

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 229

Alexandria, VA

1 January 2006

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 January 2006 unless otherwise indicated.

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This change includes all material written in MAP Items 41-05; 60-05(E); 63-05(E); 66-05(E); 70-05(E); 71-05(E); 73-05(E); 74-05(E) and military editorials U05062; U05076; U05077; U05079 through U05086 and U05088. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 228 cover page.

BRIEF OF REVISION

These are the major changes made by Change 229:

U1410. Authorizes reimbursement for certain expenses as a travel expense for responders to the Hurricane Katrina in Alabama, Louisiana, and Mississippi during the period 25 August 2005 to 31 January 2006 and Hurricane Rita in Louisiana and Texas during the period 23 September 2005 to 31 January 2006.

U2010. Adds wording to clarify The FedRooms Lodging Program is indicated by the use of an XVU code as opposed to a GOV code for Government Room Rates.

U2600. Increases the TDY mileage rate from \$0.105 to \$0.125 for local and TDY travel when the member/employee is committed to use a Gov't-owned vehicle and a Government vehicle has been procured and is available for the member's/employee's use but the member/employee elects to use a POC.

U2600; U3305; U3310-A1. Clarifies the allowances when a traveler uses a privately-owned boat.

U4100. Uses the U. S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) as a secondary resource to help determine the correct per diem rates for TDY or new PDS locations, which are not listed in the per diem rates table.

U4102-B; U7226. Revises to comply with 37 USC §404b.

U5105-B2. Changes CONUS Standard to Standard CONUS.

U5116. Changes the highest CONUS Meals and Incidental Expenses (M&IE) rate to \$64.00 effective 1 October 2005 based on GSA revisions.

U5203-B2; U5215-B; Appendix A. Allows Government-funded return of parents who no longer qualify under JFTR, Appendix A, as dependents of the member on the effective date of a member's new PCS order.

U5310; Appendix A. Clarifies that cranes may be used in the pick-up and delivery of HHG and as such are not generally services for which members/employees are required to pay (the exception being boats).

U9000; U10000. Expands the definition of "Member with Dependents" to include a member assigned to an unaccompanied tour or unusually arduous sea duty whose dependents remain at the member's old PDS or move to a designated place.

U10100. Indicates that it is not the purpose of OHA to enrich a member by paying for adapting a residence to accommodate renters.

T4000. Adds employees from other agencies traveling using JTR/DoD funds to Appendix O users.

Appendix A. Adds a utility trailer as an item included as HHG and describes utility trailers.

Appendix L. Makes minor revisions to App L, pars. B5 and C2.

Appendix Q. Establishes tour lengths of 24-months accompanied and 24-months unaccompanied for Bydgoszcz and Szczecin, Poland.

Appendix S. Recertifies some FEML/adds some locations for EUCOM and recertifies Havana, Cuba. Also adds Keflavik, Iceland effective 14 October 2005.

Chapter 5, Part H. Simplifies and updates the TLE regulations.

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.

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## CHAPTER 1

## PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

## U1400 GENERAL

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. *Incidental Expenses (defined as part of per diem in Appendix A) are different than these expenses.* Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

## U1405 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. The AO may determine certain communications to a member's home/family are official. These communications must be only to advise of the member's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the member is aware of the limit. Charges for connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY is completed when appropriate (adopted from GSBICA 14554-TRAV, 18 August, 1998). See par. U1410-B4g.

*Effective for travel from 25 August 2005 to 31 January 2006*

**\*U1410 MISCELLANEOUS EXPENSES**

***NOTE 1: Reimbursement is authorized for the miscellaneous expenses listed below in this note for responders to Hurricane Katrina in the states of Alabama, Louisiana, and Mississippi during the period beginning on 25 August 2005 to 31 January 2006 and Hurricane Rita in the states of Louisiana and Texas during the period beginning 23 September 2005 to 31 January 2006. The items listed should be claimed on the travel voucher:***

- a. air mattress, folding cots and portable beds;*
- b. sleeping bags, blankets, sheets and pillows;*
- c. towels, wash cloths, sanitizing wipes/cloths and paper towels;*
- d. flashlights and batteries (for flashlights and alarm clocks only);*
- e. gasoline cans (when required to carry fuel for rental vehicles).*

*Travelers should include claims for these items along with their regular travel vouchers. Approval for purchases listed above applies to purchases made by an individual for the individual's use only. Reimbursement is not authorized for items purchased in bulk and provided to others.*

*The above items are not considered to be accountable property by the Federal Government, but are the property of the command funding the order. Personal items such as bug repellent, bug spray, sun block or suntan lotion, sun glasses, soap, toothpaste and alarm clocks are not reimbursable on a travel voucher. They are included in the "I" of M&IE. Items such as tents, computer equipment, batteries (other than for flashlights) are not reimbursable under travel and must be purchased through appropriate acquisition procedures. Bottled water is not reimbursable as a miscellaneous expense as it is included in the "I" of M&IE.*

***Dual Lodging:*** Responders in Louisiana and Mississippi for the Hurricane Katrina response are authorized dual lodging when required. This authorization expires 31 January 2006.

***Drop Off Fees for Rental Vehicles:*** The drop off fee is reimbursable for rental vehicles used for official business during the Hurricane Katrina response. This applies for travel to/from and within the State of Louisiana, Mississippi and Alabama.

The above modification to DoD travel policy expires on 31 January 2006. Normal policy and procedures for approvals and reimbursement resume on 1 February 2006 and apply to all claims for expenses incurred from that date forward.

***NOTE 2:*** Mission-related or personal expenses are not reimbursable except as indicated in the circumstances in ***NOTE 1*** above. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar items.

A. **General for All Travel.** Members are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business for themselves and their dependents. These expenses include:

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel;
2. Administrative fees for ATM use to obtain money with:
  - a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or
  - b. An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for an advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations", available at: [http://www.dtic.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dtic.mil/comptroller/fmr/09/09_03.pdf), for information on personnel exempt from the requirement to use the Government charge card;

***Effective 8 September 2004***

3. Fees for passports, visas (including green cards), and photographs for OCONUS travel (see par. U1415); and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan).

***NOTE:***

***(1) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to a visa issuing office located outside the local area of the member's PDS if the traveler's presence at that office is/was mandatory.;***

***(2) A travel order may be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the member's PDS;***

***Effective 5 July 2005***

a. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, visas (including green cards) for TDY, PCS or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.

## 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.

***Effective 15 September 2005***

2. A traveler must maintain records to validate individual expenses of \$75 or more and for 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.

***Effective 3 November 2005***

\*4. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all travelers.

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

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

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

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

**U2020 OFFICIAL DISTANCE DETERMINATION**

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

1. Is the only official source for worldwide PCS and TDY distance information,
2. Replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),
3. Uses city to city distance (not zip code to zip code),

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

4. Provides distances which must be rounded to the nearest mile for each leg of a journey,
5. Does ***not*** apply to the following travel distances that are determined by odometer readings:
  - a. In and around the PDS or TDY sites,
  - b. Between home/office and transportation terminal,
  - c. For short distance moves, within the same city, or

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

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

B. Privately Owned Airplane

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

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

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

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

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

*Effective 1 October 2005*

**U2025 STANDARD CONUS PER DIEM RATE**

A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

B. *Effective 1 October 2005* the Standard CONUS per diem rate is:

<u>LODGING</u>	<u>M&amp;IE</u>	<u>TOTAL</u>
\$60	\$39	\$99

**PART H: MILEAGE & MALT RATES***Effective 4 February 2005***\*U2600 TDY & LOCAL TRAVEL**

TDY mileage rates for local and TDY travel are:

<b>POC</b>	<b>Rate Per Mile</b>
<i>Effective 1 September 2005</i>	
Airplane	\$1.07
Automobile (if no Government owned vehicle is available)	\$0.485
Motorcycle	\$0.305
<i>Effective 4 February 2005</i>	
POC use instead of a Gov't furnished vehicle (if a Government owned vehicle is available) when use of a Government-furnished vehicle is advantageous to the Gov't	\$0.285
<i>Effective 4 February 2005</i>	
Partial reimbursement for POC use when the member is committed to use a Gov't-owned vehicle and a Government vehicle has been procured and is available for member's use but member elects to use a POC	\$0.125

**\*NOTE 1:** *Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a mileage basis. See pars. U3305-C and U3305-D.*

**NOTE 2:** *See par. U3345 on POC use instead of Government auto. Government automobile advantageous rates consist of:*

(a) *\$.285 per mile (fixed cost \$0.16 and variable cost \$0.125) if use of the Government vehicle is advantageous to the Government but one has NOT been procured for the member's use.*

(b) *\$.0125 per mile (variable cost) when a Government vehicle is directed, has been procured for the member's use, is available for the member's use and the member elects to use a POC.*

**U2605 PCS TRAVEL**

A. General. The monetary allowance in lieu of transportation (MALT) for the authorized use of a POC during official PCS travel depends on the:

1. Official distance for which MALT may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation); and
2. The number of authorized travelers transported.

B. PCS MALT Rates. MALT rates per authorized POC (see par. U5015) are:

<b>Number of Authorized Travelers</b>	<b>Rate Per Mile</b>
One Authorized Traveler	\$0.15
Two Authorized Travelers	\$0.17
Three Authorized Travelers	\$0.19
Four or More Authorized Travelers	\$0.20

*Effective 1 October 2004*

**NOTE 1:** *Regardless of the type of POC used (except as described in par. U2615), these are the PCS travel Monetary Allowance in Lieu of Transportation (MALT) rates. See par. U2020 for official distance determination.*

**NOTE 2:** *See par. U5105-B if more than one member travels as an authorized traveler in a POC.*

#### **U2610 CONVERTING KILOMETERS TO MILES**

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be ***Kilometers x .62 miles/km = Miles.***

**EXAMPLE:** To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km x .62 miles/km = 52 miles.

#### **U2615 SELF-PROPELLED MOBILE HOME**

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

## **PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U3300</b>	<b>TDY POC RULES</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Authorization/Approval</li><li>C. Official Distances</li><li>D. PCS Travel by POC</li></ul>
<b>U3305</b>	<b>POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)</b> <ul style="list-style-type: none"><li>A. Mileage Plus Per Diem or AEA</li><li>B. Reimbursement for Actual Transportation Costs</li><li>C. Privately-Owned Aircraft other than Airplane</li><li>D. Travel by Privately Owned Boat</li><li>E. Mixed Mode Transportation</li></ul>
<b>U3310</b>	<b>POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)</b> <ul style="list-style-type: none"><li>A. Limitation</li><li>B. Mileage and Per Diem Computation</li><li>C. Constructed Transportation Cost and Per Diem Computation</li><li>D. Comparison</li><li>E. Passengers</li><li>F. Mixed Mode Transportation</li></ul>
<b>U3320</b>	<b>POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS</b> <ul style="list-style-type: none"><li>A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal</li><li>B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal</li><li>C. Member Departs from PDS on TDY</li><li>D. Two or More Members Travel in Same POC</li></ul>
<b>U3325</b>	<b>POC USE BETWEEN RESIDENCE AND TDY STATION</b>
<b>U3335</b>	<b>EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE</b>
<b>U3340</b>	<b>POC USE IN AND AROUND PDS OR TDY STATION</b>
<b>U3345</b>	<b>POC USE INSTEAD OF GOVERNMENT AUTOMOBILE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Mileage Reimbursement Rates</li><li>C. Government Automobile Use Is Advantageous to the Government</li><li>D. Government Automobile Directed</li></ul>

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

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U3400</b>	<b>GENERAL</b>
<b>U3405</b>	<b>MISCELLANEOUS EXPENSES</b>

