221	U5B-19	216	U5D-51	219	U6A-5
223	U2A-1	220	U4B-17	221	U5B-21	216	U5D-53	222	U6A-7
216	U2A-3	220	U4B-19	221	U5B-23	216	U5D-55	216	U6A-9
221	U2B-1	220	U4B-21	220	U5C-1	216	U5D-57	216	U6A-11
221	U2B-3	214	U4B-23	220	U5C-3	216	U5D-59	216	U6A-13
221	U2B-5	214	U4B-25	220	U5C-5	216	U5D-61	216	U6A-15
209	U2C-1	212	U4C-1	216	U5C-7	219	U5D-63	216	U6A-17
191	U2C-3	212	U4C-3	213	U5C-9	219	U5D-65	216	U6A-19
202	U2D-1	204	U4C-5	213	U5C-11	219	U5D-67	216	U6A-21
176	U2E-1	204	U4C-7	213	U5C-13	219	U5D-69	216	U6A-23
216	U2F-1	204	U4C-9	213	U5C-15	219	U5D-71	216	U6A-25
192	U2G-1	194	U4C-11	213	U5C-17	223	U5E1-1	216	U6A-27
201	U2G-3	220	U4D-1	213	U5C-19	216	U5E1-3	216	U6A-29
222	U2G-5	220	U4D-3	213	U5C-21	216	U5E1-5	216	U6B-1
222	U2G-7	220	U4D-5	221	U5C-23	216	U5E1-7	216	U6B-3
220	U2H-1	193	U4E-1	213	U5C-25	216	U5E1-9	216	U6B-5
223	U3-i	220	U4F-1	213	U5C-27	216	U5E1-11	216	U6B-7
215	U3-iii	223	U4G-1	213	U5C-29	216	U5E1-13	216	U6B-9
214	U3A-1	219	U4H-1	220	U5C-31	216	U5E1-15	216	U6B-11
214	U3A-3	223	U4H-3	220	U5C-33	214	U5E2-1	216	U6B-13
219	U3B-1	219	U4H-5	213	U5C-35	214	U5E2-3	216	U6B-15
219	U3B-3	219	U4H-7	221	U5C-37	214	U5E2-5	216	U6B-17
220	U3B-5	219	U4H-9	221	U5C-39	214	U5E2-7	216	U6B-19
220	U3B-7	214	U4I-1	223	U5C-41	221	U5F-1	216	U6B-21
223	U3B-9	214	U4I-3	223	U5C-43	203	U5F-3	216	U5B-23
220	U3B-11	202	U4J-1	219	U5D-1	211	U5F-5	216	U6B-25
220	U3B-13	216	U5-i	216	U5D-3	222	U5F-7	216	U7-i
223	U3B-15	216	U5-iii	216	U5D-5	222	U5F-9	216	U7-iii
223	U3B-17	216	U5-v	216	U5D-7	222	U5F-11	221	U7-v

Ch.	Page	Ch	Page	Ch.	Page	Ch.	Page	Ch.	Page
216	U7-vii	223	U9B1-9	220	H3B-1	222	Q-3		
216	U7-ix	213	U9B1-11	220	H3B-3	222	Q-5		
223	U7-xi	213	U9B1-13	221	H3B-5	222	Q-7		
218	U7A-1	223	U9B2-1	214	H4A-1	173	R-1		
209	U7B-1	223	U9B2-3	214	H4B-1	223	S-1		
189	U7C-1	223	U9B2-5	214	H4C-1	223	S-3		
168	U7D-1	223	U9B2-7	214	H4D-1	216	T-i		
168	U7E-1	219	U9C-1	214	H4E-1	216	T-1		
195	U7F1-1	214	U9C-3	214	H4F-1	216	T-3		
157	U7F2-1	215	U9C-5	176	I-1	213	U-1		
199	U7F3-1	214	U9C-7	217	J-i	193	i-1		
217	U7G-1	214	U9C-9	217	J1-1				
217	U7G-3	214	U9C-11	217	J1-3				
220	U7G-5	214	U9C-13	217	J2-1				
217	U7G-7	214	U9C-15	217	K-i				
217	U7G-9	214	U9C-17	217	K1-1				
217	U7G-11	214	U9C-19	217	K1-3				
217	U7G-13	223	U9D-1	217	K1-5				
217	U7G-15	223	U9D-3	217	K1-7				
213	U7H1-1	221	A1-1	217	K2-1				
213	U7H1-3	221	A1-3	217	K2-3				
213	U7H1-5	221	A1-5	217	K3-1				
217	U7H1-7	221	A1-7	217	K4-1				
213	U7H1-9	221	A1-9	217	L-i				
213	U7H1-11	223	A1-11	217	L-1				
209	U7H2-1	221	A1-13	217	L-3				
221	U7I-1	221	A1-15	220	L-5				
221	U7I-3	221	A1-17	221	L-7				
213	U7J-1	223	A1-19	220	L-9				
219	U7J-3	221	A1-21	220	L-11				
223	U7K-1	221	A1-23	220	M-1				
216	U7L-1	221	A1-25	217	N-i				
168	U7M-1	221	A1-27	214	N1-1				
209	U7N-1	221	A1-29	214	N1-3				
209	U7O-1	221	A1-31	214	N1-5				
184	U7P-1	221	A1-33	217	N2-1				
223	U7Q-1	221	A1-35	217	N2-3				
168	U7R-1	222	A2-1	216	O-i				
185	U7S-1	223	A2-3	222	O-1				
160	U7T-1	221	B-1	216	O-3				
213	U7U-1	138	C-1	223	O-5				
195	U7V-1	221	D-1	223	O-7				
193	U7W-1	216	E-i	223	O-9				
223	U7X-1	220	E1-1	223	O-11				
223	U7Y-1	216	E1-3	219	O-13				
217	U7Z1-1	216	E1-5	222	O-15				
217	U7Z2-1	216	E1-7	223	O-17				
204	U8-i	220	E2-1	223	O-19				
185	U8-1	220	E2-3	223	O-21				
204	U8-3	217	F-i	223	O-23				
223	U8-5	223	F1-1	216	O-25				
223	U8-7	217	F2-1	217	O-27				
223	U9-i	176	G-1	218	O-29				
223	U9-iii	217	H-i	220	O-31				
223	U9-v	214	H1-1	215	P-i				
215	U9A-1	214	H2A-1	216	P1-1				
220	U9B1-1	214	H2B-1	216	P2-1				
215	U9B1-3	220	H2C-1	215	P2-3				
215	U9B1-5	221	H2C-3	215	P2-5				
213	U9B1-7	214	H3A-1	222	Q-1				

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

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

*1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B, U3130, or U3135.

Effective 27 April 2005

*2. Premium (First and Business)-class Travel/Accommodations. (See Appendix A): (See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for Government-funded premium-class transportation to be provided.) See Appendix H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of Appendix H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the premium-class AO."

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

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

Effective 16 August 2004

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period) the accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

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

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

3. Travel other than by a usually traveled route must be justified.
4. A member or dependent may not be provided a contract city-pair airfares provided under GSA contract (see Appendix P) or any other airfares intended for official Government business for any portion of a circuitous route traveled for personal convenience.
5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3145-C.
6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.
7. Members may voluntarily use/accept, and the Government may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.
8. Members may not be reimbursed for travel at personal expense (see par. U3120-D) on ships/aircraft of foreign registry, except as specified in par. U3130-F.
9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the Government's mission effectively and economically.
2. Establish internal controls to ensure that only travel essential to the Government's needs are authorized.

U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

1. A member must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense.
2. A member must maintain records to validate individual expenses of \$75 or more and all lodging costs. All receipts should be maintained as required by finance regulations.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

CHAPTER 3
TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

<u>Paragraph</u>	<u>Contents</u>
U3000	SCOPE A. Applicability B. Transportation Modes
U3001	ALLOWABLE TRANSPORTATION EXPENSES
U3002	DIRECTING TRANSPORTATION MODE A. General B. Travel Reimbursement C. Other Reimbursable Expenses
U3003	AUTHORIZED MODES
U3005	TRAVEL TIME A. Travel by Government Conveyance and/or Common Carriers on Government-Procured Transportation B. Travel by other than Directed Mode C. POC
U3006	TRAVEL SCHEDULE
U3010	SEPARATE JOURNEYS
U3015	ACCOMPANIED BAGGAGE TRANSPORTATION A. General B. Authorization/Approval for Excess Baggage C. Baggage Cost Payment D. Return of Baggage to Member

PART B: TRAVEL BY COMMON CARRIER

<u>Paragraph</u>	<u>Contents</u>
U3100	GENERAL A. Transportation Policy B. TDY Travel Involving Non-PDS Location(s)
U3105	COMMON CARRIER TRANSPORTATION PROCUREMENT
U3110	REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY A. General B. Government/Government-Contracted Transportation/in-house or CTO Available C. Government/Government-Contracted Transportation/in-house or CTO Not Available

- D. Transoceanic Travel-Government/Government-Procured Transportation Available
- E. Transoceanic Ferry Fares
- F. Other Reimbursable Expenses

- U3120** **ARRANGING OFFICIAL TRAVEL**
- A. CTO Use
 - B. Requirements
 - C. Foreign Ship or Aircraft Transportation
 - D. Transportation Reimbursement

- U3125** **COMMERCIAL AIR TRANSPORTATION**
- A. General
 - B. Class of Service
 - C. U.S. Flag Air Carrier (Certified Air Carrier) Use

- U3130** **COMMERCIAL SHIP TRANSPORTATION**
- A. General
 - B. Commercial Ship Use Authorization
 - C. Ship Accommodations
 - D. Authorization/Approval for more Costly First-class Ship Accommodations Use at Government Expense
 - E. More Costly First-class Ship Accommodations Use
 - F. Use of Ships of U.S. Registry

- U3135** **TRAIN TRANSPORTATION**
- A. Policy
 - B. Train Class Accommodations
 - C. AO Authorization/Approval
 - D. First-class Train Accommodations Use
 - E. Circumstances

- U3140** **UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS**
- A. General
 - B. Cost to the Government Involved

- U3145** **CITY-PAIR PROGRAM**

PART C: TRAVEL BY GOVERNMENT CONVEYANCE

<u>Paragraph</u>	<u>Contents</u>
U3200	GOVERNMENT CONVEYANCE USE ON TDY
	A. Limited to Official Purposes
	B. Reimbursable Expenses
	C. Allowable Travel Time for Computation of Per Diem or Actual Expenses
U3210	AERO CLUB AIRCRAFT USE ON TDY
	A. General
	B. Allowable Travel Time for Computation of Per Diem or Actual Expenses

h. Use of the business-class accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel order.

