

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 230

Alexandria, VA

1 February 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 February 2006 unless otherwise indicated.

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This change includes all material written in MAP Items 52-04(E); 46-05(E); 75-05(E); 77-05(E); 79-05(E) and 80-05(E) and military editorials U05090 through U05094. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 229 cover page.

BRIEF OF REVISION

These are the major changes made by Change 230:

U1045; T4040-A. Clarifies that commands cannot limit reimbursement for lodging based on the fact that Government quarters are/were available at a 'nearby' Government facility.

U3125-C1; Appendix A; Appendix O, T4060-B3. Explains when code share tickets are certified air carrier and when a non-availability document for U.S. flag carrier is needed.

U4760. Clarifies the current existing policy that HHG may only be shipped for members sent TDY pending a permanent assignment to an OCONUS PDS or a ship - not when TDY with return to the original PDS or ship.

U5120-I. Authorizes a member, ordered PCS from a CONUS PDS from which dependents have been evacuated, to travel from the old PDS via the designated place or safe haven.

U5246-A1. Extends the temporary authority to pay travel and transportation allowances for family members to visit a member injured in a combat operation or zone, hospitalized inside the United States, but not classified as very seriously injured or seriously injured until 17 December 2005 IAW the second CRA.

U5310-F; U5320-D2; U5320-D6; U5500-A. Adds a formula for determining the Government's constructed cost when HHG are personally-procured.

U5720; U9151. Clarifies that TLE and TLA *may be paid* in addition to TQSE as long as payments cover different expenses, but *duplication of allowances is not authorized*.

U9150; U9157. Provides member married to member TLA computation examples and emphasizes that the member is subject to disciplinary review when TLA allowances are used for other than the intended purposes.

U10000-E; U10208; U10209. Inserts the word authorized next to approved where appropriate.

Appendix P. Updates JFTR, Appendix P (Parts I and II) with the current GSA Contract City-Pairs Program information found at [www.gsa.gov](http://www.gsa.gov) website.

Appendix Q. Updates that tour lengths for Iceland for Air Force and Marine personnel have been 24-months accompanied and 12-months unaccompanied since 4 October 1999.

Appendix S. Establishes FEML in Luanda, Angola with a destination of Frankfurt and recertifies FEML for Tirana, Albania and Belgrade, Serbia and Montenegro.

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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8. Claims for personally procured HHG transportation (see pars. U5320-D);
9. Member financial responsibility (see pars. U5340-A2, U5380-A, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (see par. U7205-A);
11. Transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
12. Currency loss/gain procedures for OHA (see par. U10105-B);
13. Command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT);
14. Establishing children's dependency (see Appendix A definition of DEPENDENT); and
15. CTO use policy (see par. U3120).

#### **U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/or in law.

#### **U1020 EFFECTIVE DATE OF REGULATION CHANGES**

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

#### **U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS**

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG, DOHA, occasionally GSBCA, and OSD GC. CG, DOHA, GSBCA, and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

#### **U1030 TERMINOLOGY**

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

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

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

**U1039 DOD TEST OF SIMPLIFIED ALLOWANCES**

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

**U1040 GAIN-SHARING PROGRAM**

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

**\*U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. Members ordered to a U.S. Installation (as opposed to a geographic location like a town or city) are required to check Government quarters availability (e.g., through their CTOs) at the U.S. Installation to which they are assigned TDY. The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. Availability/non-availability must be documented as indicated in par. U1045-C. Members should use adequate available Government quarters on the U.S. Installation at which they are assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot, however, be limited based on the presence of 'nearby' Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging 'AT' the U.S. Installation at which the member is assigned TDY.*

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

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

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

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

C. Travel Order/Voucher

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

**U1050 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

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

Government policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DoD component must ensure that not less than 90% of all members who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet Government requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement after 30 September 2002 if travel arrangements are made through use of an agency-designated Travel Management System (see Appendix A) whenever possible (5 USC §5707a).