- U3410 TAXICAB/LIMOUSINE SERVICE USE**  
 A. To/from Transportation Terminals  
 B. Between Residence and PDS on Day Travel Performed
- U3415 SPECIAL CONVEYANCE USE**  
 A. General  
 B. Selecting a Rental Vehicle  
 C. Reimbursement for Special Conveyance Use  
 D. To/from Carrier Terminals  
 E. Between Duty Stations  
 F. Special Conveyance Use in and Around PDS or TDY Station  
 G. Limited to Official Purposes
- U3420 BUS, STREETCAR, AND SUBWAY USE**  
 A. To/from Transportation Terminals  
 B. Between Residence and PDS on Day Travel Is Performed
- U3430 COURTESY TRANSPORTATION USE**

## **PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U3500</b>	<b>GENERAL</b> A. Authorization/Approval B. Local Area C. Travel to and from Medical Facilities
<b>U3505</b>	<b>TRAVEL IN THE PDS AREA</b> A. General B. Travel by Commercial Means C. Travel by POC D. Travel by POC and Commercial Means between Residence and Alternate Work Site within the Local Area
<b>U3510</b>	<b>TRAVEL IN THE TDY LOCATION</b> A. Points of Travel B. Conditions for Entitlement C. Travel by Commercial Means D. Travel by POC
<b>U3535</b>	<b>TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE</b>
<b>U3540</b>	<b>VOUCHERS AND SUPPORTING DOCUMENTS</b>

## **PART G: PARKING EXPENSES FOR CERTAIN MEMBERS**

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<b>U3550</b>	<b>GENERAL</b>
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**PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE****U3300 TDY POC RULES**

- A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.
- B. Authorization/Approval. The AO should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:
1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
  2. There is no practicable commercial transportation; or
  3. Common carrier use would be so time-consuming that it would delay the mission.

*POC use cannot not be directed.*

- C. Official Distances. See par. U2020.
- D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

**U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)**

- A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid mileage.
1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized mileage for the official ordered travel distance at a rate per mile for the POC type used. See par. U2600 for applicable mileage rates.
  2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time computed under par. U3005-C.

***Effective 15 July 2004***

- B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid mileage as prescribed in par. U3305-A. However, instead of paying mileage, reimbursement for actual transportation costs may be authorized/approved by the AO when advantageous under the provisions of par. U3300-B. ***When actual transportation cost reimbursement is authorized, the order should reference this subparagraph.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U1410-B3);
2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat: fuel, oil, and docking fees.

***Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.***

***NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §3701-3721).***

C. Privately-owned Aircraft other than an Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual operation cost rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

\*D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as advantageous to the Government, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C.

\*E. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate mileage, plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount reimbursed may not exceed the amount of mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

#### **U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)**

##### A. Limitation

- \*1. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus constructed per diem. ***NOTE: If a member uses a privately owned aircraft other than airplane or a privately owned boat, reimburse the actual transportation costs as described in pars. U3305-C and U3305-D, instead of paying mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***
2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. This paragraph does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

**B. Mileage and Per Diem Computation**

1. The TDY Mileage allowance is computed for the DTOD distance between authorized points.
2. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. U3310-B1.
3. The per diem rate authorized in the travel authorization is used for computing per diem.

**\*C. Constructed Transportation Cost and Per Diem Computation**

1. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair airfare) between authorized points.
2. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
3. Taxi fares and excess baggage costs that would have been allowed are included.
4. The constructed POC transportation cost includes transportation expenses for:
  - a. The member claiming mileage, and
  - b. Persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

**D. Comparison.** Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.

**E. Passengers**

1. Passengers, accompanying the member claiming mileage, are not authorized TDY mileage.
2. Per diem for eligible passengers is computed by comparing the total per diem payable for the:
  - a. Travel performed, and
  - b. Appropriate common carrier constructed travel.

The lesser amount is reimbursed.

**F. Mixed Mode Transportation**

1. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by:

- a. POC for personal convenience, and
  - b. Common carrier at personal expense,
- the member is authorized:
- c. Appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
  - d. Transportation cost purchased with personal funds and per diem under Chapter 4, Part B, for actual travel.
2. The total amount is limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructed travel time for the distance of the ordered travel.

### U3320 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off or pick-up a member at a transportation terminal, the member responsible for paying POC operating expenses is paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses is paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

***NOTE: Transportation terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a member's short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.***

C. Member Departs from PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC is paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

\*D. Member Departs from PDS on TDY. When a member transports other members to or from the same transportation terminal, mileage is authorized for the additional distance involved. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed (the ***NOTE*** in par. U3320-B applies).

### U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is authorized reimbursement for the distance traveled between the residence and the TDY station.

**U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE**

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. Fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. Transportation to or from carrier terminals (par. U3320).

***NOTE:*** *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §240-243).*

**U3340 POC USE IN AND AROUND PDS OR TDY STATION**

For allowances when a POC is used within or around a PDS and TDY station, see Chapter 3, Part F.

*Effective 1 September 2005*

**U3345 POC USE INSTEAD OF GOVERNMENT AUTOMOBILE**

A. General. Mileage reimbursement for POC use is based on the cost incurred if a Government automobile were used. In addition to mileage reimbursement (see par. U2600 for current rates) for the official distance, the member is authorized reimbursement for expenses authorized under par. U3305-A1 that would have been incurred if a Government automobile had been used.

B. Mileage Reimbursement Rates. The POC TDY mileage reimbursement rate (except an airplane) is determined using the DTOD distance (see par. U2020), and the appropriate TDY mileage rate in par. U2600.

C. Government Automobile Use Is Advantageous to the Government. When the use of a Government automobile is advantageous to the Government but the Government authorizes, and the member uses, a POC instead of obtaining a Government auto, the rate in par. U2600 applies.

D. Government Automobile Directed

1. Government Automobile Makes the Trip. When a member is directed to use a Government automobile as a passenger or as a driver, with one or more other travelers, but the member uses a POC for TDY travel, the member is not authorized any reimbursement if the Government automobile made the trip without the member.

2. Traveler Authorized to use POC. If, under the circumstances in par. U3345-D1, above, the Government-furnished vehicle is used by some of the travelers but the AO authorizes a traveler to use a POC as a matter of personal preference, that traveler is authorized reimbursement at the partial rate in par. C2600-E for POC use (62 Comp. Gen. 321 (1983)).

3. Government Automobile Does Not Make the Trip. When a member is directed to use a Government automobile, one is available, the member uses a POC for TDY travel, and the other travelers do not use the Government automobile for the same trip, mileage reimbursement is at the rate listed in par. U2600-D for POC use when Government-furnished vehicle use is advantageous to the Government.



## PART B: PER DIEM ALLOWANCE

### U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. **The per diem rate is determined based on the member's TDY location, not the lodging location.** If neither Government nor commercial quarters are available at the TDY location, see par. U4129-G. Per diem rates are prescribed at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

**\*NOTE:** *When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.)*

### U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. Periods of TDY directed in a PCS order,
4. Delays to qualify for reduced travel fares (see par. U4325-E).

### U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

**A. When Not in a Travel Status.** A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

#### **Effective 13 October 2005**

**\*B. Day of Leave or Proceed Time.** A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

**NOTE:** *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day (see par. U5160).*

**C. When PCS MALT PLUS Per Diem Is Paid.** A member is not authorized "Lodgings Plus" per diem for any day that PCS MALT PLUS per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY away from the PDS. For transportation allowances see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances see Chapter 3.

F. Round Trips within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not authorized per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not authorized per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's homeport and no further travel is performed away from the homeport under that order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Ship. A member is not authorized per diem for any period of TDY or training duty aboard a Government ship when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. The TDY training duty is unbroken when a member transfers between Government ships at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

- D. Authorization
- E. Reimbursement

**U5207**

**TRANSOCEANIC TRAVEL**

- A. Transportation Mode
- B. Air Travel Medically Inadvisable
- C. Travel by Oceangoing Car Ferries

**U5210**

**PER DIEM RATES FOR DEPENDENTS' TRAVEL**

- A. General
- B. Dependent(s) Accompany Member
- C. Dependent(s) Travel Independently
- D. Examples

**U5212**

**REIMBURSABLE EXPENSES**

**U5215**

**FACTORS AFFECTING DEPENDENTS' TRAVEL**

- A. Members Attain Eligibility for Dependent Travel  
Dependent Transported OCONUS at Government Expense – Return at Government
- B. Expense
- C. Dependents Acquired on or before the PCS Order Effective Date
- D. Effect of Changes in Ages or Dependency Status on Allowances
- E. Orders Amended, Modified, Canceled or Revoked After Travel Begins  
Dependents Temporarily Absent from the Old PDS, Designated Place or Safe
- F. Haven when a PCS Order Is Received
- G. Change of Station while on Leave or TDY
- H. Dependents En Route to the New PDS at the Time of the Member's Death
- I. Spouse Separates from the Service after the Effective Date of Member's PCS Order
- J. Legal Custody of Children Changes after the Effective Date of the PCS Order

**U5218**

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

**U5220**

**DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE**

- A. General

- B. Payable MALT Rate
- C. Per Diem

**U5222**

**VARIOUS UNIQUE PCS ORDERS**

- A. Called (or Ordered) to Active Duty
- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to which Dependents' Travel is Authorized  
Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty  
Under Unusual Circumstances
- D. Reassigned OCONUS before Prescribed OCONUS Tour is Completed Due to Base  
Closure or Similar Action
- E. Consecutive Overseas Tours (COTs)  
Consecutive OCONUS Tours for a Member with Non-command-sponsored  
Dependents
- F. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually  
Arduous Sea Duty
- G. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as  
Involving Unusual or Arduous Sea Duty
- H. Assigned to a Mobile Unit or Ship Based Staff
- I. Member Ordered to Hospital in CONUS
- J. Convicted Personnel Awaiting Completion of Appellate Review
- K. Ship Being Constructed or Undergoing Overhaul or Inactivation

**U5225**

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

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service  
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- D. Relief from Active Duty for Members of the Reserve Components Called (or  
Ordered) to Active Duty for Less Than 20 Weeks
- E. Member Serves Less Than the Initial Prescribed Period of Service
- F. Time Limit
- G. Member Ordered to a Place to Await Results of Disability Proceedings
- H. Member Ordered to a College

**U5310**

**BASIC ALLOWANCES**

- A. General
- B. Prescribed Weight Allowances
- C. Professional Books, Papers, and Equipment (PBP&E)
- D. Additional Consumable Goods
- E. Certain Articles Involving a Weight Additive
- F. Excess Costs for Transportation of Boats as HHG
- G. Civilian Clothing of Recruits
- H. Storage
- I. Government-paid Expenses
- J. Authorized Transportation Locations
- K. Transportation of Replacement HHG Items
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**U5315**

**ADMINISTRATIVE WEIGHT LIMITATIONS**

- A. General
- B. Authorization
- C. Exceptions

**U5317**

**HHG TRANSPORTATION DISALLOWED**

**U5318**

**RE-TRANSPORTATION OF THE SAME HHG**

**U5320**

**TRANSPORTATION METHODS**

- A. HHG
- B. Unaccompanied Baggage
- C. Government-procured Transportation
- D. Personally-procured Transportation and NTS
- E. Split Shipment

**U5330**

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- A. Combining Weight Allowances when Husband and Wife Are Both Members
- B. Impact of Effective Date of Orders
- C. Orders Amended, Modified, Canceled or Revoked
- D. Improper Transportation
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- F. HHG and Mobile Home Allowance
- G. HHG Transportation Before Orders Issued
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**U5335**

**DETERMINING THE NET WEIGHT**

- A. General
- B. Government-arranged Move and Transportation at Personal Expense
- C. DPM Transportation
- D. Unaccompanied Baggage
- E. When Shipment Weight is Unobtainable
- F. Exceptions