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

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

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

NOTE 3:

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

(a) A ‘stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,

(b) A rest stop en route is authorized, or

(c) An overnight rest period occurs at the TDY location before beginning work.

(2) Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes.

**(3) On TDY travel, the 14-hour rule (in par. U3125-B4i above) only applies en route to the TDY site. Less than premium-class (e.g., coach (economy)) accommodations are to be used for the return flight if the return flight is not critical and the member can rest before reporting back to work.*

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

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

Effective 16 August 2004

5. Documentation Requirements. (See Appendix H for document requirements/procedures.)

a. Orders. See par. U2000-A2a.

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

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

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

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

b. Service accomplishes the mission, even though:

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

(2) Non-certificated air carrier service is preferred by the service/traveler,

(3) Non-certificated air carrier service is more convenient for the service/traveler, or

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

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

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

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

2. U.S. Flag Ship Use Impracticable. When U.S. flag ships use would seriously interfere with/prevent the performance of official business, the AO official may authorize/approve foreign flag ship use. Documentation required by par. U3125-C4 explaining why U.S. flag ship use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
3. U.S. Flag Ship Unavailable. When U.S. flag ships are not available, the transportation/other appropriate officer may authorize/approve foreign flag ship use. Documentation required by par. U3125-C3 is used explaining why U.S. flag ships are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.
4. Determination Required. The authorizations/approvals referred to in pars. U3130-F2 and U3130-F3 must not be based on inconvenience in securing transportation on U.S. flag ships, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

Effective 27 April 2005

***U3135 TRAIN TRANSPORTATION**

A. Policy. The Government purchases and furnishes to official travelers, who travel by train, reserved coach-class accommodations except as noted in this paragraph. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, members must be provided slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations.

1. Coach-class. The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.
2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.
3. Business-class. A class of service offered on AMTRAK Acela or Metroliner extra fare train service. Includes first-class train accommodations in foreign areas when the only difference between less-than-first-class and first-class is that the first-class accommodations have reserved seating and no other amenities are included in the first-class accommodations (e.g., food, drinks, club service).
4. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

C. AO Authorization/Approval. The AO can authorize/approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest class of service available on any AMTRAK Acela Express or Metroliner train service (including Acela Express) is business-class and is advantageous to the Government. No further agency approval is needed except see note for U.S. Coast Guard. However, if the lowest class available is first-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class travel orders. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.
3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is advantageous to the Government or is required for security reasons. The lowest service class available is advantageous to the Government and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. U2000-A2 for premium-class transportation annotation travel orders. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (see note for U.S. Coast Guard) can authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only as provided in pars. U3135-D and U3135-E.

NOTE: Premium-class travel accommodations, regardless of transportation modes, must be authorized/approved by USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.

D. First-class Train Accommodations Use. (See *Appendix H, Part II, Section C, for a first-class decision support tool and procedures.*)

1. Authorization/Approval. The first-class authorizing/approving authority official in par. U3125-B2 may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve first-class accommodations use when Coast Guard funds are being used. See par. U2000-A2b.
2. Requirements. See par. U2000-A2a.

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

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

2. See par. U2000-A2c and Appendix H, Part IV for medical reasons.
3. There are exceptional security requirements. Examples are:
 - a. A member whose coach-class accommodations use would entail danger to the member's life or Government property,
 - b. Agents of protective details accompanying individuals authorized to use first-class accommodations, and
 - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.
4. Coach-class accommodations on a foreign rail carrier do not provide adequate sanitation or meet health standards.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

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

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

U3145 CITY-PAIR PROGRAM

See Appendix P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	GENERAL
U4305	ACTUAL TRAVEL TIME
U4325	SCHEDULING TRAVEL A. Schedule B. Early Departure
U4326	TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP A. Starting and Ending Travel B. En Route Rest Stop/Rest Period at TDY Point C. En Route Rest Stop D. Rest Period at the TDY Point before Reporting for Duty E. Delaying Return Travel to Use Reduced Travel Fares
U4330	POC TRAVEL
U4335	SPECIAL CONVEYANCE TRAVEL
U4340	MIXED MODES TRAVEL

PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	GOVERNMENT MESS A. Mess Available B. Mess Not Available C. GMR/PMR Documentation

PART F: OCCASIONAL MEALS AND QUARTERS

<u>Paragraph</u>	<u>Contents</u>
U4510	OCCASIONAL MEALS AND QUARTERS A. General B. Computation

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

<u>Paragraph</u>	<u>Contents</u>
U4600	GENERAL
U4605	MEMBER ORDERED ON INDETERMINATE TDY <ul style="list-style-type: none">A. GeneralB. Dependents' Transportation to the TDY Station or Other LocationC. Return of the Member to the PDSD. PCS Order Received at TDY Station

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

<u>Paragraph</u>	<u>Contents</u>
U4700	GENERAL
U4705	AUTHORIZING/APPROVING TDY HHG TRANSPORTATION
U4710	BASIC ALLOWANCE <ul style="list-style-type: none">A. Shipments in Addition to Authorized TDY Weight AllowanceB. Weight AllowanceC. Shipment of Replacement Items
U4715	LIMITATIONS
U4720	TRANSPORTATION MODES
U4725	FACTORS AFFECTING TDY HHG TRANSPORTATION <ul style="list-style-type: none">A. Weight AllowanceB. Orders Amended, Modified, Canceled or RevokedC. Improper Shipments
U4735	WHEN EXCESS CHARGES ARE INCURRED
U4740	CALLED (OR ORDERED) TO ACTIVE DUTY
U4745	PCS WITH TDY EN ROUTE

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

*U4600 GENERAL

This Part prescribes dependent travel and transportation allowances when the member is assigned to indeterminate TDY. Authorization for dependents' transportation under this Part is the same as that authorized for PCS. The MALT rates in par. U5105-B1 apply unless the dependents accompany the member to the TDY location traveling in the same POC. If the dependents travel as passengers then no MALT is payable for the dependents since the member receives TDY mileage. See par. U4755 for HHG transportation.

*U4605 MEMBER ORDERED ON INDETERMINATE TDY

A. General. *Only the Service Headquarters can authorize/approves indeterminate TDY.* When indeterminate TDY applies and the member's TDY order does not provide for return to the PDS and the TDY:

1. is contemplated to be for 20 or more weeks at any one location, except as noted in par. U2146-B; or
2. order does not specify or imply any limit to the period of absence from the PDS;

dependent travel and transportation allowances at Government expense are authorized.

B. Dependents' Transportation to the TDY Station or Other Location. All travel and transportation authorized below at Government expense is to enable dependents to establish a residence.

1. When Both PDS and TDY Stations Are in CONUS. Dependent transportation at Government expense is authorized at a cost not to exceed the cost from the PDS to the TDY station.
2. When Both PDS and TDY Stations Are OCONUS. Dependent transportation at Government expense is authorized at a cost not to exceed the cost from the PDS to the TDY station. If determined to be in the Government's best interest, the Secretarial Process may authorize dependent travel to a CONUS location.
3. When the PDS is in CONUS and the TDY Station is OCONUS. Only the Secretarial Process may authorize/approve dependent transportation at Government expense in this situation. When authorized/approved, transportation may be authorized from the PDS to
 - a. the TDY station;
 - b. a CONUS location; or
 - c. a non-foreign OCONUS location if the OCONUS location is the member's HOR, PLEAD or legal residence before entering active duty or the spouse's legal resident at the time of marriage.

Travel must not be authorized/approved to an OCONUS location unless at least 12 months remain in the member's tour of duty at the OCONUS TDY station on the date the dependents are scheduled to, or actually do, arrive OCONUS.

4. When the PDS is OCONUS and the TDY Station is in CONUS. The Secretarial Process may authorize dependent transportation at Government expense to the TDY station, or other location not to exceed, the cost from the PDS to the TDY station.

C. Return of the Member to the PDS. When:

1. the member returns to the PDS on a subsequent order to an activity at the same PDS, or
2. simply returns to the same PDS from indeterminate TDY,

after dependents have been moved at Government expense to the TDY station or to another location; the member is authorized dependent travel and transportation from the TDY station or from the other location to the PDS. Return transportation from CONUS to an OCONUS PDS must not be authorized/approved unless at least 12 months remain in the member's tour of duty at that PDS on the date the dependents are scheduled to, or actually do, arrive at that PDS or on the date command sponsorship again is granted, whichever is later.

D. PCS Order Received at TDY Station. When dependents are moved at Government expense to the TDY station or other location and the member receives a PCS order at the TDY station, dependent travel and transportation allowances at Government expense (to include per diem) for travel performed to the new PDS must not exceed the cost from the TDY station/other location to the new PDS.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed or lost during transportation, through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at Government expense (68 Comp. Gen. 143 (1988)).

U4715 LIMITATIONS

Under a TDY order, a temporary-to-permanent duty order, or a combination thereof, a member with an authorized/approved TDY HHG shipment may transport HHG within the TDY weight allowance between any points, if either the destination or origin (as applicable) is the TDY station, subject to the following cost limitations as applicable:

1. from PDS to TDY station;
2. between TDY stations; or
3. from the last TDY station to the old PDS, or to the new PDS.

When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

U4720 TRANSPORTATION METHODS

The transportation methods in par. U5320 apply.

U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION

- A. Weight Allowance. A member's grade on the day travel begins determines the weight allowance.
- B. Orders Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.
- C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected, or otherwise separated from the member.