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

Commands/units are expected to take appropriate disciplinary action when members 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), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

## 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.U3125-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.

- f. When a non-Federal source makes full payment for the transportation services in advance of travel (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at <http://www.dtic.mil/whs/directives/corres/html/55007r.htm>, [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html), or Service regulations for the non-DoD Services.) The travel order must state that transportation services have been paid in advance by a non-federal source.
- g. Economy/coach-class accommodations on non-U.S.-certificated carriers do not provide adequate sanitation or meet health standards and non-U.S.-certificated flag carrier service use is authorized/approved in accordance with the Fly America Act. See par. U3125-C for rules governing U.S.-certificated carrier use.
- h. Use of the business-class accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting economy/coach-class accommodations. An actual cost-comparison must be made and the details made part of the travel order.
- i. TDY travel is between authorized origin and destination points (at least one of which is OCONUS), the scheduled flight time (including non-overnight airport stopovers and plane changes) is in excess of 14 hours, **and the TDY purpose/mission is so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work.** See **NOTE 2** below.

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

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

***NOTE 3:***

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

- (a) A ‘stopover’ en route (regardless of who pays the expenses during the ‘stopover’) is an overnight stay,***
- (b) A rest stop en route is authorized, or***
- (c) An overnight rest period occurs at the TDY location before beginning work.***

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

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

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

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

**Effective 16 August 2004**

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

a. Orders. See par. U2000-A2a.

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

C. U.S.-certificated Air Carrier Use

***NOTE 1:*** Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non-U.S.-certificated air carriers between two places in foreign areas even if U.S.-certificated air carriers are available. This authority does not apply to uniformed Service members (Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees, and dependents are required to use available U.S.-certificated carriers for all commercial non-U.S.-certificated air transportation as indicated in this paragraph.

**Effective 6 September 2005**

***NOTE 2:*** The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBICA 16632-RELO, 15 July 2005)).

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

- a. Carrier performs the commercial non-U.S.-certificated air transportation required, and
- b. Service accomplishes the mission, even though:
  - (1) A comparable/different kind of service by a non-U.S.-certificated air carrier costs less,
  - (2) Non-U.S.-certificated air carrier service is preferred by the service/traveler,
  - (3) Non-U.S.-certificated air carrier service is more convenient for the service/traveler, or
  - (4) The only U.S.-certificated flag air carrier service available between points in the CONUS (or non-foreign OCONUS location) and foreign OCONUS points (49 USC §40102) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629 (1977)).

***NOTE: When using code share flights involving U.S.-certificated flag air carriers and non-U.S.-certificated flag air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket to qualify as a U.S.-certificated air carrier. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is on a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

2. Exceptions. When one of the following exceptions exists, U.S.-certificated air carrier service is not available.
    - a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the another country's government are parties, and which the Department of Transportation has determined meets the Fly America Act requirements.
    - b. No U.S.-certificated air carrier provides service on a particular route leg, in which case non-U.S.-certificated air carrier service may be used, but only to or from the *nearest* interchange point on a usually traveled route to connect with U.S.-certificated air carrier service.
    - c. A U.S.-certificated air carrier involuntarily reroutes a traveler's travel on a non-U.S.-certificated air carrier; (if the traveler is given a choice as to substitute service, a U.S.-certificated air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
    - d. Non-U.S.-certificated air carrier service would be three hours or less, and U.S.-certificated air carrier use would at least double en route travel time.
- Effective 24 August 2005***
- e. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a another country's government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.***
  - f. If a U.S.-certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S.-certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.

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

- (1) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
- (2) Extend travel time by at least 6 hours or more; or
- (3) Require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The AO determines that a U.S.-certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

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

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

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

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

m. The only U.S.-certificated air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a non-U.S.-certificated carrier is available that does not require travel at those hours (the traveler may travel by non-U.S.-certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S.-certificated air carrier) (56 Comp. Gen. 629 (1977)).

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

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

4. Air Travel Schedule Selection

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

- (1) U.S.-certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S.-certificated air carrier must be used;
- (2) U.S.-certificated air carrier service is not available at origin or an interchange point, non-U.S.-certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S.-certificated air carrier;
- (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non-U.S.-certificated air service between the CONUS (or non-foreign OCONUS) location, and a foreign OCONUS location, the travel should be rerouted so that available U.S.-certificated air carriers are used.