**U5340**

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- A. General
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- C. HHG Transportation other than between Authorized Locations
- D. Transportation of Unauthorized Articles
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PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending
- C. Further Assignment
- D. Courses of Instruction of 20 or More Weeks at One Location
- E. CONUS Area to Which HHG Transportation is Prohibited
- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

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- A. General
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- U5630 AUTHORIZATION FACTORS**
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  - B. Special Categories DLA Authorized
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**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE****U5100 GENERAL**

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

***NOTE:*** *When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

**U5105 TRAVEL AND TRANSPORTATION OPTIONS**A. General

1. Allowable Travel and Transportation Options. A member may elect to:
  - a. Travel by POC (see par. U5105-B),
  - b. Procure common carrier transportation (see par. U5105-C), or
  - c. Be provided transportation in kind (see par. U5105-D),
2. Exceptions. A member may elect the travel and transportation options listed above except when:
  - a. Travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
  - b. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the order) (see par. U5108),
  - c. Travel OCONUS is involved (see par. U5116),
  - d. There are special circumstances (see par. U5120 and Chapter 7), or
  - e. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings Plus per diem or AEA (as prescribed in Chapter 4, Part B or Chapter 4, Part C) may not be paid for the same day as MALT PLUS per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3). On any day that MALT PLUS and a Lodgings Plus per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), Lodgings Plus per diem is paid. In addition to Lodgings Plus per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

***Effective 1 October 2004***

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the number of authorized travelers in the POC. An authorized traveler is a member or dependent traveling IAW a PCS order and whose transportation is to be reimbursed using a PCS order as authority. If more than one member travels as an authorized traveler in the same POC, each is authorized a MALT of at least \$.15 per mile. One member is authorized \$.15 per mile. The other member is authorized MALT for self and all other dependent authorized travelers (excluding the member passengers) and reimbursable expenses.

Example 1: Member-married-to-member couple, each on a PCS order, and their two children travel together in one POC. One member is paid \$.15/mile MALT while the other may claim the two dependents and receive \$.19/mile MALT.

Example 2: Three unrelated members, each on a PCS order, travel together in one POC between two locations. Each receives \$.15/mile MALT.

Example 3: Member-married-to-employee, each eligible for travel and transportation allowances, and their child travel together in one POC. Either the member or the Government civilian employee may claim the child and receive \$.17 per mile while the other is paid \$.15 per mile.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted)..

***NOTE: Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, members may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.***

***Effective 31 October 2005***

\*2. Per Diem. A flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, up to the allowable travel time computed under par. U5160. ***If used, Government quarters and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the Standard CONUS per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. ***It is MANDATORY DoD policy to use CTOs for all official transportation requirements.*** A member who, despite the DoD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route in accordance with a schedule necessary to meet the requirements of the order. ***Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair fare (not the capacity-controlled city pair fare if both capacity-controlled and non-capacity-controlled fares are available) only if Government-procured transportation is available under par. U3120 (B-163758, 24 July 1972).*** Per diem is computed under par. U5113.

D. Transportation in Kind Plus Per Diem. When the Government provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

**E. Travel by Mixed Modes**

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), authorization is determined under par. U5105-E2.

- a. Personal travel under par. U5116-A;
- b. Dependents' travel under par. U5207; and
- c. POV delivery to the loading port/VPC for shipment under par. U5413.

## 2. POC Travel

- a. General. When transoceanic travel ordinarily would be involved but POC (see definition in Appendix A) is authorized by the AO as to the Government's advantageous and is used by the member for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Reimbursement is authorized even though it exceeds that authorized in par. U5116-C1.
- b. Transoceanic Travel by Personally Owned Boat. The AO may authorize/approve POC Government air transoceanic travel at personal expense when performing circuitous travel on a PCS travel order even though it is not advantageous to the Government. When the member travels by POC under this method, constructed or actual (fuel, oil, and docking fees), reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)).
- c. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in par. C5116-C2a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is prescribed in par. U5105-E.

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

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

- a. MALT PLUS (see par. U5105-B)
  - (1) MALT PLUS is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.
  - (2) If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.;
- b. Transportation. The member/dependent(s) are authorized:
  - (1) Government-procured ferry transportation, or
  - (2) Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

### ***Effective 1 October 2005***

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

(2) Meals and Incidental Expenses (M&IE) when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the member and dependents using the highest CONUS M&IE rate (currently \$64) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:

- (a) per diem rate prescribed for the member's new PDS if travel ends on that day, or
- (b) Standard CONUS per diem rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025) if travel by POC continues on the day after the departure day (debarkation) from the ferry.

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

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

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

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

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

## PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

### U5200 PURPOSE

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

### U5203 BASIC AUTHORIZATION

#### A. General

1. Members are authorized dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the authorization conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:
  - a. Transportation-in-kind (see par. U5105-D) plus per diem (see par. U5210); or
  - b. Reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
  - c. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the required travel days between authorized points, up to the allowable travel time computed under par. U3005-C.
2. POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:
  - a. HOR or PLEAD (unless moved to the HOR or PLEAD ICW a move to 'another location' IAW par. U5218); or
  - b. designated place; or
  - c. PDS from which the member elected not to move dependents; or
  - d. last PDS.

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

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

1. When a member is:
  - a. A cadet or midshipman;

- b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
  - c. An enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
  - d. Called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or
- \*2. When a dependent:
- a. Is a member on active duty on the PCS order effective date (see par. U5215-I for travel and transportation allowances after the spouse is no longer on active duty);
  - b. Travels at personal expense before a PCS order is issued or before official notice is received that such an order is to be issued (see par. U5203-C) (transportation-in-kind, including Government-procured transportation, must not be furnished before a PCS order is issued);
  - c. Is not a dependent (*except as provided in par. U5215-B*) on the effective date of the PCS order (see Appendix A) (authorization for allowances in pars. U5215-I (*spouse separates/retires from service after the member's PCS order effective date*) and U5240-G (*dependent's travel and transportation is incident to an IPCOT*) is unaffected);
  - d. Receives any other Government-funded travel and transportation allowances for this travel;
  - e. Is a member's or spouse's parent, stepparent, or person in loco parentis (*except as provided in par. U5215-B*) as set forth in Appendix A, definition of Dependent item 9, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
  - f. Is a dependent child who is not under the member's legal custody and control on the PCS order effective date (B-131142, 3 June 1957) (see par. U5215-J for travel authorization when legal custody and/or control changes after the PCS order effective date);
3. For dependents' travel:
- a. Any portion of a journey they are transported by a foreign registered ship or airplane, if U.S. registered ships or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);
  - b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
  - c. When transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);

**EXAMPLE 2**

The Standard CONUS per diem rate used in this example may not be current. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

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

Member, spouse, 14 year-old child and 10 year-old child travel PCS.  
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.  
 POE per diem rate is \$188 (\$126 for lodging and \$62 for M&IE).  
 M&IE for new PDS is \$39.  
 Standard CONUS per diem = \$99.

REIMBURSEMENT:		
7/15	75% x \$62 = \$46.50 plus \$100 (\$100 less than \$126) = (member)	\$ 146.50
	(75% x \$146.50 x 2) + (50% x \$146.50) = (dependents)	293.00
7/16	75% x \$39 =	29.25
	(75% x \$29..25 x 2) + (50% x \$29.25) =	59.02
300 miles x \$0.20/mile =		60.00
Taxi		25.00
<b>Total Reimbursement =</b>		<b>\$612.77</b>

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

**U5212 REIMBURSABLE EXPENSES**

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

**U5215 FACTORS AFFECTING DEPENDENTS’ TRAVEL**

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

1. While on Duty at a Station to which Dependents’ Travel Is Authorized. When a member attains eligibility for dependents’ travel and transportation allowances while at a PDS to which dependents’ travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member’s next PCS. Authorization is for travel from the dependents’ location on the date of receipt of the PCS order, up to the

authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. Dependents temporarily absent from the old PDS at the time an order is received are subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under this subparagraph unless the dependents are command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependents are scheduled to arrive.

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

\*B. Dependent Transported OCONUS at Government Expense – Return at Government Expense. A member is authorized travel and transportation allowances for a parent, stepparent, or person in loco parentis (*See NOTE 2 below*), who no longer qualifies as a dependent under Appendix A and/or an unmarried child (*See NOTE 2 below*) who attains age 21, or age 23 and loses student status while the member is serving OCONUS, who was transported at Government expense to the member's OCONUS PDS from that OCONUS PDS to an appropriate location (as determined through the Secretarial Process) in the:

1. U.S. or a non-foreign OCONUS location, or,
2. Dependent's native country if the dependent is foreign-born.

***NOTE 1: Travel under par. U5215-B must be completed within 6 months after the date on which the member completes personal travel from the OCONUS PDS incident to a PCS.***

***NOTE 2: If a member entitled to basic pay dies while on OCONUS duty, a dependent described above is authorized travel and transportation allowances described in par. U5241-D1.***

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

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

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

1. Changes in Ages. Authorization is based on dependents' ages on the date travel begins, provided travel is not delayed for more than 60 days after the PCS order effective date. The following rules govern the amount of per diem to which a member is authorized for dependents' travel as authorized in par. U5210. When dependents' travel:
  - a. Begins on/before the PCS order effective date and ends after the PCS order effective date, authorization is based on ages on the PCS order effective date;

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

### U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

### U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

### \*U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is authorized HHG transportation. *See **NOTE below***. (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the Government. For information about HHG authorized locations for PCS, see table at par. U5390. For information about HHG authorized locations for TDY, see table at par. U4780.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.
3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS if the HHG:
  - a. Were in the member's possession before the effective date of the PCS order from that former PDS, and
  - b. Previously transported plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the effective date of the order from the former station.
4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.
5. For cases involving mobile home allowances, see par. U5330-F and Part F.
6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

***NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or transportation authorization is valid). This includes shipments that have been converted to storage at the member's expense.***

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are: ***NOTE: The Secretary concerned may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis. The Secretary may increase the member's PCS weight allowance if the Secretary determines that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.***

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	With Dependents 2/	Without Dependents
<b>Officer Personnel</b>		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
<b>Enlisted Personnel</b>		
E-9	14,500 4/	12,000 4/
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the U.S..

2/ For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's ***first PCS after:***

a. The death of all of the member's dependent(s), or

b. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

HHG transported (net less 10%)		7,000 lbs.
Weight of boat and additive(s)		+ 1,834 lbs.
Total weight of HHG and boat (including weight additive(s))		8,834 lbs.
Does not exceed member's authorized weight		
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt)	88.34 cwt	
Times lowest usable applicable Government rate	X \$ 40.45/cwt	
Gov't's maximum transportation cost liability	\$3,573.35	

**STEP 2:**

Actual HHG Transportation Cost.

Add the sum of the SDDC international OTO rate for the boat and the lowest usable international OTO HHG rate times the weight of HHG actually transported, other than a boat.

**NOTE:** When HHG including a boat are transported OCONUS together, the HHG are transported at an OTO HHG rate also.

International OTO rate for moving boat		\$4,055.86
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
Times lowest usable applicable international OTO HHG rate	x \$79.00/cwt =	+ \$5,530.00
Total		\$9,585.86

**STEP 3:**

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is more than the cost in STEP 1.

The member owes the following excess:

Total STEP 2	\$ 9,585.86
Less STEP 1	- \$ 3,573.00
Difference (if negative amount enter zero)	\$ 6,012.86
Additional accessorial costs member owes	+ 000.00
Total cost member owes for transportation	\$ 6,012.86

**NOTE 1:** All rates used in the above examples are for illustrative purposes only. SDDC domestic rates plus MaxPac rates for domestic shipments, and SDDC International single factor rates for international shipments, change periodically. In the above examples, these rates are shown as D-X or I-X rates. The above examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.