U4735 WHEN EXCESS CHARGES ARE INCURRED

HHG not authorized/approved for shipment or not within the member's TDY weight allowance should not be transported with authorized HHG. Members should arrange for separate transportation of such articles. When shipments include unauthorized articles that are later disclosed, the member bears the cost of transporting them, to the extent those costs can be identified. If the cost of transporting these articles cannot be established, see par. U5340.

U4740 CALLED (OR ORDERED) TO ACTIVE DUTY

For transportation allowances of a member called (or ordered) to initial active duty for training for less than 6 months, or called (or ordered) to active duty for less than 20 weeks, see par. U5345-B2. For transportation allowances when a member is relieved from such active duty, see par. U5360-E.

U4745 PCS WITH TDY EN ROUTE

(See par. U5345-C1.)

U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

Under an order from a PDS to TDY without return to the PDS, or to TDY for further assignment, a member's HHG within the PCS weight allowance may be:

1. placed in NTS for the entire TDY period under par. U4770-C; or
2. packed and moved from Government quarters to civilian housing in the old PCS vicinity, if required to vacate the Government quarters.

***U4755 INDETERMINATE TDY**

Under an order from the PDS to TDY for an indeterminate period of time, HHG transportation within the PCS weight allowance may be made to any combination of:

1. the TDY station, or
2. any CONUS point, or
3. other location authorized for dependent travel by the Secretarial Process, or
4. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under par. U4755 may be transported to the member's PDS after TDY. See Chapter 4, Part G, for dependent transportation.

U4760 TDY PENDING OCONUS ASSIGNMENT OR TO A SHIP

A. General. An order from a PDS to:

1. TDY pending further OCONUS assignment, or
2. to a ship,

authorizes a member as indicated in pars. U4760-B and U4760-C.

B. Ordered to a Ship. Under an order from a PDS to TDY pending assignment to a ship other than one described in par. U4760-C, HHG transportation of the PCS weight allowance may be made to any combination of:

1. to the ship's homeport;
2. from Government quarters to civilian housing in the old PCS vicinity, if required to vacate Government quarters; and

- b. CTO/TMC-provided Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever CTO/TMC-provided Government-procured transportation is available, but transportation is personally procured, reimbursement is authorized for the transportation cost up to what it would have cost the Government for CTO/TMC-provided Government-procured transportation between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the Government's cost had CTO/TMC-provided Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

Effective 14 February 2005

8. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under par. U5243-D. The member is financially responsible for any overweight unaccompanied baggage during educational travel.

Effective 14 February 2005

9. Baggage Storage. During a student's annual trip between the school and the member's PDS, or during a different period in the same fiscal year selected by the member, a member may store the student's unaccompanied baggage (NTE 350 pounds) in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

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

Effective 1 October 2004

U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

NOTE: See par. U5246-D regarding per diem.

Effective 22 February 2005

A. General. Not more than three family members (*See par. U5246-B*) of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation and per diem under this paragraph as determined by appropriate authority. In extenuating circumstances, the Secretarial Process may authorize transportation and per diem for more than three family members. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.
2. Member of a Reserve Component Entitled to Disability Pay and Allowances. Round-trip transportation and per diem is authorized to visit a reserve component member entitled to disability pay and allowances under 37 USC §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:
 - a. In the line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
 - b. While traveling directly to or from such training.
3. Member Retired due to Illness or Injury. Round-trip transportation and per diem is authorized to visit a member who is retired solely on account of a serious injury or illness, or as a result of a declaration of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or declaration of imminent death, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

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

*B. Definition. "Family members" as used in par. U5246 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case. If the family member is a:

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.
2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for DoD civilian employees are in JTR, par. C6800 and DoD employees are issued a DD Form 1610 TDY travel authorization.
3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA. The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation (*CTO use is still MANDATORY*);
3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. Per diem may be paid for family members traveling to and from visits (and while at the site during visits) with a member who is seriously ill or injured. Only the same three family members (or those authorized by the Secretarial Process in par. U5246-A) who are transported under this paragraph may receive per diem. (See Appendix E for ITA issuance guidance.)

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

U5250 ADVANCE OF FUNDS

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

2. Ordered from an OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order. ***However, if the member takes physical possession of the HHG, the Government must not transport the HHG (see par. U5318).***

3. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or non-foreign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

- a. Transported from the PDS to the place to which ordered to report, and/or
- b. Placed in NTS.

These HHG later may be transported under par. U5365-A. ***If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized. However, the member must agree to bear all costs in excess of HHG transportation in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Government's cost obligation)*** (44 Comp. Gen. 826 (1965)). In determining excess costs, the cost of authorized temporary storage in transit is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

H. Ordered on a PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at Government expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS. HHG transportation from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/ approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

U5350 TRANSPORTATION UNDER A PCS ORDER TO OR FROM SEA DUTY OR OCONUS DUTY

(See par. U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

- a. The new PDS,

- b. A CONUS location specified by the member,
- c. NTS.

*The Government expense for the combination of transportation under pars. U5222-A1a and U5222-A1b is limited to that which would have been allowed on a like HHG weight transported in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the CONUS location specified by the member under par. U5350-A1b or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, U5222-E, U5222-F or U5222-G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. When the total weight of unaccompanied baggage plus HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is at the member's expense. If the member is required to vacate Government quarters at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

- a. Or store the HHG not needed to establish the temporary residence; and
- b. At Government expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

- a. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances. When a member is transferred by PCS from an OCONUS PDS to:

1. An OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;
2. A unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);
3. A ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or
4. A ship or afloat staff referred to in item 3 after it has been so specified;

the member is authorized HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;
2. Any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;
3. Designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;
4. An OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;
5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. The member is ordered on PCS to an OCONUS to which HHG transportation is authorized;
2. The member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or
3. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation is authorized to the member's current PDS from the place to which transported under par. U5350-D, items 1 through 4 of the second itemization. However, at least 12 months must remain on the member's tour at that PDS on the

date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS orders from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

*F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior location specified by the member under par. U5350-A1b to the new PDS, or from the old PDS to another location specified by the member under par. U5350-A1b. ***In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.*** HHG may be transported to the new PDS from the old PDS, place of storage, or a prior location specified by the member under par. U5350-A1b, or from the old PDS to another location specified by the member under par. U5350-A1b. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior location specified by the member under par. U5350-A1b to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.

2. Homeports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:

- a. From old homeport to the new homeport;

PART E: POV TRANSPORTATION AND STORAGE**SECTION 1: POV TRANSPORTATION****U5400 GENERAL**

- A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. These allowances are discretionary.
- C. POV transportation is authorized unless restricted by the AO or Service regulations.

Effective 2 May 2005

*D. See the SDDC website at: <http://www.sddc.army.mil/>, and "Shipping your POV" at: <http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf> for other requirements related to transporting a POV.

Effective 16 March 2004**U5405 ELIGIBILITY**

- A. Initial Authorization. A POV (see definition in Appendix A) may be authorized to be transported for the member's or dependents' personal use when:
 - 1. Ordered to make a PCS to, from, or between OCONUS PDSs;
 - 2. A change in a ship's homeport is authorized; or
 - 3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

B. Subsequent Authorization. Once the POV transportation has been authorized the related POV shipment/transportation is authorized.

U5410 TRANSPORTATION**A. Transportation Permitted**

- 1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
 - a. POV unloading port/VPC serving the new PDS;
 - b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);

- c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
 - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
 3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.
 4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, see par. U5420-D.
 5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized to a foreign OCONUS PDS, see Chapter 5, Part E2.

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because
 - a. POV transportation is not permitted to the new PDS,
 - b. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS, or
 - c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. Any place in CONUS the member designates, if the old PDS is OCONUS;
- b. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or
- c. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c, or
- d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***

PART G: DISLOCATION ALLOWANCE (DLA)

U5600 PURPOSE

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

U5605 DEFINITION OF TERMS

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

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

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

U5610 ELIGIBILITY

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

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

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

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

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

U5615 DETERMINING AMOUNT PAYABLE

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

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

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §407, members are authorized only one DLA during a fiscal year, unless the:

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

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

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. U5620-A2, and U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

U5630 FACTORS AFFECTING AUTHORIZATION

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

B. Special Categories DLA Authorized

1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned between Activities at Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support DLA payment. When the PCS is from or to a dependent restricted tour, the member's statement must be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not re-delegate this authority.

3. Movement of Dependents to/from a Designated Place. DLA is payable when the dependents complete travel if moved to or from a designated place on the member's PCS order. No further DLA authorization accrues for that PCS unless authorized under par. U5630-B9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Interservice Transfer. When a member is:

1. Separated or relieved from active duty to continue on active duty in another Service, and
2. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. ***No more than two DLAs are authorized by this paragraph. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

7. Member without Dependents Assigned to Two-crew Nuclear Submarine (SSBN)

a. No Change of Homeport. A member without dependents assigned to a two-crew nuclear submarine is authorized DLA upon arrival at the ship's homeport, provided the member is not assigned Government quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

b. Change of Homeport. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is authorized DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is authorized DLA the day one or more dependents arrive at their permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (B-252098.2, 18 October 1993) if the member:

a. ***Has no dependents,***

b. Is assigned to permanent duty aboard a ship,

c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (***effective 1 July 1997 for E-5 and effective 30 October 2000 for E-4***) is authorized BAH for a member in the grade of E-5 or E-4, and

d. Occupies non-government quarters ashore,

*Effective 15 April 2005***12. Ordered to Move in Connection with a Base Realignment and Closure (BRAC) of a Military Installation.*

A member is authorized DLA when the member is ordered to move in connection with a BRAC Commission action on a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of par. U5630-B12, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3))

13. Member without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 is authorized DLA if the member:

- a. Has no dependents,
- b. Is assigned to quarters of the united states that do not meet the minimum adequacy standards established by DoD for members in such grade, or
- c. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and
- d. Elects not to occupy such quarters or facility,

14. Both Spouses below Paygrade E-6 Assigned to Sea Duty. The senior spouse of a member-married-to-member couple (both below paygrade E-6) is authorized 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 the Government's 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 the purpose of par. U5630-B, item 15(c) above partial DLA is not authorized for the following local moves:

- (1) From Government quarters upon separation/retirement;

- (2) *Incident to PCS;*
- (3) *Change in family size or bedroom requirement for the member's convenience including promotion;*
- (4) *Voluntarily initiated by the member (Exception: Government-directed moves under pars. U5355-C1 and U5355-C2);*
- (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 an 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.