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

**EXAMPLE**

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

**Schedule I**

Monday/Tuesday/Thursday/Saturday/Sunday

|         | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
|---------|-------------|-------------|--------------------|
| Leave:  | Ankara      | 0830        | Non-U.S.           |
| Arrive: | Frankfurt   | 1210        |                    |
| Leave:  | Frankfurt   | 1325        | Non-U.S.           |
| Arrive: | Stuttgart   | 1410        |                    |

**Schedule II**

Wednesday/Friday/Saturday

|         | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
|---------|-------------|-------------|--------------------|
| Leave:  | Ankara      | 0800        | U.S.               |
| Arrive: | Rome        | 1100        |                    |
| Leave:  | Rome        | 1650        | Non-U.S.           |
| Arrive: | Stuttgart   | 1940        |                    |

**Schedule III**

Wednesday/Friday/Saturday

|         | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
|---------|-------------|-------------|--------------------|
| Leave:  | Ankara      | 0800        | U.S.               |
| Arrive: | Istanbul    | 0855        |                    |
| Leave:  | Istanbul    | 1430        | U.S.               |
| Arrive: | Frankfurt   | 1620        |                    |
| Leave:  | Frankfurt   | 1650/2120   | Non-U.S.           |
| Arrive: | Stuttgart   | 1730/2200   |                    |

**Schedule IV**

Daily (except Saturday)

|         | <u>City</u> | <u>Time</u> | <u>Air Carrier</u> |
|---------|-------------|-------------|--------------------|
| Leave:  | Ankara      | 1130        | Non-U.S.           |
| Arrive: | Istanbul    | 1220        |                    |
| Leave:  | Istanbul    | 1430        | U.S.               |
| Arrive: | Frankfurt   | 1620        |                    |
| Leave:  | Frankfurt   | 1650/2120   | Non-U.S.           |
| Arrive: | Stuttgart   | 1730/2200   |                    |

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

**Effective 29 June 2005**

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

**U3130 COMMERCIAL SHIP TRANSPORTATION**

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

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

1. Completed only by ship.
2. Performed more economically or efficiently by ship.

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

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

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

**NOTE:** See par. U2000-A2b.

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

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

***Effective 16 August 2004***

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

1. Less costly first-class accommodations are not available.
2. See par. U2000-A2c for medical reasons.
3. There are exceptional security requirements. Examples are:
  - a. A member or dependent whose use of least costly first-class accommodations would entail danger to the member's or dependent's life or Government property.
  - b. Agents of protective details accompanying individuals authorized to use more costly first-class accommodations.
  - c. Couriers and control officers accompanying controlled pouches or packages and a lower premium class is not available.

F. Use of Ships of U.S. Registry

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

*Effective 27 April 2005*

### U3135 TRAIN TRANSPORTATION

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

#### B. Train Class Accommodations

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

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

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

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

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

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

2. Requirements. See par. U2000-A2a.

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

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

2. See par. U2000-A2c and Appendix H, Part IV for medical reasons.

3. There are exceptional security requirements. Examples are:

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

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

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

4. Coach-class accommodations on a foreign country's rail carrier do not provide adequate sanitation or meet health standards.

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

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

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

**U3145 CITY-PAIR PROGRAM**

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

- U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**
- U4755 INDETERMINATE TDY**
- U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**
- A. General
  - B. Ordered to a Ship
  - C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer
- U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**
- A. General
  - B. Ordered to a Ship Not Specified as Unusually Arduous
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- U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**
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  - D. Storage after TDY/Deployment Completion
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- U4780 HHG AUTHORIZED LOCATIONS AND WEIGHT ALLOWANCE**

**PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITHIN A COMBATANT COMMAND OR JOINT TASK FORCE AREA OF OPERATION**

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## **PART J: TRAVEL ADVANCES**

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#### **U4715 LIMITATIONS**

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

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

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

#### **U4720 TRANSPORTATION METHODS**

The transportation methods in par. U5320 apply.

#### **U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION**

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

#### **U4735 WHEN EXCESS CHARGES ARE INCURRED**

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

#### **U4740 CALLED (OR ORDERED) TO ACTIVE DUTY**

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

**U4745 PCS WITH TDY EN ROUTE**

See par. U5345-C1.

**U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT**

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

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

**U4755 INDETERMINATE TDY**

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

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

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

**\*U4760 TDY PENDING PCS ASSIGNMENT TO AN OCONUS PDS OR TO A SHIP**

A. General. An order from a PDS to TDY pending PCS to:

1. OCONUS, or
2. a ship,

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

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

1. The ship's homeport;
2. From Government quarters to private-sector housing in the old PDS vicinity, if required to vacate Government quarters; and
3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Unit Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order from a PDS to TDY pending a PCS to an:

- 1 OCONUS assignment, or
2. Assignment to a unit (e.g., ship or afloat staff) specified in writing by the Secretarial Process as unusually arduous sea duty or contemplated to be operating OCONUS for a continuous period of 1 year or longer on the date the unit is so specified,

transportation of the PCS HHG weight allowance may be made to any combination of:

1. Any CONUS location the member specifies;
2. The OCONUS duty station; and
3. NTS under par. U4770-C.

#### **U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A SHIP**

A. General. An order from a PDS to TDY in connection with building, fitting out, converting, or reactivating a ship that directs duty on board when commissioned, authorizes a member as indicated in pars. U4765-B and U4765-C.