**NOTE 2:** If the boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the normal JFTR method of computing excess cost applies.

**NOTE 3:** Members are responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

G. Civilian Clothing of Recruits. Recruits, required by Service regulations to dispose of civilian clothing when they receive their uniform clothing, are authorized transportation of up to 50 pounds of civilian clothing to their HORs.

H. Storage. HHG temporary storage is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

\*I. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
4. Storage in transit (SIT) NTE 90 days, as applicable (see par. U5375-B1).

\*J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of the following:

1. Origin:
  - a. From quarters to packing/crating facility and/or to place of storage;
  - b. From packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;
  - c. From packing/crating facility to place of storage;
  - d. To carrier's station from quarters, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
  - a. Incoming carrier's station to place of storage;
  - b. Place of storage to outgoing carrier's station;
  - c. Incoming carrier's station to outgoing carrier's station.
3. Destination from:
  - a. Carrier's station to quarters and/or place of storage;
  - b. Place of storage to quarters.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

1. May be shipped in the same manner as PBP&E (see par. U5310-C),
2. *Does not include a modified POV*, and
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, USC

### U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in par. U5315 and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Authorization. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place at which Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See par. U5315-C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see par. U5310-C), and required medical equipment (see par. U5310-L).

### C. Exceptions

1. General. Administrative weight limitations do not apply to:
  - a. Shipments from non-foreign OCONUS areas to any location where there is no Service administrative weight limitation;
  - b. Members with a weight allowance of less than 2,500 pounds; or
  - c. Members on duty as U.S. Defense Attachés.
2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.
3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance may be authorized/approved through the Secretarial Process in the following circumstances:
  - a. The member is assigned COT from an unrestricted to a weight restricted area;
  - b. The member extends a tour for one year or longer within the same weight restricted area;
  - c. Additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
  - d. Circumstances exist that would cause undue hardship if the weight restriction were enforced.

***NOTE: The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. U5310-B.***

4. Additional HHG at Member's Expense. The Government may transport additional HHG at the Government rate; however, the member is responsible for the excess weight transportation cost.

### **U5317 HHG TRANSPORTATION DISALLOWED**

***NOTE: See par. U5203-B for related dependent transportation.***

HHG transportation authorization does not exist for members:

1. Of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. On leave;
3. Who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;

4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);
5. Under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. When less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

#### U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

#### U5320 TRANSPORTATION METHODS

- A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the best value to the Government.
- B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.
- C. Government-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with par.U5320-A.
- D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Claims should be prepared and submitted in accordance with Service regulations. See par. U1010-B7. The Government's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) See par. U5385.

***NOTE 1: Members (or next of kin, when appropriate) who personally arrange for HHG shipment (i.e., move the HHG themselves, or arrange directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Force Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.***

**NOTE 2:** *If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.*

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost:

- a. When a shipping or transportation officer is not available, or
- b. The member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is authorized:

- a. Reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or
- b. Payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) A public scale or a Government scale was not available; or
- (2) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

- b. A member could commute daily from home to either PDS.

The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

4. Separation from the Service or Retirement. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town, (intra-city) or metropolitan area (inter-city) is authorized when a member is:

- a. Separated from the Service or relieved from active duty as prescribed in par. U5360, or
- b. Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to Government/Government-controlled Quarters or Privatized Housing Assignment/Termination. Pars. U5355-C1, U5355-C2 and U5355-C3 apply worldwide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to par. U5355-C. For NTS information incident to Government/Government-controlled quarters or privatized housing occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate Government/Government-controlled quarters or privatized housing incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is authorized a short distance HHG move, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. Assignment to Government quarters to use idle housing,
- b. Vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement), or
- c. Reassignment to Government quarters when the conditions in par. U5355-C1b have been rectified or alleviated.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. *A short distance HHG move, incident to moving to/from Government quarters, is not authorized to accommodate a member's personal problems, convenience, or morale.*

2. Moving from Government-controlled Quarters. When a member, occupying quarters under a Service's jurisdiction (other than Government quarters), is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to another local residence from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

3. Moving to/from Privatized Housing. A member is authorized a short distance HHG move, between privatized housing and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. Assignment to privatized housing to use idle housing,
- b. Vacating privatized housing (e.g., orders, unfit for occupancy, some unusual Service operational requirement), or
- c. Reassignment to privatized housing when the conditions in par. U5355-C3b have been rectified or alleviated.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. *A short distance HHG move, incident to moving to/from privatized housing, is not authorized to accommodate a member's personal problems, convenience, or morale.*

D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is authorized a short distance HHG move from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government's convenience. Such a move would be at Government expense, for example, when the member is directed by competent authority to vacate local economy quarters because the commander has: (1) determined the member's residence does not meet Service health or sanitation standards, or (2) placed the housing area/complex "off-limits". Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

3. The conditions of the member's order or assignment are such that it is prudent for overland transportation to be provided.

**Example 1:** The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

**Example 2:** The member is assigned to an OCONUS country. That country's government requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

*Effective 16 March 2004*

**U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE**

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

***NOTE:*** *Inability of a dependent to drive does not satisfy this criterion.*

*Effective 1 October 2004*

**U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN POV TRANSPORTATION IS ADVANTAGEOUS AND COST-EFFECTIVE TO THE GOVERNMENT**

A. General

1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS when it is advantageous ***and cost-effective to the Government*** and provided that the:
  - a. Member and/or eligible dependent(s) own more than one POV to be relocated to the new PDS;
  - b. Member and dependents then travel at one time in one POC;
  - c. Cost of shipment and commercial transportation of the POV to be shipped does not exceed the cost of MALT plus per diem for driving two POCs to the new PDS. See example below in par. U5417-D.; ***and***
  - d. Member is financially responsible for all excess costs or additional expenses associated with POV transportation. ***NOTE: If the cost of transporting the POV exceeds the reimbursement limitation (see par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***
2. ***MALT and cost reimbursement are separately authorized for driving the second vehicle.***

B. Member Has More than Two Vehicles. Driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle) requires authorization/approval to drive the third (or subsequent) vehicle if reimbursement for its use is desired. See par. U5015-B.

C. Restrictions

1. A member must not be authorized POV transportation at Government expense if the member has:
  - a. No dependents,
  - b. No dependents *eligible* for transportation at Government expense, or
  - c. No dependents being relocated incident to the PCS.

*Effective 28 June 2005*

2. A member who is authorized POV transportation is not authorized commercial travel at Government expense for the member or dependents in conjunction with the PCS.

3. *The member must personally procure all POV transportation. Government-procured transportation is not authorized.*

4. *Payment of mileage or MALT to drop off/pick up the POV ICW transportation of the POV is not authorized.*

5. POV storage at Government expense is *not authorized* ICW transportation of a POV in par. U5417.

*Effective 1 October 2005*

D. Cost Reimbursement Example. The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling from Camp Pendleton, CA, to MCB Quantico, VA. The cost to transport a POV (for illustration purposes only) = \$800.

**NOTE:** *Of the various computation possibilities, the Services chose the following comparisons to use.*

1. Step 1. Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

<b>STEP 1</b>				
<b>Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
Member	\$99/day x 8 days (\$792)	+	\$.20/mi x 2,666 mi (\$533.20) =	\$1,325.20
Spouse {75% of Member's Per Diem}	\$74.25/day x 8 days (\$594) =			\$ 594.00
1 <sup>st</sup> Child {75% of Member's Per Diem}	\$74.25/day x 8 days (\$594) =			\$ 594.00
2 <sup>nd</sup> Child {75% of Member's Per Diem}	\$74.25/day x 8 days (\$594) =			<u>+\$594.00</u>
<b>Total Paid</b>				<b>\$ 3,107.20</b>

2. Step 2. Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

<b>STEP 2</b>				
<b>Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs</b>				
	<b>Per Diem</b>		<b>MALT</b>	<b>Total</b>
Member	\$99/day x 8 days (\$792)	+	\$.15/mi x 2,666 mi (\$399.90) =	\$1,191.90
Spouse	\$99/day x 8 days (\$792)	+	\$.19/mi x 2,666 mi (\$506.54) =	\$1,298.54
1 <sup>st</sup> Child	\$74.25/day x 8 days (\$594) =			\$ 594.00
2 <sup>nd</sup> Child	\$74.25/day x 8 days (\$594) =			+ \$594.00
<b>Total Paid</b>				<b>\$3,678.44</b>

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

<b>STEP 3</b>		
<b>Reimbursement Limitation to Drive One POC and Transport One POC</b>		
Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$3,678.44) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,107.20). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.		
1. Cost to transport POV =	(The \$800 amount shown is for illustration purposes only)	\$800.00
2. Reimbursement limitation is \$3,678.44 (Step 2) - \$3,107.20 (Step 1) =		- \$571.24
<b>3. Total out-of-pocket expense for member to 'drive one and ship one' is \$800 – \$571.24 =</b>		<b>\$228.76</b>

Effective 16 March 2004

**U5420 TRANSPORTATION RESTRICTIONS**

A. POV Purchased in a Non-foreign OCONUS Area

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at Government expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;

2. Determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or

3. Directed by the foreign government concerned.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is in accordance with Service regulations.

***Effective 12 May 2005***

3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined for the purpose of transporting one larger POV at Government expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members under PCS orders.
2. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port.

**U5425 TRANSPORTATION METHODS**

***NOTE: In connection with transportation of a POV within CONUS when advantageous and cost-effective to the Government, the member is responsible for making all arrangements. See par. U5417.***

- A. Government/Commercial Transportation. Transportation of a POV may be by Government/commercial means as authorized by law. Members traveling with their vehicles via ferry are covered in par. U5116-C3.

***NOTE: Transportation of a POV by air is not authorized at Government expense (54 Comp. Gen. 756 (1975)).***

- B. Personally Procured Transportation. An eligible member, who has not transported a POV at Government expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Government representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances (see par. U5455-E).

**U5435 PORTS/VPCS USED**

- A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

## \*PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS

### U5700 PURPOSE

TLE is intended to *partially* pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters *in CONUS* due to a PCS.

### U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement not to exceed the number of days authorized in par. U5710:

1. Before leaving the old CONUS PDS, designated place (see Appendix A), a member's CONUS HOR, and/or technical school if the member is reporting to the first PDS; or

***NOTE: TLE is payable incident to a move when entering active duty to the first PDS.***

2. After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or,

3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or

4. For the elapsed time between PDSs when per diem is not payable; and

5. When the member's PCS order is cancelled or revoked after the member occupies temporary quarters. The member is authorized TLE reimbursement up to the maximum number of days allowable; or

6. Upon initial arrival at a CONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available.

***NOTE: The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.***

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

- a. Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- b. At a designated place (see Appendix A) en route; and/or
- c. Near the new PDS before (or after) the member checked into the new activity at the new PDS.

If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- a. The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- b. A designated place en route as described in the 8-day example.

B. Not Authorized TLE. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the effective date of a PCS order; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (see Chapter 5, Part J); or
5. On behalf of dependent(s) relocating for personal safety (see par. U5205); or
6. When ordered to Indeterminate Temporary Duty (*ITDY*).

***NOTE:*** A member is authorized TLE for the acquired dependent for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired.

#### **U5710 TIME LIMITATIONS**

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS); or
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS. A member may split the days between CONUS HOR, initial technical school, and designated place in CONUS if the first PDS is OCONUS.