PART J: EARLY RETURN OF DEPENDENTS**U5900 DEPENDENT TRAVEL**

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

*A. General. Par. U5900 covers situations in which dependents' early return travel, before the member's PCS under certain circumstances, is in the Government's best interest. An order authorizing dependents' travel under par. U5900 must cite the specific subparagraph (par. U5900-B, U5900-C, or U5900-D) under which the travel is authorized. Dependents must begin travel under par. U5900-B, U5900-C, or U5900-D before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, para. E4.5.5). Discussion or negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS. For dependents' evacuation travel, see Chapter 6.

Effective 18 June 2004

B. Official Situations. When a command-sponsored dependent becomes involved in an incident which:

1. Is embarrassing to the U.S. Government;
2. Is prejudicial to order, morale, and discipline in the command; or
3. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations;

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

1. (for travel to a foreign-born dependent's native country) to the headquarters that directs the Service dependent transportation policies or procedures, or
2. (for CONUS or non-foreign OCONUS designated places) to an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned.

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

C. National Interest

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

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

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

Effective 13 June 2004

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

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

- a. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the well-being of the dependent;

PART X: NOT USED

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

Paragraph

Contents

U7960

TRAVEL TO SPECIALTY CARE OVER 100 MILES

- A. General
- B. Applicability
- C. Transportation
- D. Lodging and Meals
- E. Reimbursable Expenses
- F. Administrative Provisions

U7961

ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

- A. General
- B. Member as Attendant
- C. Civilian Employee as Attendant
- D. Other Person as Attendant

PART Z1: TRAVEL ALLOWANCES – BILATERAL OR REGIONAL COOPERATION PROGRAM

<u>Paragraph</u>	<u>Contents</u>
U7970	TRAVEL ALLOWANCES FOR DEFENSE PERSONNEL OF DEVELOPING COUNTRIES <ul style="list-style-type: none">A. GeneralB. Travel within the Area of Responsibility of a Combatant CommandC. Travel when the Combatant Command is located within the U.S.D. Personnel of a Developing Country that is not a Member of the North Atlantic Treaty Organization (NATAO)E. Maximum Expenses that May Be PaidF. Payment of Additional ExpensesG. Payment under this Part is in Addition to Payments under 10 USC §1050H. Travel Authorizations

PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS

<u>Paragraph</u>	<u>Contents</u>
U7980	TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS (10 USC §1051a) <ul style="list-style-type: none">A. GeneralB. Maximum Allowances that May Be PaidC. DefinitionD. Travel AuthorizationE. Authority Termination

**PART K: TRAVEL AND TRANSPORTATION TO RECEIVE A
NON-FEDERALLY SPONSORED HONOR AWARD**

U7325 TRAVEL AND TRANSPORTATION

Members may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the member's official duties and the functions and activities of the member's Service (55 Comp. Gen. 1332 (1976)).

If acceptance of a non-federally sponsored award involves attending a meeting of a technical, scientific professional, or similar non-federal organization, the Secretarial Process must authorize travel at Government expense.

Effective 11 April 2005

*When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the travel to accept an award (37 USC §412). See par. U2555-E concerning registration fees.

U7326 ALLOWABLE EXPENSES

The TDY allowances in Chapter 4 shall be provided.

U7327 TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER

Travel and transportation at Government expense may be authorized for an individual (related by blood or affinity or whose close association with the member is the equivalent of a family relationship) to accompany the member receiving an honor award (see Appendix E, Part I, Invitation to Travel, par. C-5).

U7328 REIMBURSEMENT

There is no authority for a member authorized travel under this Part to accept reimbursement from a private organization for travel and other expenses.

PART Q: TRAVEL OF ESCORTS AND ATTENDANTS OF DEPENDENTS**U7550 DEFINITIONS OF TERMS USED IN THIS PART**

A. Escort. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's commanding officer or the AO may appoint an escort.

B. Attendant. A member, employee, or other person who, in accordance with a travel order/authorization, accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally. An "attendant" takes care of and waits upon the dependent patient in response to the patient's needs. An attendant's duties may include traveling with the patient and attending to the patient's needs at the destination medical facility. A competent medical authority appoints an attendant.

***U7551 GENERAL**

This Part prescribes the travel and transportation allowances payable for escorts or attendants for dependents. This travel may be authorized under the following circumstances, for:

1. A member, employee, or other person to escort a dependent(s) within the 1-year period after the member dies, is declared missing, is injured (see par. U5241) or is otherwise unable to accompany the dependent;
2. Member(s), employee(s), or other person(s) to travel as attendant(s) or escort(s) for dependent(s) accompanying a member stationed OCONUS, when the authorized transportation is to/from a medical facility for required medical attention which is not available locally (see par. U5240-C) and the dependent(s) cannot travel alone;
3. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) not permitted by the Service concerned to travel concurrently with the member (or both members in the case of a member/member married couple) to the new PDS. In this case, round trip travel and transportation is authorized for the member to return for the dependent(s) after dependent travel to the new PDS is authorized. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***
4. A sole-parent member (but not another person), or either member of a member/member married couple (but not both), to escort dependent(s) authorized transportation under the unusual or emergency circumstances in pars. U5240 and U5900. Round trip travel and transportation is authorized for the member between the OCONUS PDS and the dependent's destination. Government transportation must be used on a space-required basis as the directed mode when available. If not available, allowances are as in par. U7552; ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***
5. Member(s), employee(s), or other person(s) to escort dependent(s) authorized transportation from the member's PDS incident to an evacuation under par. U6004-B or U6004-G (OCONUS) or U6053-B (CONUS), and who is later authorized return transportation to the member's PDS under par. U6004-I (OCONUS) or U6053-H (CONUS). For escort travel allowances in connection with dependent evacuation travel, see par. U6004-H (OCONUS) or U6053-G (CONUS);

6. Member(s) to accompany dependent(s) as attendant(s) or escort(s) when the dependent(s), requiring escort(s) or attendants(s) to travel, transfers in a patient status in CONUS from one medical facility to another medical facility and return for required medical treatment not available locally (see par. U7961 in regard to travel for specialty care for TRICARE Prime patients); or
7. A member, employee, or other person to authorized to accompany dependent(s), authorized transportation to attend a member's burial ceremony (see par. U5242) as an escort or attendant.

Escort or attendant travel is authorized only when the AO determines that dependent travel is necessary and that dependents are incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances. *A travel order/authorization for escort or attendant travel must cite this paragraph as authority.* For travel of attendants or escorts of members, see Part I.

U7552 MEMBERS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A member escort or attendant under this Part is authorized TDY travel and transportation allowances.

U7553 CIVILIAN EMPLOYEES AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A U.S. Government civilian employee attendant or escort, traveling under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8, is authorized the allowances in TDY regulations issued by the employee's agency or department. Allowances for DoD civilian employee attendants or escorts under par. U7551-1, U7551-2, U7551-5, U7551-7, or U7551-8 are in the Joint Travel Regulations, Volume 2, par. C6150 or C6151.

U7554 OTHER PERSONS AS ESCORTS OR ATTENDANTS OF DEPENDENTS

A person other than a member or U.S. Government civilian employee, designated to travel as an escort or attendant for dependents, should be issued an ITA or be included in the same travel authorization (identified as an escort or attendant) issued to the dependent. This individual is authorized the same transportation and travel allowances as a civilian employee.

U7555 ADVANCE OF FUNDS FOR ESCORTS AND ATTENDANTS FOR DEPENDENTS

The travel and transportation allowances authorized for an escort and attendant for a dependent may be paid in advance.

CHAPTER 7

PART X: NOT USED

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES**U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES**

A. General. When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. ***NOTE: The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM. That distance is not the distance for which transportation expenses are reimbursed. Transportation expenses are reimbursed for the official distance (see par. U2020) from the patient's residence city to the specialty care provider's city.*** This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder. This policy is based on OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

*B. Applicability. Travel under this Part may be provided to a covered beneficiary enrolled in TRICARE Prime. ***The following are not authorized travel under this Part:***

1. Active duty members (see par. U7252); and
2. Dependents overseas authorized travel under par. U5240-C.

NOTE: A retired member (and the retiree's dependents) may be authorized patient travel under par. U7960-A provided the retiree is (or dependents are) TRICARE Prime enrollee(s).

C. Transportation. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved. When practicable, Government transportation should be used. When Government transportation is not available or its use is not practicable, patients may be transported by one of the following modes:

1. Government-procured commercial transportation,
2. Personally procured commercial transportation (see par. U3120), or
3. POC.

When personally procured commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used. When POC is used, reimbursement is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel). ***Reimbursement for travel performed by personally procured commercial transportation or POC must not exceed the Government's cost if Government or Government-procured transportation is available.*** When Government-procured or personally procured commercial transportation is used, reimbursement is authorized for actual expenses incurred for the transportation cost between home and terminal and terminal and the specialty care provider facility and return. ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation cost.***

D. Lodging and Meals. The actual cost of the patient's lodging (including taxes (see ***NOTE***), tips, and service charges) and actual cost of meals (including taxes and tips, but not including alcoholic beverages) may be reimbursed up to the per diem rate for the area concerned.

NOTE:

a. *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html/>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.*

b. *The maximum amount allowed for lodging in foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html/>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.*

E. **Reimbursable Expenses.** Reimbursement is authorized for the actual expenses incurred for the patient's travel between the transportation terminal, medical facility, and lodging when the patient is receiving outpatient care from a specialist located more than 100 miles from the PCM's office. Actual expenses incurred for transportation costs between the medical facility and lodging may be reimbursed for the number of trips the patient must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When a POC is the mode, reimbursement for the actual expenses incurred, as in par. U7960-D, is authorized. *Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February 1982). Reimbursement is not authorized for other expenses not specifically authorized in par. U7950-D (i.e., expenses in par. U1410 are not authorized).*

F. **Administrative Provisions.** An order authorizing/approving patient transportation to a specialist for medical care must cite this paragraph as authority. A statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility in accordance with 10 USC §1074 must support the order.