#### **U5715 TEMPORARY QUARTERS**

Temporary quarters for the member/dependent(s):

1. Must be a temporary residence; and
2. Must be in the vicinity of the old and/or new PDS/designated place; and
3. May be allowed if assigned family-type Government quarters are not occupied because:
  - a. HHG have not been shipped from the old PDS; or
  - b. HHG have not been received at the new PDS; or
  - c. Government quarters are undergoing repair/renovation; or

- d. HHG have been packed, picked up and/or shipped from the losing PDS; or
- e. For similar reasons.

***NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.***

#### **U5720 REIMBURSEMENT**

A. Member-married-to-member Couple. When both spouses are members on active duty:

- 1. Each may be reimbursed up to \$180 per day,
- 2. Both may not claim the same dependent(s) for TLE on the same days, and
- 3. One member may not claim the other member for TLE payment.

B. Per Diem Rate Used. The *locality* per diem rate based on the PDS (or designated place, HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

C. Maximum TLE Reimbursement. A member:

- 1. May be reimbursed a maximum of \$180 per day for TLE expenses when the member and dependent(s) occupy temporary quarters on the same or different days (B-221732, 10 April 1987); and
- 2. May choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s); and
- 3. Dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
- 4. Should use available Government quarters (see par. U1045).

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

D. Reimbursement Example:

- 1. A member occupies temporary quarters at the new PDS for 12 days (1-12 April).
- 2. The member's dependent(s) also occupy temporary quarters for 12 days (18-29 April).
- 3. The member selects 1-10 April (member) and 18-27 April (dependents) for TLE.
- 4. Reimbursement for the daily *combined* total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$180 per day.

E. Reimbursement Computation

**Step 1: Determine daily M&IE and ceiling for lodging.** Multiply the percentage in the following table by the applicable M&IE and lodging locality per diem rates prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

No. of Eligible Persons Occupying Temporary Quarters	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

**NOTES:** The above percentage factors are used for both lodging and M&IE unless:

1. For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

**Step 2: Determine lodging**

Compare the actual daily lodging cost (including lodging taxes) to the lodging cost ceiling found in Step 1. Use the lesser.

**Step 3: Determine gross daily equivalency.** Add the result in Step 2 to the daily M&IE rate obtained in Step 1.

**Step 4: Determine applicable daily rate**

Compare \$180.00 with the amount found in Step 3. Pay the lesser of these two amounts for that day.

**EXAMPLE 1 -- TLE ALLOWANCE**

**NOTE:** Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only.

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary quarters at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$113 (\$35 for M&IE and \$78 for lodging). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$35 = \$22.75 65% x \$78 = \$50.70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$50.70 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$22.75 + \$47.50 = \$70.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$70.25 for that day.	\$180.00 vs. \$70.25; \$70.25 x 4 days = \$281.00

**EXAMPLE 2 -- TLE ALLOWANCE**

**NOTE:** *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate applies to both PDSs, \$60 for lodging and \$39 for M&IE. After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	160% x \$39 = \$62.40 160% x \$60 = \$96.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$80.00 vs. \$96.00 \$80.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$80.00 = \$142.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$142.40 per day.	\$180.00 vs. \$ 142.40; \$142.40 x 8 days = \$1,139.20

**EXAMPLE 3 -- TLE ALLOWANCE**

**NOTE:** *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate applies to both PDSs, \$60 for lodging and \$39 for M&IE. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day. The \$100 lodging cost is halved between the two members. The members certify that Government quarters are not available. The members are authorized TLE, computed as follows:

<b>Member #1 (with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$39 = \$39.00 100% x \$60.00 = \$60.00
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50.00 vs. \$60.00 \$50.00
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$39.00 + \$50.00 = \$ 89.00
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.00 for that day.	\$180.00 vs. \$ 89.00; \$89.00 x 6 days = \$534.00

<b>Member #2 (with 1 dependent)</b>	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	100% x \$39.00 = \$39.00 100% x \$60.00 = \$60.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50.00 vs. \$60.00 \$50.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$39.00 + \$50.00 = \$ 89.00
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.00 for that day.	\$180.00 vs. \$ 89.00; \$89.00 x 6 days = \$534.00

The daily rate paid to each member is \$89. The combined daily amount paid to both members is \$178.00 (\$89.00 + \$89.00). The combined amount paid to both members for 6 days is \$1,068.00 (\$178.00 X 6).

**EXAMPLE 4 -- TLE ALLOWANCE**

***NOTE:*** *Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The locality per diem rate for the new PDS is \$101 (\$35 for M&IE and \$66 for lodging). Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Government quarters are not available. ***NOTE:*** *In this example, each member claims the two dependent children BUT for different days. The members are authorized TLE, computed as follows:*

<b>Member #1 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$35.00 = \$ 43.75 125% x \$66.00 = \$ 82.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$100.00 vs. \$82.50 \$82.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$43.75 + \$82.50 = \$126.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$126.25 for that day.	\$180.00 vs. \$126.25; \$126.25 x 10 days = \$1,262.50

<b>Member #2 (with 2 dependents)</b>	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$35.00 = \$43.75 125% x \$66.00 = \$ 82.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$100.00 vs. \$82.50 \$82.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$43.75 + \$82.50 = \$126.25
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$126.25 for that day.	\$180.00 vs. \$126.25; \$126.25 x 10 days = \$1,262.50

The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary quarters. Each member is authorized the maximum of 10 days (\$180.00 per day x 10 days = \$1,800.00). The combined amount paid to both members for 20 days is \$2,525.00 (\$1,262.50 + \$1,262.50).

**EXAMPLE 5 -- TLE ALLOWANCE**

***NOTE: Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See <https://secureapp2.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.***

A member with a spouse (not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary quarters off post for 2 nights at \$120 (\$105/night plus \$15 tax). The locality rate for the old PDS rate is \$111 (\$35.00 for M&IE and \$76 for lodging). Before and after reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality rate is \$99.00 (\$39.00 for M&IE and \$60.00 for lodging). The member certifies that Government quarters are not available at either PDS. The member is authorized TLE computed as follows:

<b>OLD PDS</b>	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$35.00 = \$ 56.00 160% x \$76.00 = \$121.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120.00 vs. \$121.60 \$120.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$56.00 + \$120.00 = \$176.00
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$176.00 per day.	\$180.00 vs. \$176.00; \$176.00 x 2 days = \$352.00
<b>NEW PDS</b>	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$39.00 = \$62.40 160% x \$60.00 = \$96.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85.00 vs. \$96.00 \$85.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$85.00 = \$147.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$147.40 for that day.	\$180.00 vs. \$147.40; \$147.40 x 6 days = \$884.40

The member is authorized a total of \$1,236.40 (\$352.00 + \$884.40) for TLE.

**EXAMPLE 6 -- TLE ALLOWANCE**

***NOTE: Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only.***

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$45.00 (\$40.50 per night plus \$4.50 tax). The new PDS locality per diem rate is \$96.00 (\$31.00 for M&IE and \$65 for lodging). The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60/night (\$54.00 plus \$6.00 tax). The locality per diem rate for the dependents' location is \$116.00 (\$35.00 for M&IE and \$81.00 for lodging). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that Government quarters were not available at either location. The member is authorized TLE, computed as follows:

	Member	Dependent(s)
1. Determine Maximum rate (given percent x locality rate) M&IE Lodging.	65% x \$31.00 = \$20.15 65% x \$65.00 = \$42.25	100% x \$35.00 = \$35.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$45 vs. \$42.25 \$42.25	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$20.15 + \$42.25 = \$62.40	\$35.00 + \$60.00 = \$95.00
Combined Total:		\$62.40 + \$95.00 = \$157.40
4. Compare \$180 with the Step 3 combined total and pay the lesser amount for each day. Pay \$157.40 for that day.		\$180.00 vs. \$157.40; \$157.40 x 10 days = \$1,574.00

**U5725 FUNDS ADVANCE**

An advance may be paid for the average number of days (as determined by the Secretarial process) for which TLE is paid in connection with a PCS to that PDS. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS and for 5 days if the new PDS is OCONUS.

## **PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
U7225	<b>LODGING EXPENSES WHEN ON LEAVE DURING A CONTINGENCY OPERATION</b> A. General B. Eligibility C. Reimbursement
U7226	<b>LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ ORDERED EVACUATION</b> A. General B. Eligibility C. Reimbursement

## **PART I: MEMBER TRAVEL IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
U7250	<b>ATTENDANTS/ESCORTS</b> A. Definition B. Determination C. Appointment D. Travel and Transportation Allowances E. Non-Concurrent Attendant Travel
U7251	<b>MEMBERS ON TDRL REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATION</b> A. Travel Status B. Travel and Transportation Allowances C. Allowances while at the Medical Facility
U7252	<b>TRANSFER OF MEMBER PATIENT TO/FROM MEDICAL FACILITIES OR TO HOME (INCLUDING INSANE/MENTALLY INCOMPETENT PATIENT)</b>  A. Travel and Transportation Allowances B. Transportation-in-Kind
U7253	<b>TRAVEL AND TRANSPORTATION ALLOWANCES FOR MEMBERS DISCHARGED FROM ST. ELIZABETHS HOSPITAL, DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) MEDICAL FACILITIES, OR VETERANS AFFAIRS MEDICAL CENTERS (VAMC)</b> A. Discharged from the Service upon Entry into a Medical Facility B. Not Discharged from Service upon Entry into a Medical Facility

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

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<u>Paragraph</u>	<u>Contents</u>
U7300	<b>FUNDED REST AND RECUPERATIVE (R&amp;R) LEAVE TRANSPORTATION</b> A. Policy B. Eligibility C. R&R Locations/Destinations D. Transportation E. Per Diem
U7305	<b>TRANSPORTATION FOR SR&amp;R ABSENCE IN CONNECTION WITH TOUR EXTENSION</b> A. Authorization B. Eligibility C. Authorized Transportation D. Per Diem E. Alternate Destinations

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

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<u>Paragraph</u>	<u>Contents</u>
U7325	<b>TRAVEL AND TRANSPORTATION</b>
U7326	<b>ALLOWABLE EXPENSES</b>
U7327	<b>TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER</b>
U7328	<b>REIMBURSEMENT</b>

**PART L: RESERVED** (*See par. U1005*)

**\*PART H2: REIMBURSEMENT FOR LODGING WHILE ON LEAVE**

*Effective 24 February 2004*

**U7225 LODGING EXPENSES WHEN ON LEAVE DURING A CONTINGENCY OPERATION**

A. General. An eligible member deployed to a TDY location in support of a contingency operation who retains lodging at the TDY location while on leave may be reimbursed for the lodging expenses as a reimbursable expense.

B. Eligibility. A member who:

1. is assigned in support of a contingency operation for more than 30 days,
2. immediately before taking authorized leave, was performing duty at a location away from the member's home or PDS,
3. was receiving per diem to cover lodging expenses because Government quarters were not available at no cost to the member, and
4. immediately after completing the authorized leave, returns to the TDY location

is eligible for lodging reimbursement for lodging retained at the TDY location.

C. Reimbursement. The member is authorized reimbursement as a reimbursable expense for the actual cost of lodging retained during leave not to exceed the lodging portion of the per diem rate for the TDY location for each day. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

***NOTE:*** This reimbursement authority for leave during a contingency operation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for per diem-related lodging costs.

*Effective 13 October 2005*

**\*U7226 LODGING EXPENSES WHILE ON LEAVE DURING AN AUTHORIZED/ORDERED EVACUATION**

A. General. A member sent TDY to a location for more than 30 days who goes on leave from the TDY location to the dependents' safe haven location who have been evacuated may be reimbursed for the TDY location lodging expenses as a reimbursable expense.