U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

A. **General.** If a patient meets the travel requirements as identified in par. U7960-A, round trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (over 21 years old) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in this paragraph.

B. **A Member as an Attendant.** A member, ordered on TDY as an attendant, is authorized TDY allowances while acting as an attendant.

C. **A Civilian Employee as an Attendant.** A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

D. **Another Person as an Attendant.** A person other than a member or U.S. Government civilian employee, who is designated to travel as an attendant, must be included in the patient's travel order/authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D. **NOTE:** *The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).*

for the location of the new permanent residence begins, less the number of travel days authorized under par. U5160 for direct travel between the old and new PDSs. If the primary dependent does not relocate, authorization for the CONUS COLA based on the rate payable for the location of the primary dependent's permanent residence, or the member's old PDS, continues, except the authorization is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs. When the primary dependent's permanent residence is in an area that has a different rate than the old PDS, and the member's authorization was based on the rate payable for the old PDS, the rate applicable to the location of the primary dependent's permanent residence begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, but authorization for the allowance is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs.

U8006 DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER

A member, assigned to an OCONUS PDS and authorized CONUS COLA on behalf of dependents residing separately from the member in the CONUS, is authorized that allowance while the dependents visit at or near the member's PDS continuously for 90 days or less. Facts must show the dependents are merely visiting (not changing residence). If the visit exceeds 90 days, a member is not authorized CONUS COLA on behalf of dependents residing separately from the member beginning on the 91st day, unless the visit is extended because of illness or other emergency, or the member is authorized CONUS COLA on behalf of the primary dependent who is not visiting the member.

U8007 MEMBER IN NONPAY STATUS

Authorization to CONUS COLA may be continued for the same period and under the same conditions as authorization to BAH when a member is in a non-pay status (see DoD 7000.14-R, "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A), paragraph. 30251 for DoD members and Service pay regulations for members of non-DoD services). Payment is made directly to dependents and not to the member, when the member's BAH is paid directly to dependents.

U8008 AUTHORIZATION WHEN MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authorization, the hospital to which a member is transferred is considered the member's PDS when it is determined prolonged hospitalization is required and an appropriate order associated with the prolonged hospitalization determination is issued. This paragraph applies if a member is transferred from a PDS inside or outside the United States to a hospital in the United States for observation and treatment.

***U8009 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Chapter 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there are no command-sponsored dependents residing OCONUS with the member.*** If a member is authorized an extension of OCONUS COLA on behalf of dependents at their place of residence in accordance with par. U9101-B or C, after the member departs, the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependents leave their OCONUS place of residence. See par. U9157-A. On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

U8010 MEMBER PAYING CHILD SUPPORT

A member with dependents authorized:

1. BAH at the with-dependent rate (grandfathered members who were assigned Government quarters and receiving BAQ at with-dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF solely because the member is paying child support, is authorized CONUS COLA at the without-dependent rate.

U8011 RESERVE COMPONENT MEMBERS

A. Called (or Ordered) to Active Duty for 140 or More Days (20 or More Weeks). Except as provided in par. U8011-B, a Reserve Component member called (or ordered) to active duty for 140 or more days (20 or more weeks) at one location is authorized CONUS COLA at the rate prescribed for the PLEAD, beginning on the day the member is authorized BAH (66 Comp. Gen. 453 (1987)). The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. CONUS COLA authorization at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

B. Called (or Ordered) to Active Duty for 140 or More Days (20 or More Weeks) But Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called (or ordered) to active duty (other than for training) for 140 or more days (20 or more weeks) at one location is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

C. Called (or Ordered) to Active Duty for Less Than 140 Days (20 Weeks). A Reserve Component member called (or ordered) to active duty for less than 140 days (20 weeks) is not authorized CONUS COLA unless the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation.") A member called (or ordered) to active duty in support of a contingency operation is authorized CONUS COLA at the rate prescribed for the principal place of residence at the time called or ordered to active duty.

U8012 NEW MEMBERS

Newly inducted enlisted or reenlisted members, officers, or officer candidates are authorized CONUS COLA at the rate prescribed for members:

1. Without dependents, the duty location to which assigned; or,
2. With dependents, the location of the primary dependent.

The rate for members without dependents changes on the day the member arrives at each new duty location until the member arrives at the designated initial PDS. The rate is based on the location of the primary dependent for members with dependents until the day before the member's arrival day at the member's initial PDS. CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS.

U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody,

but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

1. The member must be authorized BAH, and
2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90-day period).

NOTES:

1. If the divorce or separation involves two members, it is possible for both members to be entitled to CONUS COLA at the with-dependent rate. This is the case when each parent has physical custody of one or more children at the same time. Both members cannot draw BAH at the with-dependent rate based on physical custody of the same child(ren) at the same time.

2. In cases wherein the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).

U8014 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members with Dependents

1. Continuation of CONUS COLA at the Member's PDS. A member, whose dependents are evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par U8005-B, that it is necessary for the dependents to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependents are residing at a designated place in the CONUS incident to an evacuation, the member is authorized CONUS COLA at the with-dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Members without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

***U8015 EARLY RETURN OF DEPENDENTS**

A member is authorized CONUS COLA when all dependents are early-returned to CONUS before the member, from the member's OCONUS PDS. CONUS COLA at the with-dependent rate begins on the arrival day of one or more dependents at the permanent residence location or the day all the dependents have departed the member's OCONUS PDS, whichever is later. ***OCONUS COLA at the with-dependents' rate terminates the day before the dependents leave the member's old PDS (see par. U9157-A).*** To be eligible for CONUS COLA, the member must be authorized to receive BAH on behalf of those dependents at that location. The applicable CONUS COLA rate is based on the location at which the dependents establish a permanent residence.

**CHAPTER 9
STATION ALLOWANCES**

PART A: DEFINITIONS

<u>Paragraph</u>	<u>Contents</u>
U9000	DEFINITION OF TERMS AS USED IN THIS CHAPTER <ul style="list-style-type: none">A. Member with DependentsB. Member without DependentsC. SharerD. Station AllowancesE. VicinityF. Government Mess and Government QuartersG. Basic Allowance for Housing - II (BAH-II)H. Family Separation Housing (FSH)I. Command-sponsored Dependent

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

<u>Paragraph</u>	<u>Contents</u>
U9100	GENERAL <ul style="list-style-type: none">A. PurposeB. Allowances Payable
U9101	OHA START/STOP <ul style="list-style-type: none">A. StartB. StopC. Secretarial Extensions
U9102	CONCURRENT PAYMENT OF OHA AND TLA
U9103	OHA AUTHORIZATION INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY
U9104	OHA CONTINUATION FOLLOWING A MEMBER'S DEATH
U9105	DETERMINING MONTHLY RENT <ul style="list-style-type: none">A. GeneralB. SharersC. Dwelling OwnedD. Maximum Rental Ceiling

- U9106 UTILITY/RECURRING MAINTENANCE ALLOWANCE**
- A. Utility/Recurring Maintenance Allowance Categories
 - B. Determining Whether Rent Includes All, No, or Some Utilities
 - C. Rent Includes All Utilities
 - D. Rent Includes No Utilities or Member Is a Homeowner
 - E. Rent Includes Some Utilities
- U9107 MOVE-IN HOUSING ALLOWANCE (MIHA)**
- A. General
 - B. Rules and Information
- U9108 OHA FOR A MEMBER IN A NONPAY STATUS**
- U9109 OHA FOR A MEMBER WITHOUT DEPENDENTS**
- A. General
 - B. Non-command Sponsored Dependents in PDS Vicinity
 - C. No-cost/Low-cost PCS Move
- U9110 OHA AUTHORIZATION FOR MEMBERS WITH DEPENDENTS**
- A. Member Paying Child Support Assigned to Government Quarters
 - B. OHA Reduction
 - C. Dependents Arrive before the Member at or in Vicinity of a PDS outside the United States
 - D. Dependents Are Not Permitted to Accompany a Member
 - E. No-cost Low-cost PCS Move
- U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING**
- U9112 GEOGRAPHIC OHA LOCATIONS**
- U9113 COMPUTATION DATA**
- U9114 SUBMISSION OF HOUSING REPORTS**
- U9115 INTERIM OHA**
- A. General
 - B. Conditions
- U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA**
- A. Authorization
 - B. Amount
 - C. Liquidation
 - D. Advance Rent Currency Rate Protection
- U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVE COMPONENTS**

PART B2: COST OF LIVING ALLOWANCE (COLA)

<u>Paragraphs</u>	<u>Contents</u>
U9150	COLA A. Purpose B. Allowances Payable
U9151	COLA START/STOP A. Start B. Stop C. Secretarial Extensions
U9153	COLA ALLOWANCE INCIDENT TO A PCS BETWEEN PDSs IN CLOSE PROXIMITY
U9154	COLA ALLOWANCE FOR A MEMBER WITHOUT DEPENDENTS A. Government Mess Availability B. Leave Periods
U9155	NON-COMMAND SPONSORED DEPENDENTS IN PDS VICINITY
U9156	FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS
U9157	COLA FOR A MEMBER WITH DEPENDENTS A. General B. <u>Dependents Arrive at or in the OCONUS PDS Vicinity before the Member</u>
U9158	COLA GEOGRAPHIC LOCATIONS
U9159	COLA REPORT SUBMISSION
U9160	STATION ALLOWANCES FOR MEMBERS OF THE RESERVE COMPONENTS

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

<u>Paragraphs</u>	<u>Contents</u>
U9200	GENERAL A. Purpose B. Implementation
U9201	TLA PAYMENT CONDITIONS A. General B. OCONUS TLA Authority Responsibilities
U9202	INITIAL ASSIGNMENT A. General B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem C. TLA when Entitled to Per Diem (Chapter 4, Part B) D. TLA when Member Arrives before Dependents E. TLA during Hospitalization Period F. Additional TLA Period
U9203	ALLOWANCE UNDER SPECIAL CONDITIONS A. Member Must Vacate Established Permanent Quarters in PDS Vicinity B. Deployment Period while away from PDS C. TLA when Tour Is Converted D. Member Acquires Dependents E. PCS Orders Cancelled/Revoked
U9204	ALLOWANCE UPON DEPARTURE A. General B. Dependents Depart before Member C. Delayed Departure D. Early Termination of Permanent Housing E. Member Detaches from Ship away from Homeport F. Period of TDY/ Deployment while away from Old PDS G. TLA Authorization before Order Issuance H. TLA Authorization during a Hospitalization Period
U9205	EFFECT OF LEAVE/PERMISSIVE TDY ON TLA
U9206	OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY A. General B. New PDS within Commuting Distance

- U9207 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**
- A. General
 - B. Temporary Lodging Not Available at PDS
 - C. Temporary Lodging Furnished by Government Contractors
 - D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction
 - E. General TLA Computation
 - F. TLA while Quarters Are Being Renovated, or if Quarters Lack a Stove and/or Refrigerator
 - G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals
 - H. TLA Computation Examples

U9208 ADVANCE PAYMENT

U9209 TLA – SPECIAL

PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

<u>Paragraphs</u>	<u>Contents</u>
U9300	MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS <ul style="list-style-type: none"> A. Member with Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN) C. Fractional COLA for Member without Dependents D. Officer without Dependents Assigned to Sea Duty - Quarters Become Uninhabitable (Not Applicable to Coast Guard Except when Operating as a Service in the Navy)
U9301	MEMBERS ORDERED PCS TO AN OCONUS UNACCOMPANIED TOUR <ul style="list-style-type: none"> A. General B. Reassignment from CONUS or from Overseas from other than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour C. Reassignment from a Dependent Restricted or Unaccompanied Tour to Another Dependent Restricted or Unaccompanied Tour D. Member's PDS Declared a Dependent Restricted Tour Area E. Entry Permission Withdrawn while Dependents en Route F. Subsequent Reassignment to Unrestricted Area G. Payment of Allowances to a Member at a Dependent Restricted Tour or Unaccompanied Tour Station
U9303	STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS <ul style="list-style-type: none"> A. When Separate Households Are Maintained B. Cost-of-Living Allowance when a Joint Household Maintained
U9304	STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS <ul style="list-style-type: none"> A. Members with Dependents B. Members without Dependents
U9305	VOUCHERS AND SUPPORTING DOCUMENTS

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

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

B. Non-command Sponsored Dependents in PDS Vicinity. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the U.S.:

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

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

Effective 28 April 2003

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

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

U9110 OHA AUTHORIZATION FOR MEMBERS WITH DEPENDENTS

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

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

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

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

1. Government quarters; or,

Effective 26 April 2005

*2. To sea duty and elects not to occupy assigned unaccompanied quarters, unless the member is in a grade above E-5 or in grade E-5 and authorized BAH-II.

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

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

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

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

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

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

PART B2: COST OF LIVING ALLOWANCE (COLA)**U9150 COLA**

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. *Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.*

B. Allowances Payable. The COLA amount payable is shown in Appendix J. Specific instructions are in the paragraphs preceding the tables or are elsewhere in this Volume. From time to time, the Secretary concerned and the PDTATAC Director may jointly issue a special determination authorizing different rates due to special circumstances. COLA rates are based on the member's PDS except as indicated in pars. U9300 and U9301 and in Chapter 6.

U9151 COLA START/STOP

*A. Start. COLA authorization starts on the day a member reports to a new PDS or the day dependents arrive prior to their sponsor, as specified in par. U9157-B. COLA authorization starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem.

B. Stop. Unless

1. An extension is authorized under par. U9151-C, or
2. COLA is authorized under par. U9153,

COLA stops:

1. The day before the member departs in compliance with a PCS order,
2. On the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned, or
3. On the day the last dependent departs if the dependent departs within the 60-day period after the effective date of the PCS order or of the homeport change, as applicable.

COLA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG shipment to the new PDS, exigencies of the Service); the member's new commanding officer or designated representative may terminate COLA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. The Secretarial Process may authorize COLA beyond the 60-day period authorized in par. U9151-B. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

U9153 COLA ALLOWANCE INCIDENT TO PCS BETWEEN PDS IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is authorized COLA during that period. If the COLA rate differs between the old and new PDS, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9154 COLA ALLOWANCE FOR A MEMBER WITHOUT DEPENDENTS

A. Government Mess Availability

NOTE: For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government mess (see par. U9000-F and Appendix A), then mess is available. Payment of BAS is independent of the reality of the Government mess being available.

1. Member with Government Quarters and a Government Mess Available. A member who has Government quarters available at the PDS (including a ship) and a Government mess available, is authorized COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. A member who does not use available Government quarters and/or Government mess because of the presence of non-command sponsored dependents is authorized COLA under this subparagraph. See par. U9156.

2. Member with Government Quarters Available but without a Government Mess Available. A member who has Government quarters available but who does not have a Government mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J, Table II in the 0 dependent column.

3. Member with Government Quarters Available but for Whom Use of a Government Mess is Impractical. A member who has Government quarters available, but whose commanding officer, or designee, furnishes a statement that Government mess use is impractical, is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents. See par. U9156.

4. Member Authorized to Occupy other than Government Quarters. A member in grade E-7 or higher *who has no dependents* occupying other than Government quarters is authorized COLA computed as indicated in <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> for a member with 0 dependents.

5. Member Who Has No Dependents and is Assigned to a Ship. A member above the grade of E-5 (see **NOTE**) who:

- a. Has no dependents,
- b. Is assigned to permanent duty aboard a ship,
- c. Elects not to occupy assigned shipboard quarters, and
- d. Occupies non-government quarters ashore,

is authorized COLA computed as indicated in <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> for a member with 0 dependents.

NOTE: A member in the grade of E-4 or E-5 who meets the criteria in pars. U9154-A5a, U9154-A5b, and U9154-A5d above and who is authorized BAH-II (BAH-I in Alaska and Hawai'i) also is authorized the COLA above.

6. Member without Dependents Who Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

- a. Has no dependents,
- b. Is assigned to inadequate quarters of the U.S., or of a housing facility under the jurisdiction of a uniformed service, and
- c. Elects not to occupy the quarters or facility,

is authorized COLA computed as indicated in <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> for a member with 0 dependents.

7. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately, is authorized COLA computed as indicated in <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> for a member with 0 dependents
8. Member-Married-to-Member - Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> for a member with 0 dependents. See also par. U9303.
9. Member in Confinement. *Except as indicated in par. U9157-A5, a member is not authorized COLA while in a confinement status as a result of disciplinary action.*

Effective 1 October 2003

10. Both Spouses below Grade E-6 Assigned to Sea Duty. ***Effective 1 October 2003 (and applicable to months beginning on or after that date)*** two members (both below grade E-6) married to each other are each authorized COLA specified in <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> in the 0 dependent column if the spouses:

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

NOTE: This does not apply if either or both members are authorized COLA under par. U9154-A5 above.

B. Leave Periods. COLA continues during any period not in excess of 30 consecutive days the member is on leave inside CONUS. COLA continues during the entire period the member is on leave OCONUS. COLA payments may be made for leave periods only if the member was paid COLA immediately before:

1. Entering a leave status, or
2. Hospitalization if the member was hospitalized immediately before beginning leave.

U9155 NON-COMMAND SPONSORED DEPENDENTS IN PDS VICINITY

A member, who on the effective date of the PCS order directing a transfer to an OCONUS PDS:

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

is not authorized COLA (except under par. U9154-A1), when available Government mess is not used. If the member changes the election and agrees to serve the accompanied tour, par. U9157 applies from the date dependents are command-sponsored.

U9156 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENTS

A member without dependents,

1. On duty at a PDS where a Government mess is available, and
2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals,

is authorized a pro rata share of the member-without-dependents COLA for each meal not furnished in a Government mess in addition to the COLA authorized in par. U9154-B1. A statement from the commanding officer, or an officer designated by the commanding officer for that purpose, must support payment of this allowance. The amount payable is obtained by applying the percentages indicated in the following table to the daily COLA rates computed in accordance with <https://secureapp2.hqda.pentagon.mil/perdiem/allowcol.html> for the PDS, or in the case of a member assigned to a ship or other fleet unit having an assigned OCONUS homeport, the COLA set for the place where the meals are taken.

<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	10%
Noon	20%
Evening	20%

*U9157 COLA FOR A MEMBER WITH DEPENDENTS

A. General. A member with dependents is authorized COLA (see par. U9303 for authority for member-married-to-member couples) regardless of Government mess availability at the PDS (including aboard a ship) with the following exceptions:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by dependents is on leave in CONUS.
2. When one or more dependents depart the PDS vicinity and return to CONUS, the COLA for any day in excess of 30 consecutive calendar days that the dependents are in CONUS is reduced to the rate specified in Appendix J, Table II, for the number of dependents remaining (50 Comp. Gen. 30 (1970)).
3. When all of the dependents return to CONUS for a temporary period in excess of 30 consecutive calendar days, the allowance beginning on the 31st day that the dependents are in CONUS is as provided in par. U9154.
4. For any period during which a Government mess has been declared available (whether or not used) for both the member and dependents for all meals due to unusual or emergency circumstances rendering the preparation of meals at home or the procurement of food in commercial establishments impractical.

5. When the member is in a confinement status as a result of disciplinary action. In this case the member is authorized an OCONUS COLA for command-sponsored dependents only at the rate specified in Appendix J, Table II, for the number of dependents who continue to reside in the PDS vicinity.
6. When one or more dependents depart the PDS vicinity and return to CONUS to attend school, the allowance is reduced as of the day following the departure day to the rate specified in Appendix J, Table II, for the number of dependents remaining.
7. When one or more dependents depart the PDS vicinity and early return or advance return to CONUS, the COLA is reduced as of the day following the dependents departure to the rate specified in Appendix J, for the number of dependents remaining. If all dependents depart the PDS vicinity, the member is considered a member without dependents and COLA is authorized as indicated in par. U9154.