B. Eligibility. A member who:

1. was receiving per diem to cover TDY lodging expenses because Government quarters were not available at no cost to the member, and
2. immediately after completing the authorized leave, returns to the TDY location

is eligible for lodging reimbursement for lodging retained at the TDY location.

C. Reimbursement. The member is authorized reimbursement as a reimbursable expense for the actual cost of lodging retained at the TDY location during leave not to exceed the lodging portion of the per diem rate for the TDY location for each day. See <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

***NOTE: This reimbursement authority for leave during an evacuation applies only when the computation provisions of par. U4141 covering a leave period do not fully reimburse for per diem-related lodging costs.***

## CHAPTER 9

## STATION ALLOWANCES (OCONUS COLA AND TLA)

## PART A: DEFINITIONS

## U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

*Effective 1 November 2005*

\*A. Member with Dependents. In this Chapter, a member who:

1. Is authorized to have dependents reside at or in the vicinity of the member's PDS outside CONUS, and whose dependents do so reside, or
2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to members whose PDSs are in non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or
3. On the effective date of a PCS order had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS.

*Effective 1 November 2005*

\*B. Member-without-dependents. In this Chapter, a member-without-dependents means a member:

1. Who has no dependents, or
2. Whose dependents do not reside in the PDS vicinity, or
3. Who is not a "member-with-dependents" under par. U9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or
4. Who has non-command-sponsored dependents residing in the PDS vicinity, or
5. Who does not have legal custody and control of the dependents (B-131142, 3 June 1957). ***NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command-sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.***

***NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependents remain at the member's old OCONUS PDS or are at a designated place at an OCONUS location IAW par. U5222-D1 is a member without dependents at the member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with-dependents rate for the dependents' location. See par. U5222-D1d if a foreign-born spouse is returned to a foreign country and par. U5222-F3 when dependents are at a designated place. Other than dependents described in pars. U5222-D1 or U5222-F3, dependents must be command-sponsored to receive station allowances.***

C. Station Allowances

1. COLA authorized in Part B, and
2. TLA authorized in Part C.

D. Vicinity. In this Chapter, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent(s) and commutes to the PDS the dependents are deemed to be residing in the PDS vicinity even if they are at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependents' location to the PDS) a second station allowance may be approved through the Secretarial Process. In this case, the dependents are not in the "vicinity" of the member's PDS even though they are located in the same country, state or U.S. territory or possession. Except as provided in par. U9106-A1, temporary absences of dependents from the member's residence, including absences of dependent children attending school in another OCONUS location, do not affect COLA if the member maintains family-type quarters/housing during their absence.

E. Government Dining Facility/Mess and Government Quarters

1. Government Meals. In addition to Government Dining Facility/Mess as defined in Appendix A, Government dining facility/mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the U.S. Government.
2. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

F. Command-sponsored Dependent. See DoDI 1315.18, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

## CHAPTER 10

## OVERSEAS HOUSING AND FAMILY SEPARATION HOUSING ALLOWANCES

## PART A: DEFINITIONS

## U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

*Effective 1 October until 31 December 2005*

\*A. Member-with-dependents. For OHA purposes, a member who:

*Effective 1 November 2005*

1. has dependents residing at or in the vicinity of the member's OCONUS PDS; or
2. is joined by or who acquires dependents while serving outside the U.S.; or
3. on the effective date of a PCS order had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS; or
4. who does not have legal custody and control of dependent(s) but is paying child support.

***NOTE:*** *Per DODI 1315.18, Procedures for Military Personnel Assignments, command sponsorship is not required for OHA at the with-dependents rate.*

*Effective 1 November 2005*

\*B. Member-without-dependents. For OHA purposes, a member-without-dependents means a member who has no dependents.

***NOTE:*** *A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependents remain at the member's old OCONUS PDS or are at an OCONUS designated place is a member without dependents at the member's unaccompanied or unusually arduous PDS for BAH/OHA and FSH purposes if not assigned Government quarters (See Chapter 10, Part D for FSH rules) and the member is eligible for BAH/OHA at the with-dependents rate for the dependents' location.*

C. Sharer. This chapter authorizes OHA for a member who resides with one or more:

1. Members authorized an OHA; and/or
2. Federal civilian employees, including dependents, authorized a living quarters allowance or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

D. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For the purpose of this chapter the member and dependents occupy a single separate unit within the dwelling and the other units are rented out.

E. Vicinity. When a member resides with the dependent(s) and commutes daily to the PDS the dependents are deemed to be residing in the PDS vicinity regardless of distance even if they are at a place in an adjacent country or state. Dependents are deemed to be residing in the vicinity of the PDS if they are residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, dependents are not deemed to be residing in the vicinity of the PDS for FSH purposes if maintaining two households is approved through the Secretarial Process. Commanders may submit requests for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQAF/DPPC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

F. Government Quarters. In addition to Government Quarters as defined in Appendix A, Government Quarters include individual quarters furnished with or without charge under agreement with the U.S. Government.

## PART B: GENERAL INFORMATION

### U10100 GENERAL

*Effective 28 October 2005*

**\*NOTE:**

1. *OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for adapting a residence to accommodate renters.*
2. *OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependents.*
3. *Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the purpose intended.*

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. All members authorized to live in private sector leased/owned housing are authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U10104 and Appendix N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. Precedence of Other Authorities. Payment of OHA is predicated on the same rules for adjudication of dependency, adequacy of Government quarters and assignment of Government quarters that apply to the Basic Allowance for Housing (BAH). Any eligibility issue relating to those criteria must meet the same decision rules as BAH; e.g. if a dependency relationship is valid for BAH, it is also valid for OHA, a quarters assignment issue that fails the BAH eligibility criteria, also fails for OHA. See Chapter 26, DoDFMR for DoD Services and Service regulations/directives for non-DoD Services.

C. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in Part C.

D. OHA Calculation. OHA is calculated by comparing the member's monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see Appendix K.

### U10102 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term "private sector housing" includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member's dwelling lease amount in determining the member's total rental amount. *The cost of parking at the place of duty is not included in rent.* The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member's rent.
2. See par. U10102-C for a member-owned dwelling place.
3. A sharer's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member's OHA is zero.***
5. Re-compute OHA if/when the rent changes.

B. Sharers. See ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA (see par. U10104 and Appendix N for specific rules) receives a full rather than prorated "Miscellaneous" allowance. ***Only one sharer may claim reimbursement for any individual rent or security-related expense.***

***NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10102-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.***

C. Private Sector Housing Owned

1. Divide the actual purchase price of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector housing. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24.***
2. The amount of any personal installment type loans and real estate equity loans obtained for the purpose of renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.
  - a. Definitions:
    - (1) Renovating: Restoring to a previous condition, as by remodeling.
    - (2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.
  - b. ***Loans used to furnish or decorate a home (including such things as the addition of a Jacuzzi or pool to a home purchased without such an amenity) or loans for personal reasons, or credit card or line of credit loans may not be used.***

c. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

- (1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
- (2) Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
- (3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
- (4) Air Force - Through appropriate command channels to: HQAF/DPPC, 1040 AF Pentagon, Washington, DC 20330-1040;
- (5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
- (6) NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
- (7) U.S. Public Health Service - Directly to: Office of Commissioned Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependents) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is \$0. In this case, the member is authorized to receive the utility/recurring maintenance allowance

***NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the cost of the mortgage or loan may be used as a housing cost for OHA purposes.***

***Effective 1 October 2005***

4. If the dwelling is a multiplex unit, owned by a member, the allowance claimed is based on the percentage of the multiplex unit's square footage occupied by the member and dependents, times the same percent of the purchase price divided by 120. If the member and dependents live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the actual purchase price of the multiplex unit by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for OHA rental purpose. Renters of other units within the multiplex unit are not 'sharers'.

5. If the dwelling place owned by the member is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>.

**U10103 UTILITY/RECURRING MAINTENANCE ALLOWANCE****A. Monthly Allowance**

1. The utility/recurring maintenance allowances for each OHA locality are found in the OHA locality tables at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html> and are based on member (with-dependents) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of members assigned to an area,
3. Is paid to sharers (see par. U10000-C) on a pro rated amount of the net allowance,
4. Is paid to members 'without dependents' (who *are not* sharers) at 75 percent of the 'with-dependents' rate, and
5. Is eliminated or paid on a percentage basis if all or parts of the utilities are included in rent.

**B. Rent Includes All, No, or Some Utilities**

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10103-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10103-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance allowance in par. U10103-A above. The locality *climate code* and the *utility point score* determine the percentage of the utility/recurring maintenance allowance amount the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing the OHA.
  - a. **Climate Codes.** Locality climate codes are indicated on each locality table (see PDTATAC website at <https://secureapp2.hqda.pentagon.mil/perdiem/allooha.html>). The three climate codes include:
    - (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
    - (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
    - (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.
  - b. **Climate Code Utility Points.** Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

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

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

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

#### **U10104 MOVE-IN HOUSING ALLOWANCE (MIHA)**

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

#### **B. Rules and Information**

1. To be authorized a MIHA, a member must be eligible for OHA.
2. Eligible members are authorized MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when:
  - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;
  - b. a member complies with a PCS order but remains in the same dwelling place; or
  - c. a member moves from Government quarters to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).

4. The three MIHA payment types are:
  - a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See Appendix K table at <https://secureapp2.hqda.pentagon.mil/perdiem/> for the amounts payable. **Only one payment is authorized at a PDS unless par. U10104-B2 applies.**
  - b. MIHA/Rent. **Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a government where the member must pay before/upon occupying a dwelling. Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease taxes. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See Appendix N, par. C.
  - c. MIHA/Security. MIHA/Security covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize terrorist and/or criminal threat. See Appendix N, par. D for qualifying areas and additional rules.
5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, members with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense (see Appendix N, pars. C and D).
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

#### U10105 ADVANCE PAYMENT OF OHA

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

##### A. Authorization

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (see par. U10108-A3 below), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. **Personal preference is not grounds for authorizing advance rent payment.** Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount will be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS order.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC in Part IV, Appendix K. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- a. law,
- b. local custom for everyone, including local nationals, or
- c. economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

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

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

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

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

1. the anticipated housing expenses, or
2. the OHA accruable for the member's tour at that PDS,

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

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.
6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10105-D.
7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent has not been implemented, per par. U10105-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

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

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

#### **U10106 GEOGRAPHIC OHA LOCATIONS**

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <https://secureapp2.hqda.pentagon.mil/perdiem/>.

#### **U10107 COMPUTATION DATA**

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC. For housing reports submission, see <https://secureapp2.hqda.pentagon.mil/cola/appm/appm.pdf>.

#### **U10108 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING**

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

**U10109 OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND 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 OHA 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. *In no case may a spouse who also is a member on active duty be a dependent for allowance purposes in this Part.*

**U10110 OHA CONTINUATION FOLLOWING MEMBER'S DEATH**

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

***NOTE 1: DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>).***

***NOTE 2: Non-DoD Members - See Service pay regulations.***

**U10111 OHA FOR A MEMBER IN A NONPAY STATUS**

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

**U10112 OHA FOR RESERVE COMPONENT MEMBERS**

See par. U7150-H3 regarding OHA application to a Reserve Component member called or ordered to active duty, or active duty for training.

**U10113 ASSIGNMENT TO GOVERNMENT QUARTERS**

OHA is not payable on any day the member is assigned Government quarters adequate for the member and dependents, if with dependents.

*Effective 1 October 2005*

**U10114 MEMBER PROCESSING FOR RETIREMENT OR SEPARATION OR ON LEAVE AFTER PROCESSING**

A member at an OCONUS location who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation is eligible for a housing allowance (OHA):

- a. if the member continues to occupy private sector leased/owned housing at or in the vicinity of the PDS OHA continues until the date of separation or retirement.
- b. if the member occupies private sector leased/owned housing after vacating Government quarters or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

c. if a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the location of the residence. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement.