B. Dependents Arrive at or in the OCONUS PDS Vicinity before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member, COLA begins as indicated in pars. U9157-B1 and U9157-B2.

1. Old PDS OCONUS. If the old PDS is OCONUS, COLA begins on the arrival day of one or more dependents, except that COLA is not paid for any day before the date a PCS order is issued. OCONUS COLA on behalf of the dependents at the old PDS terminates on the day before the dependents leave the old PDS.
2. Old PDS in CONUS. Except as provided in par. U9301-D, COLA begins on the dependents' arrival day if on or after the effective date of the PCS order, or the date a member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date aboard the ship is the departure day from CONUS.***
3. Homeport Changes. If a member's dependents are authorized to travel to a newly announced homeport and the member:
 - a. is currently assigned to a ship or other fleet unit with an announced homeport change, or
 - b. is in receipt of a PCS order to a ship or other fleet unit with an announced homeport change, and

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

4. An Amended PCS Order Changes the PDS. When, before joining dependents at an OCONUS PDS originally designated in a PCS order, a member receives an amended PCS order to a different PDS, COLA at the original OCONUS location ends on the dependents' departure day for the newly designated PDS. COLA at the original OCONUS location cannot extend beyond 60 days after the effective date of the amended PCS order unless specifically extended by the Secretarial Process. COLA at the with-dependents rate at a new OCONUS PDS begins on the dependents' arrival day there.

U9158 COLA GEOGRAPHIC LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

U9159 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

U9160 STATION ALLOWANCES FOR MEMBERS OF THE RESERVE COMPONENTS

See par. U7150-H regarding station allowances application to members of the Reserve Components called or ordered to active duty, or active duty for training.

PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES

U9300 MEMBERS ASSIGNED TO SHIPS OR FLEET UNITS

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

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

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

2. Member without Dependents Ordered to TDY at Homeport. The payment of OHA and COLA is authorized under Chapter 9, Part B1 and Chapter 9, Part B2 to a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS homeport. When determining the rates payable and rules applicable in connection with OHA and COLA under this subparagraph, the ship's homeport is considered as though it were the member's duty station. Par. U9300-B2 applies only to the OHA and COLA station allowances (53 Comp. Gen. 535 (1974)).

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

D. Officer without Dependents Assigned to Sea Duty - Quarters Become Uninhabitable (Not Applicable to Coast Guard Except when Operating as a Service in the Navy). An officer, without dependents and assigned to a ship or an afloat staff homeported OCONUS, is authorized OHA when quarters on board become uninhabitable due to overhaul and/or repairs and there are no Government quarters available ashore. A COLA is authorized when there is no Government mess available ashore or aboard ship. When determining the rates payable in connection with OHA and COLA under par. U9300-D, the rates applicable to the ship's overhaul or repair location apply (B-188481, 13 June 1978).

*U9301 MEMBERS ORDERED PCS TO AN OCONUS UNACCOMPANIED TOUR

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

B. Reassignment from CONUS or from Overseas from other than a Dependent Restricted or Unaccompanied Tour to a Dependent Restricted or Unaccompanied Tour

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

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

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

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

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

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

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

*E. Entry Permission Withdrawn while Dependents en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which dependents' transportation at Government expense has been authorized, when the PDS is declared an unaccompanied tour area or another PCS order is issued assigning the member to another unaccompanied tour area, the member is authorized station allowances as a member with dependents prescribed in Chapter 9, Part B1 and Chapter 9, Part B2 and par. U9200 for the place to which dependents are diverted, beginning on the day the dependents arrive there and terminating on the day before the dependents departure day from there, or as otherwise prescribed in par. U9301-G. A statement from the member's commanding officer, or the commanding officer designee for that purpose, must support payment certifying that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to another place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), authorization for station allowances under par. U9304 terminates as provided in pars. U9101-B and U9151-B.

G. Payment of Allowances to a Member at a Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is authorized station allowances under par. U9304, the member also is authorized station allowances, if any, prescribed for a member without dependents at the new PDS.

U9303 STATION ALLOWANCES WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households Are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS. For COLA for member-married-to-member couples both of whom are E-5 and below serving on sea duty, see par. U9154-A10. In no case may a spouse who also is a member on active duty be a dependent for allowances in this Part.

B. Cost-of-Living Allowance when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present. The other member is authorized to receive COLA at the 0 dependent rate. *In no case shall a spouse who also is a member on active duty be considered a dependent for station allowance purposes.*

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members with Dependents

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

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

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

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

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

a. Command-sponsored dependents are evacuated from OCONUS or dependents are evacuated from CONUS, and they

b. Reside at an authorized/approved designated place

(1) Outside the United States (OHA and COLA), or

(2) In Alaska or Hawai'i (COLA only).

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

B. Members without Dependents

1. Overseas Housing Allowances. A member without dependents, who was authorized OHA at the PDS on the date an evacuation is ordered or authorized and who continues to maintain commercial bachelor quarters, continues to be authorized such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member will not be permitted to return to the commercial housing in the foreseeable future, the commander must encourage the member to terminate the commercial housing at the earliest practical date and must terminate OHA concurrent with the termination of the commercial housing.

2. Cost-of-Living Allowance and TLA. COLA and TLA for members without dependents must be paid during the period of an evacuation based on the conditions and circumstances prescribed in Chapter 9, Part B2 and par. U9200.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

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

4. The OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.

NOTE 2: For the definition of "designated place" as used in Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

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

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
 - a. Appointment to regular Service from civilian life or a reserve component;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for members on sea duty, the homeport of the ship or mobile unit to which the member is assigned;
3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to such ship is the new station;

4. The home of a member upon:
 - a. Retirement;
 - b. Transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

EARLY RETURN OF DEPENDENTS. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member’s command, prior to the issuance of a Permanent Change of Station (PCS) order.

EFFECTIVE DATE OF PCS ORDER.

1. For members being separated or retired, the last day of active duty. (See below for Reservists being separated.)
2. For all others, including Reservists being separated and recalled retired members who continue in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member’s home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
- *3. The effective date of an IPCOT order is the first day of duty on the new tour. (See IPCOT definition.)

NOTE: *The following are examples of computing the effective date of orders:*

EXAMPLE 1

A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.

Authorized and actual reporting date	10 June
Less 7 days travel time actually used	3 June
Add 1 day	4 June
Effective date of PCS order	4 June

EXAMPLE 2

A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
- (1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,
 - (2) No storage is required, and
 - (3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

Effective 13 September 2002

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. Duty prescribed for members of a Reserve Component by the Secretary concerned, or
 - b. Special additional duty authorized for members of a Reserve Component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by members of the National Guard, including:
 - a. Unit training assemblies;
 - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT).** A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved for a service member. However, dependents and HHG can be transported at Government expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailed of the initial overseas tour is not authorized.*** (Ref: DoDI 1315.18, <http://www.dtic.mil/whs/directives/corres/html/131518.htm>) ***(For USCG, see Service directives.)***

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS IN KIND. Lodgings provided by the Government without cost to the member.

LODGINGS-PLUS PER DIEM METHOD. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;

SDDC	(Military) Surface Deployment and Distribution Command
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
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
VAMC	Veterans Affairs Medical Center
VPC	Vehicle Processing Center

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 Mumbai New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal
Bulgaria, Sofia	*Kazakhstan, Almaty (Alma-Ata) Astana (Aqmola)	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	*Tanzania, Dar es Salaam (eff 19 April 2005)
China, Beijing Shanghai	Madagascar, Antananarivo	Togo, Lome
Congo, Democratic Republic of the Kinshasa	Malawi, Lilongwe	Turkmenistan, Ashkhabat
Congo, Republic of the Brazzaville	Mali, Bamako	Uganda, Kampala
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Ukraine, Kiev
Cuba, Havana	Mongolia, Ulaanbaatar	Uzbekistan, Tashkent
Cyprus, Nicosia	Moldova	Vietnam
Djibouti	Mozambique, Maputo	Yemen, Sanaa
East Timor	Nepal, Kathmandu	Zambia, Lusaka
Ecuador, Quito	Nicaragua, Managua	Zimbabwe

c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft must *not* be authorized/ approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

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.

***T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)**

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

Effective 27 April 2005

B. Commercial Transportation. The Services must require that CTOs arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange foreign flag carriers, or business- (but not first-) -class accommodations (*see JTR, par. C1060, NOTE 1 and JFTR, par. U4326, NOTE 1*) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2 and C2208-C (trains only) and JFTR, pars. U3125-B2 and U3135-C (trains only) may authorize business- or first-class accommodations use.

Effective 28 Apr 05

C. Rental Vehicles (Includes Aircraft). When rental vehicle use is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U1410 and JTR par. C1410). The following expenses are also reimbursable: parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage, hangar or boathouse rental; subsistence of operator; and optional extra collision hull insurance for rental aircraft. When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the SDDC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles, while the vehicles are being used for official business, are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

*Effective 28 April 2005*D. Government Transportation

1. The TO arranges international Government airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

Effective 18 November 2004

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Government/Government-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Government vehicle (other than government/government-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by privately owned vehicle is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the least expensive unrestricted coach-class airfare (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

T4040 LIVING EXPENSES (PER DIEM)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required -Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes non-availability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees

(1) ***Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or Secretary concerned for **only uniformed members** (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. **An AEA may not be authorized for meals and incidental expenses.**

NOTE 1: *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The maximum amount allowed for lodging in foreign countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

e. **Reimbursement of lodging cost when staying with friends or relatives is not authorized.**

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

- (a) Mortgage interest;
- (b) Property tax; and
- (c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.***

Effective 20 September 2004

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the last TDY location or stopover point, as appropriate.

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

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

Effective 1 October 2003

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

NOTE 1: Applicable to civilian employees:

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

NOTE 2: Applicable to uniformed members:

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

B. Lodging Overnight Required - Schoolhouse Training Standards

- 1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***
- 2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.***
- 3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.***

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

- 1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily***

reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

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

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

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

4. TDY Aboard Ships

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

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT SHIP 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

15. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
16. Tips for handling Government property at terminals and hotels;
17. **UNIFORMED MEMBERS ONLY**: Customary tips for handling any baggage at transportation terminals; and
18. **CIVILIAN EMPLOYEES ONLY**: The cost during TDY travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing:
 - a. *Is* a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging in CONUS.
 - b. *Is not* a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel.
19. **UNIFORMED MEMBERS ONLY**: The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing:
 - a. Up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);
 - b. *Is not* a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel;
20. Any per-day administrative fee called for by the SDCC rental car agreements (including GARS);

Effective 1 April 2005

21. For lodging expenses incurred when a member takes leave *during contingency operations* see par. U7225; and
22. Similar travel related expenses.

F. **Reimbursement for Travel Expenses at the TDY Location**

Effective 28 April 05

- *1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,

- e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
 4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
 5. Travelers must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. 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.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserves voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;
3. Active duty for any other purpose for less than 20 weeks, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;
4. Active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. 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 business travel under pars. T4030 and T4040-A & T4040-D.

SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov’t qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
Active duty for less than 20 weeks at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks).	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chap 5 applies.

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

- 1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that 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/ Except as noted in JFTR, par. U2146.
- 3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.
- 4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.
- 5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.
- 6/ Temporary lodging facilities are not Government quarters for purposes of this table.
- 7/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- 8/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. 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.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Standby Reserves voluntarily performing without pay.	Not authorized.	Not authorized.

Table is for informational purposes only. Allowances are prescribed in par. T4045.

- 1/ For travel allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3/ Reservists on inactive duty for training who are not otherwise authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for Reserve Component Personnel

T4050 TAKING A TYPICAL BUSINESS TRIP

A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. ***Travelers must guard tickets carefully.*** However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other

expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on contract flights use. ***NOTE: Contract-city airfares must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The CTO must use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

- (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
- (2) The contract carrier's flight schedule does not operate during normal working hours;
- (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
- (4) Rail service is available, cost effective, and consistent with mission requirements;
- (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or
- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO ensures that the rationale for not using contract flights is recorded on the Trip Record.

NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City-pair Program.

Effective 27 April 2005

*2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 Nov 2002, for civilian employees and their dependents:*

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>1 Jan 2003</i>
Argentina	Southern	Miami	30 Apr 2005
Armenia, Yerevan	European	Frankfurt	30 Apr 2005
*Australia, Alice Springs	Pacific	Honolulu	31 Aug 2006
*Australia, Exmouth	Pacific	Perth	31 Aug 2006
*Australia, Learmonth	Pacific	Perth	31 Aug 2006
Azerbaijan, Baku	European	Frankfurt	31 Jul 2005
Bahrain	Central	Frankfurt	31 Oct 2005
*Bangladesh, Dhaka	Pacific	Honolulu	31 Aug 2006
Barbados	Southern	Miami	30 Apr 2005
Belarus, Minsk	European	Frankfurt	30 Apr 2005
Belize	Southern	Miami	30 Apr 2005
Bolivia	Southern	Miami	30 Apr 2005
Botswana, Gaborone	European	Frankfurt	<i>31 Mar 2005</i>
Brazil	Southern	Miami	30 Apr 2005
Bulgaria, Sofia	European	Frankfurt	<i>31 Mar 2005</i>
*Burma, Rangoon	Pacific	Honolulu	31 Aug 2006
*Cambodia, Phnom Penh	Pacific	Honolulu	31 Aug 2006
Cameroon, Yaounde	European	Frankfurt	30 Apr 2005
Chad, N'djamena	European	Frankfurt	30 Apr 2005
Chile	Southern	Miami	30 Apr 2005
*China, Beijing	Pacific	Honolulu	31 Aug 2006
Columbia	Southern	Miami	30 Apr 2005
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	<i>31 Mar 2005</i>
Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
Cuba, Havana (<i>for Coast Guard uniformed members only</i>)	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	<i>31 Mar 2005</i>
Democratic Republic of Congo, Kinshasa	European	Frankfurt	30 Apr 2005

Djibouti	Central	Frankfurt	31 Oct 2005
Dominican Republic	Southern	Miami	30 Apr 2005
Ecuador	Southern	Miami	30 Apr 2005
Egypt	Central	Frankfurt	31 Oct 2005
El Salvador	Southern	Miami	30 Apr 2005
Eritrea, Asmara	Central	Frankfurt	31 Oct 2005
Estonia, Tallinn	European	Frankfurt	31 Mar 2005
Ethiopia, Addis Ababa	Central	Frankfurt	31 Oct 2005
*Fiji	Pacific	Honolulu	31 Aug 2006
Gabon, Libreville	European	Paris	31 Oct 2004
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
Ghana, Accra	European	Frankfurt	30 Apr 2005
Greece, Athens	European	Frankfurt	31 Mar 2005
Greece, Larissa	European	Frankfurt	31 Mar 2005
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	30 Apr 2005
Guinea, Conakry	European	Paris/Frankfurt	31 Jan 2005
Guyana	Southern	Miami	30 Apr 2005
Haiti	Southern	Miami	30 Apr 2005
Honduras	Southern	Miami	30 Apr 2005
*Hong Kong	Pacific	Los Angeles	31 Aug 2006
*India, New Delhi	Pacific	Honolulu	31 Aug 2006
*Indonesia, Jakarta	Pacific	Honolulu	31 Aug 2006
Israel, Tel Aviv	European	Frankfurt	31 Mar 2005
Ivory Coast, Abidjan	European	Frankfurt	31 Mar 2005
Jamaica	Southern	Miami	30 Apr 2005
Jordan	Central	Frankfurt	31 Oct 2005
Kazakhstan, Almaty	Central	Frankfurt	31 Oct 2005
Kenya	Central	Frankfurt	31 Oct 2005
Korea 2/ (<i>eff 28 May 2004</i>)	Pacific	Chicago or Los Angeles	31 Aug 2006
Kuwait	Central	Frankfurt	31 Oct 2005
Kyrgyzstan, Bishkek	Central	Frankfurt	31 Oct 2005
Laos, Vientiane (<i>eff 29 October 2004</i>)	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	30 Apr 2005

Lithuania, Vilnius	European	Frankfurt	31 Mar 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Mar 2005
*Madagascar, Antananarivo (<i>eff 28 May 2004</i>)	Pacific	Frankfurt	31 Aug 2006
*Malaysia, Kuala Lumpur	Pacific	Sydney	31 Aug 2006
Mali, Bamako	European	Frankfurt	30 Apr 2005
Marshall Islands, Majuro	Pacific	Honolulu	31 Aug 2006
*Mauritania <i>eff 28 April 2005</i>	European	Frankfurt	31 March 2007
Mexico	Southern	San Antonio	30 Apr 2005
Moldova, Chisnau	European	Frankfurt	30 Apr 2005
*Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Aug 2006
Morocco, Rabat	European	Frankfurt	31 Mar 2005
Mozambique, Maputo	European	Frankfurt	31 Mar 2005
Namibia, Windhoek	European	Frankfurt	30 Apr 2005
*Nepal, Kathmandu	Pacific	Honolulu	31 Aug 2006
Nicaragua	Southern	Miami	30 Apr 2005
Niger, Niamey	European	Frankfurt	31 Mar 2005
Nigeria, Lagos	European	Frankfurt	31 Mar 2005
Oman	Central	Frankfurt	31 Oct 2005
akistan	Central	Frankfurt	31 Oct 2005
Panama	Southern	Miami	30 Apr 2005
Paraguay	Southern	Miami	30 Apr 2005
Peru	Southern	Miami	30 Apr 2005
*Philippines, Metro Manila	Pacific	Honolulu	31 Aug 2006
Poland, Warsaw	European	Frankfurt	31 Mar 2005
Qatar	Central	Frankfurt	31 Oct 2005
Romania, Bucharest	European	Frankfurt	31 Mar 2005
Russia, Moscow	European	Frankfurt	31 Mar 2005
Rwanda, Kigali	European	Frankfurt	30 Apr 2005
Saudi Arabia	Central	Frankfurt	31 Oct 2004
Senegal, Dakar	European	Frankfurt	30 Apr 2005
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005
*Singapore	Pacific	Honolulu (<i>eff 14 Apr 2004</i>)	31 Aug 2006
South Africa, Pretoria	European	Frankfurt	31 Mar 2005
*Sri Lanka, Columbo	Pacific	Frankfurt	31 Aug 2006

Suriname	Southern	Miami	30 Apr 2005
Syria, Damascus	Central	Frankfurt	31 October 2005
Tanzania, Dar Es Salaam	European	Frankfurt	30 Apr 2005
*Thailand, Bangkok	Pacific	Honolulu	31 Aug 2006
*Thailand, Chiang Mai	Pacific	Honolulu	31 Aug 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2005
Tunisia, Tunis	European	Frankfurt	31 Mar 2005
Turkey, Ankara	European	Frankfurt	30 Apr 2005
Turkey, Izmir	European	Frankfurt	1 Jan 2003
Turkmenistan, Ashgabat	Central	Frankfurt	31 Oct 2005
Uganda, Kampala	European	Frankfurt	30 Apr 2005
Ukraine, Kiev	European	Frankfurt	31 Mar 2005
United Arab Emirates	Central	Frankfurt	31 Oct 2005
Uruguay	Southern	Miami	30 Apr 2005
Uzbekistan, Tashkent	Central	Frankfurt	31 Oct 2005
Venezuela	Southern	Miami	30 Apr 2005
*Vietnam, Hanoi	Pacific	Honolulu	31 Aug 2006
Yemen	Central	Frankfurt	31 Oct 2005
Zambia, Lusaka	European	Frankfurt	31 Oct 2004
Zimbabwe, Harare	European	Frankfurt	31 Mar 2005

1/ Exception to the 24-month tour requirement approved by ASD(FMP) on 18 Mar 2002 memo.

Effective 28 May 2004

2/ Only for uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for Operation Iraqi Freedom. PDUSD (P&R) authorized an exception to the 24-month tour requirement and the 6 months begin/end of the tour limitation on 28 May 2004.