***NOTE: For BAH rules when a member is directed or authorized to proceed from the PDS to a CONUS separation activity for retirement or separation processing see the DoDFMR, Chapter 26, for DoD Services or Service directives for non-DoD Services.***

To be paid OHA under any of the circumstances in par. U10114 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

**U10208 DEPENDENT TRAVEL - ADVANCE AND DELAYED**

A. General. When a PCS order has been issued, some member's families perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member stationed in England receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family returns in August to get settled before school starts in September.
2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report to Japan in April. The member's family remains in Chicago until the school year ends in June.

B. Housing Allowance Based on Dependents' Location or Old PDS. Unless otherwise approved, a member's housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location where the dependents maintain a permanent residence, or the old PDS, if approved through the Secretarial Process. Examples of separation situations that are routinely approved include:

1. the member is assigned to a PDS in an area where sufficient quantities of housing do not exist;
2. the member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the United States;
3. the member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a homeport change and dependents are not relocated incident to the homeport change;
4. the member is in receipt of a PCS order to a unit with a promulgated change of homeport and dependents relocate to the announced homeport (or designated place in the United States if appropriate) before the effective date of the homeport change;
5. the member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between duty stations located in the same proximity, and disallowed movement of HHG (see par. U5355). (The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness); or
6. the member is assigned to indeterminate TDY, or TDY pending further orders.

C. Secretarial Determinations. In addition to the example situations in 1 through 6 above, the Secretary concerned may determine that a member's assignment to a PDS or the circumstances of that assignment require the dependents to reside separately and approve payment of housing allowances based on the dependent's location or the old PDS through the Secretarial Process.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' location is effective on the date one or more dependents arrive at the location of the new residence.
2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents' location or the member's old PDS and continues until the dependents depart the approved location.

3. Members are generally authorized an In-transit Housing Allowance while on leave and travel between permanent stations. However, in situations where the Secretary concerned has approved an advance or delayed travel situation, the approved with-dependent allowance rate applies. In delayed travel situations, when the dependents depart the approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the In-transit Housing Allowance if the member is still in transit. See DoDFMR for DoD Services or service directives for non-DoD services.

E. Decision Logic Table

<i>Changes When Dependents Travel Before The Member</i>					
<b>R U L E</b>	<b>Dependents Perform PCS Travel Before the Member</b>	<b>Location of the New PDS</b>	<b>Assigned Gov't Qtrs at the Old PDS</b>	<b>Has Early Travel Been Approved</b>	<b>Then</b>
1	Old PDS In CONUS, Alaska, Hawai'i (BAH Area)	New PDS In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date, or the date Gov't quarters assignment is terminated, or effective date specified by the approval document, whichever is later
2				No	Do not start BAH
3			No	Yes	Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the approval document, whichever is later
				No	Stop BAH based on the current PDS as of the day before BAH starts based on dependent's location
4		No	Continue BAH based on current PDS until member's departure		
5		New PDS Outside CONUS, Alaska, Hawai'i (OHA Area)	Yes	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing at the new PDS, or the date Gov't quarters assignment is terminated, or effective date specified by the approval document, whichever is later
6				No	Do not start OHA
7			No	Yes	Start OHA at the with-dependents rate based on the dependent's location on the date they obtain private sector housing or effective date specified by the approval document, whichever is later
	No			Stop BAH based on the current PDS as of the day before OHA starts based on the dependents location	
8	No	Continue BAH based on current PDS until member's departure			

*Table U10C-5*

**DEPENDENT.** Defined by 37 USC §401.

***NOTE: Exception. For authorization purposes under JFTR:***

- 1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;***
- 2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);***
- 3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.***

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (See exception ***NOTES*** above.)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after the effective date of the PCS order when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations.***;
- \*8. For transportation authorized in JFTR, par. U5215-B,
  - a. a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;

- b. a parent, stepparent, or person in loco parentis, who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
- a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;
10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See par. U5900-E.;
11. For a dependency determination made on or after 1 July 1994, an unmarried person who:
- a. Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and
    - (1) Has not attained age 21, or
    - (2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or
    - (3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and
  - b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and
  - c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and
  - d. is not a dependent of a member under any other paragraph.
12. Whether an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:
- GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted in accordance with state law.

(Par. 260403) Validity of Member's marriage. Any case where the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. 260403-F3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

- a. Army  
DFAS-PMTEC-C/IN  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-0855
- b. Navy  
DFAS-CL/PMMACB  
1240 East 9<sup>th</sup> Street  
Cleveland, OH 44199-2055
- c. Air Force  
DFAS-PMJPD/DE  
6760 East Irvington Place  
Denver, CO 80279-3000
- d. Marine Corps  
Commandant of the Marine Corps (MRP-1)  
3280 Russell Avenue  
Quantico, VA 22134-5143

- e. NOAA  
Director, Commissioned Personnel Center  
1315 East West Highway, Room 12100  
Silver Spring, MD 20910-3282
  
- f. USCG  
Commandant (G-WPM-2)  
U. S. Coast Guard  
2100 Second Street, S.W.  
Washington, DC 20593-0001
  
- g. U.S. Public Health Service Commissioned Corps  
Office of Commissioned Corps Operations  
Division of Commissioned Corps Officer Support  
ATTN: DEERS  
1101 Wootton Parkway, Suite 100  
Rockville, MD 20852-1060

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>  
GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>  
GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>  
GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>  
GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

**DEPENDENT, ACQUIRED.** A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

***Effective 18 June 2004***

**DEPENDENT, COMMAND-SPONSORED.** (Also see **DEPENDENT**) Dependent(s) residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's PDS. Command sponsorship is not required to receive OHA at the with-dependent rate.

**DEPENDENT RESTRICTED TOUR.** An established tour at an OCONUS PDS that does not permit command sponsored dependents. See Appendix Q.

***Effective 18 June 2004***

**DESIGNATED PLACE.** Except as used in Chapter 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
  
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;
4. The OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

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

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

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

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

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

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

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in this Appendix), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

**ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW a travel order/ITA, accompanies a member between authorized locations, when:
  - a. Member travel is authorized by competent authority, and
  - b. The member is incapable of traveling alone, and
2. May be appointed by the member's commanding officer/AO.

**EXPEDITED TRANSPORTATION MODE.** A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

**EXTENDED STORAGE.** *See NON-TEMPORARY STORAGE.*

**FAMILY.** *See DEPENDENT.*

**FEDERAL TRAVEL REGULATION.** Regulation contained in title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

**FIELD DUTY.** All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises. ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate), or***
2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.***

**FIRST-CLASS.** The best class of transportation and accommodations available -- See par. U3125-B2a for first-class transportation authority.

**FOREIGN AIR CARRIER.** An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

**FOREIGN AREA AND FOREIGN COUNTRY.** Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**FOREIGN-BORN DEPENDENT.** A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S.; also, children of a foreign-born dependent spouse.

**FORMER CANAL ZONE AREA.** Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

**GEOGRAPHICAL LOCALITY.** The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:** Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession are separate geographical localities.*

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

**GOVERNMENT.** The Government of the U.S. and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

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

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

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

**GOVERNMENT-CONTROLLED QUARTERS.** Quarters, other than Government or privatized quarters, under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters) for which the Government controls occupancy.

**GOVERNMENT CONVEYANCE.** Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).***

**GOVERNMENT DINING FACILITY/GOVERNMENT MESS.** A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

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

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

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 days or longer from a commercial firm.

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

#### **GOVERNMENT MEAL RATE**

The daily rate (discount or standard) charged for meals in a Government dining facility.

***Effective 1 January 2005***

1. Discount Government Meal Rate: \$7.55 per day
2. Standard Government Meal Rate: \$8.90 per day

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

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

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

**GOVERNMENT QUARTERS.**

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation other than privatized housing, owned and operated by a private corporation, if the use of these facilities is directed by Service regulations; and
7. Family-type housing owned or leased by the U.S. Government (does *not* include privatized housing).

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

***NOTE 2:*** Adequacy standards for DoD Services are prescribed by the Office, Secretary of Defense in DoD 4165.63-M, DoD Housing Management (See [http://www.dtic.mil/whs/directives/corres/pdf/416563m\\_0993/p416563m.pdf](http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf)), and implemented by appropriate Service regulations. For non-DoD Services, see Service regulations.

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

*Effective 28 July 2005*

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

***NOTE:*** A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

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

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

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

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

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

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

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

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

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

1. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
  - b. Spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
  - d. Consumable goods for members ordered to locations listed in Appendix F;
  - e. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles (and/or their associated trailers));

- f. Boats (and/or their associated trailers); and
- g. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

\*h. Utility trailers, with or without tilt beds, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

2. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the effective date of the PCS order, except:
  - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
  - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition (B-130583, 8 May 1957);
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

**Effective 14 July 2004**

**SUBSISTING OUT.** The non-leave status of an inpatient who is no longer assigned a bed. Inpatients authorized to subsist out are not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEMPORARY DUTY (TDY).**

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

**TEMPORARY DUTY (TDY) LOCATION.** *See TEMPORARY DUTY STATION.*

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a cash charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

**TEMPORARY STORAGE.** Short-term storage that is part of HHG transportation. May be at any combination of the origin, destination, and en route locations. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as storage in transit (SIT).

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** *(As released by the Office of the Geographer and Global Issues, 1 July 1997.)*

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island

5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES.** *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. **NOTE:** *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

**TRANSOCEANIC TRAVEL.** Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation.

**\*TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. See Chapter 5, Part D for specific regulations governing HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg, NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN (312) 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Drive, Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN (312) 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFOs.***;

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawai'i, 310 Worchester Avenue, Hickam AFB, HI 96853-5530;

***Effective 20 May 2004***

o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS; CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

a. Military Personnel: AOs;

b. Civilian Employees: Heads of Activities/Commands or their designees.

***Effective 1 February 2005***

\*5. Air Force

a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*** (lodging, meals, and incidentals) and AOs (lodging only);

b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);

c. HQ USAF. AOs;

***Effective 26 October 2005***

d. Reserve Component:

(1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);

(2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;

(3) For Guard/Reserve Units – Wing commander or equivalent, ***who may delegate no lower than the group commander*** (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.
7. National Oceanic and Atmospheric Administration Corps. AO.
8. Public Health Service. Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
9. Combatant Commands
  - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
  - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;
  - c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
  - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
  - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
  - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
  - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
  - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91<sup>st</sup> Avenue, Miami, FL 331721216; and
  - i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.
10. Special Operation Commands
  - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
  - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
  - d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
  - e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
  - f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
  - g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOFJCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
  - h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOCSOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;
  - j. Commander, Special Operations Commander Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: [soccomp@soccent.centcom.mil](mailto:soccomp@soccent.centcom.mil); and
  - k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

#### 11. Schools

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

***Effective 1 February 2005***

2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;

b. 11<sup>th</sup> Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;

***Effective 26 October 2005***

\*c. Reserve Component:

(1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above;

(3) Air National Guard Bureau and Guard Units – ANG/FM, 1411 Jefferson Davis Highway, Arlington, VA 22202 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

***This authority must not be further delegated.***

### 3. Navy

#### ***Effective 16 February 2005***

- a. Military Personnel: See par. B3 above for authorization/approval authority.
- b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

### 4. Special Operations Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
  - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
  - c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
  - d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;
  - e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;
  - f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOCPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;
  - g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOCJFCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;
  - h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- #### ***Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOC SOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;

j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547; and

k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense  
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force  
 The Assistant to the Secretary of Defense (Legislative Affairs)  
 The Assistant to the Secretary of Defense (Atomic Energy)  
 The General Counsel of the Department of Defense  
 The Defense Advisor, U.S. Mission to NATO  
 Directors of Defense Agencies  
 President, Uniformed Services University of the Health Sciences  
 Director Operational Test & Evaluation  
 DoD Inspector General  
 Director, Defense Research & Engineering  
 Commander/Deputy Commanders of Air Force Major Commands  
 Chairman/Vice Chairman, Joint Chiefs of Staff,  
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,  
 Chief/Vice Chief of Naval Operations,  
 Commandant/Assistant Commandant, U.S. Marine Corps,  
 Commandant/Vice Commandant, U.S. Coast Guard,  
 Director, NOAA Corps,  
 Surgeon General/Deputy Surgeon General, U.S. Public Health Service,  
 Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,  
 Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;
7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.



## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

#### \*T4000 INTRODUCTION

This Appendix describes the travel and transportation allowances and responsibilities of travelers who perform the most common TDY travel types as authorized by law for uniformed members, DoD civilian employees and other non-DoD Government employees who are working for DoD and paid travel allowances funded by DoD. The activities authorized to use this Appendix are listed at the end of this Appendix, and under the conditions cited in Joint Federal Travel Regulations, Volume 1 (JFTR), par. U1039, and Joint Travel Regulations, Volume 2 (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. The provisions in this Appendix are to be used in place of TDY allowances in the JFTR and JTR (with exceptions and references as noted herein), except that the provisions in JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. Ready Reserve Component members authorized muster duty allowance,
5. Midshipmen and cadets,
6. Patients/for health care, and escorts and attendants,
7. Pre-employment travel;
8. When accompanying members of Congress and Congressional Staff;
9. Employees with a disability when additional travel and transportation expenses are incurred;
10. UN Peacekeeping;
11. Prisoners and their guards or for disciplinary action; and
12. For rules that apply when emergency situations occur while TDY is being performed.

Rules on per diem for uniformed members who are inpatients in a hospital are in JFTR, par. U7125-D. For travel of civilian consultants and experts, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chapters 4. Except where differences are identified, the allowances and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees and other non-DoD Government employees who are working for DoD and paid travel allowances funded by DoD. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. *The provisions of this Appendix must not be supplemented.*

**NOTE 1:** See JFTR/JTR, Appendix E for Invitational Travel Authorizations.

**NOTE 2:** This Appendix is not used for evacuations.

#### **T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when travelers and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

#### **T4010 REIMBURSEMENT RATE**

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

#### **T4020 TDY TRAVEL POLICY**

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs must choose that method.

##### B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).
2. Travelers are provided transportation, lodging, and food, or they must be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs must authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is *mandatory* that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a “should-cost” estimate) forming the reimbursement basis.
4. It is *mandatory* that travelers make their official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. Travelers:
  - a. Who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
  - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in par. U3125-B2a or U3125-B2b.

**APPENDIX Q**  
**OVERSEAS TOUR LENGTHS**

**TABLE 1 - DoD**

Tour lengths are established IAW DoDI 1315.18, par. E3.1. Submit changes to tour lengths IAW DoDI 1315.7, par. E3.1.2. *Do not submit tour length changes to PDTATAC.*

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

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) ( <i>Note 1</i> )	36	36
Marine Corps Security Forces	24	12
Fort Greely	24 ( <i>eff 1 May 2004</i> )	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA, Tirana	24	12
ALGERIA ( <i>effective 7 December 2004</i> )	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZORES (See PORTUGAL)		
BAHAMAS, Andros Island	24	24
*BAHRAIN ( <i>Note 5</i> )	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE ( <i>eff 17 September 2004</i> )	24	18
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY, Diego Garcia	NA	12
BULGARIA, Sofia	24	12
BURKINA FASO	24	12
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA, Zagreb	24	12
CUBA		
Guantanamo Bay ( <i>Note 2</i> )	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC, Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA, Tallinn	24	24
FRANCE	36	24
GEORGIA, Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12
GREENLAND (see DENMARK)		
GUAM ( <i>effective 12 October 2004</i> )	36	24
GUATEMALA	36	24
GUYANA	24	18
HAWAI'I (except as indicated) ( <i>Note 1</i> )	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY, Budapest	36	24
ICELAND	30	18
INDIA	24	12
INDONESIA	24	12
IRELAND	36	24
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) ( <i>Note 3</i> )	36	24
Akizuki Kure, *Kumamoto, *Osaka, *Itami (Sapporo), and *Sendai ( <i>*effective 7 December 2004</i> )	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
JORDAN (except as indicated)	24	12
Amman	24	18
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) ( <i>Note 4</i> )	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
LATVIA, Riga	24	12
LIBERIA	24	18
LITHUANIA, Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA	24	18
Skopje	24	12
MADACASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA, Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES, Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY ( <i>effective 7 July 2004</i> )	36	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
*Bydgoszcz ( <i>effective 21 October 2005</i> )	24	24
*Szczecin ( <i>effective 21 October 2005</i> )	24	24
Warsaw	36	24
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco,	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA, Bucharest	24	24
SAINT HELENA (Ascension Island)	24	12
SARDINIA (See ITALY)		
SAUDI ARABIA	24	12
SCOTLAND (See UNITED KINGDOM)		
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA, Bratislava	36	24
SLOVENIA, Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN, Stockholm	36	24
TAJIKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirinclik, Sahihtepe, Sinop, and Yumurtalik	NA	12

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
TURKMENISTAN	24	12
UKRAINE, Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) ( <i>Note 3</i> )	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM ( <i>effective 1 December 2003</i> )	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See MACEDONIA)		

**NOTES:**

1. Tour-length policies for service members assigned to duty stations within Alaska and Hawai'i are outlined in DoDI 1315.7, paragraph E3.1.4.
2. Dependents are permitted only when Government quarters are available.
3. A maximum of a 48-month tour is permitted for Navy personnel.
4. Not all service members are eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by U.S. Forces Korea. Those not eligible to serve accompanied-by-dependents tours are serving dependent-restricted tours. (Command-sponsored dependents for service members assigned to Suwon are required to reside at Osan AB.)
- \*5. Due to threat levels, dependents are not currently authorized at these locations.

**TABLE 2 - NOAA (effective 31 January 2005)**

Tour lengths are established by NOAA/CPC. Submit changes to tour lengths to NOAA/CPC. *Do not submit tour length changes to PDTATAC.*

The following are overseas tour lengths *for members of NOAA only*:

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
ALASKA	36	36
AMERICAN SAMOA	NA	12
ANTARCTICA	NA	12
AUSTRALIA (LEARMONTH)	36	36
FRANCE	36	36
HAWAI'I	36	36
SWITZERLAND	36	36



## APPENDIX S

### AUTHORIZED FEML LOCATIONS/DESTINATIONS

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

*Effective 1 November 2005*

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<b>1 Jan 2003</b>
Argentina	Southern	Miami	30 Apr 2007
Armenia, Yerevan	European	Frankfurt	31 Jul 2007
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
*Azerbaijan, Baku	European	Frankfurt	31 Oct 2007
Bahrain	Central	Frankfurt	<b>31 Oct 2005</b>
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	30 Apr 2007
Belarus, Minsk	European	Frankfurt	31 Jul 2007
Belize	Southern	Miami	30 Apr 2007
Bolivia	Southern	Miami	30 Apr 2007
Botswana, Gaborone	European	Frankfurt	31 Jul 2007
Brazil	Southern	Miami	30 Apr 2007
*Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
Cameroon, Yaounde	European	Frankfurt	31 Jul 2007
Chad, N' djamena	European	Frankfurt	31 Jul 2007
Chile	Southern	Miami	30 Apr 2007
China, Beijing	Pacific	Honolulu	31 Mar 2006
Columbia	Southern	Miami	30 Apr 2007
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	<b>31 Mar 2005</b>

Cuba, Guantanamo Bay	Southern	Jacksonville	31 Dec 2006
*Cuba, Havana ( <i>for Coast Guard uniformed members only</i> )	USCG	Miami	31 Dec 2007
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2007
Djibouti	Central	Frankfurt	<b>31 Oct 2005</b>
Dominican Republic	Southern	Miami	30 Apr 2007
Ecuador	Southern	Miami	30 Apr 2007
Egypt	Central	Frankfurt	<b>31 Oct 2005</b>
El Salvador	Southern	Miami	30 Apr 2007
Eritrea, Asmara	Central	Frankfurt	<b>31 Oct 2005</b>
Estonia, Tallinn	European	Frankfurt	31 Jul 2007
Ethiopia, Addis Ababa	Central	Frankfurt	<b>31 Oct 2005</b>
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	30 Jun 2007
*Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007
*Greece, Athens	European	Frankfurt	31 Oct 2007
Greece, Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	30 Apr 2007
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2007
Guyana	Southern	Miami	30 Apr 2007
Haiti	Southern	Miami	30 Apr 2007
Honduras	Southern	Miami	30 Apr 2007
Hong Kong	Pacific	Los Angeles	31 Mar 2006
*Iceland ( <i>eff 14 October 2005</i> )	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007
Ivory Coast, (See Cote D'Ivoire)			
Jamaica	Southern	Miami	30 Apr 2007
Jordan	Central	Frankfurt	<b>31 Oct 2005</b>

Kazakhstan, Almaty	Central	Frankfurt	<b>31 Oct 2005</b>
Kenya	Central	Frankfurt	<b>31 Oct 2005</b>
Kuwait	Central	Frankfurt	<b>31 Oct 2005</b>
Kyrgyzstan, Bishkek	Central	Frankfurt	<b>31 Oct 2005</b>
Laos, Vientiane ( <i>eff 29 October 2004</i> )	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2007
Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo ( <i>eff 28 May 2004</i> )	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006
Mali, Bamako	European	Frankfurt	31 Jul 2007
Marshall Islands, Majuro	Pacific	Honolulu	<b>31 Aug 2003</b>
Mexico	Northern	San Antonio	<b>30 Aug 2005</b>
Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Jul 2007
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
*Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Kathmandu	Pacific	Honolulu	<b>31 Dec 2004</b>
Nicaragua	Southern	Miami	30 Apr 2007
Niger, Niamey	European	Frankfurt	31 Jul 2007
*Nigeria, Abuja	European	Frankfurt	31 Oct 2007
*Nigeria, Lagos	European	Frankfurt	31 Oct 2007
Oman	Central	Frankfurt	<b>31 Oct 2005</b>
Pakistan	Central	Frankfurt	<b>31 Oct 2005</b>
Panama	Southern	Miami	30 Apr 2007
Paraguay	Southern	Miami	30 Apr 2007
Peru	Southern	Miami	30 Apr 2007
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
*Poland, Warsaw	European	Frankfurt	31 Oct 2007
Qatar	Central	Frankfurt	<b>31 Oct 2005</b>

Romania, Bucharest	European	Frankfurt	31 Jul 2007
Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Frankfurt	<b>31 Oct 2004</b>
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	<b>30 Jun 2005</b>
Singapore	Pacific	Honolulu ( <i>eff 14 Apr 2004</i> )	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
Suriname	Southern	Miami	30 Apr 2007
Syria, Damascus	Central	Frankfurt	<b>31 Oct 2005</b>
*Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2007
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkmenistan, Ashgabat	Central	Frankfurt	<b>31 Oct 2005</b>
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
United Arab Emirates	Central	Frankfurt	<b>31 Oct 2005</b>
Uruguay	Southern	Miami	30 Apr 2007
Uzbekistan, Tashkent	Central	Frankfurt	<b>31 Oct 2005</b>
Venezuela	Southern	Miami	30 Apr 2007
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
Yemen	Central	Frankfurt	<b>31 Oct 2005</b>
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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