B. Ordered to a Ship Not Specified as Unusually Arduous. Under an order to a ship other than one described in par. U4765-C, transportation of the PCS weight allowance may be made to a combination of:

1. The ship's homeport, and
2. NTS under par. U4770-C.

C. Ordered to a Ship Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or Longer. Under an order to a ship which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or longer, HHG transportation of the PCS weight allowance may be made to a combination of:

1. Any CONUS location the member specifies, and
2. NTS under par. U4770-C.

#### **U4770 HHG STORAGE IN CONNECTION WITH TDY/DEPLOYMENT**

A. Temporary Storage

1. Temporary storage is authorized as part of HHG transportation (see NOTE 1 below).

2. HHG, within the TDY weight allowance, may be placed in temporary storage when:
  - a. On a PCS with TDY/deployment en route (see par. U5345-C) (see ***NOTE 2 below***); or
  - b. TDY/deployed for 90 or fewer days if the Service designated official authorizes/approves the temporary storage as necessary based on the member's written statement that temporary storage is necessary for reasons beyond the member's control.

***NOTE 1: Delivery out of storage is authorized at Government expense, regardless of time in storage (as long as the member's order and/or HHG transportation allowances are valid). This includes shipments that have been converted to storage at the member's expense.***

***NOTE 2: When HHG are in temporary storage incident to a PCS and the member is TDY/deployed for 90 or more days/an indefinite period, par. U5375-B3 applies.***

#### B. Special Storage

##### 1. General

- a. Special storage is storage incident to TDY/deployment for 90 or more days/an indefinite period when no PCS is involved. See ***NOTE*** in par. U4770-A when PCS is involved. It includes any shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into/remove them from a storage facility.
- b. The Service-designated official authorizes/approves special storage under pars. U4770-B2 and U4770-B3.
- c. The member's PCS weight allowance applies (see par. U5310-B).
- d. See par. U5380-B for storage facility selection.

##### 2. TDY/Deployment for 90 or More Days/an Indefinite Period

- a. A TDY/deployment order for 90 or more days/an indefinite period authorizes a member to special storage (not ICW a PCS shipment).
- b. The Service designated official must authorize/approve special storage, except for a member who:
  - (1) Is authorized HOS allowances in par. U5365-A, and
  - (2) Has HHG in NTS under par. U5365-C when recalled to active duty. See par. U5365-H.

##### 3. TDY/Deployment of Reserve Component Members Called/Ordered to Active Duty under Unusual/Emergency Circumstances/Service Exigencies for other than Training

- a. The Secretarial Process may authorize/approve special storage for Reserve Component Members who are:

**U5116**

**PCS TO, FROM, OR BETWEEN OCONUS POINTS**

- A. General
- B. When Land Travel only is Involved
- C. Transoceanic Travel
- D. Transoceanic Transportation Reimbursement Costs
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**U5120**

**TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**

- Travel when an Order to Active Duty is Received at a Place Other Than That to
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- B. PCS Order Received at TDY Station
- C. PCS Order Received while on Leave
- D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS
- E. PCS Order Canceled, Amended or Modified En Route
- F. PCS Order Involving a Unit with a Homeports or PDS Locations
- G. Travel to/from a Designated Place
- Member Escorts Dependents to/from a Designated Place in Connection with a Unit
- H. PCS Move to/from an OCONUS Unaccompanied Tour
- I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated
- J. Unable to Travel with Member's Organization
- K. PCS to Hospital
- L. Member Dies while En Route to New PDS
- M. Directed Travel over other than a Usually Traveled Route

**U5125**

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

- A. General
- B. Separation from the Service or Relief from Active Duty to Continue in the Service
- C. Discharge from the Service under other than Honorable Conditions
- D. Time Limitation
- E. Member Ordered to a Place to Await Disability Proceedings Results
- F. Member Ordered to a College

**U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**

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**U5165 ADVANCE OF FUNDS**

**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**

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**U5205**

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**HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED  
AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A  
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**U5372**

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**U5380**

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- H. NTS When Ordered on PCS to a Remote CONUS Area with a Housing Shortage
- I. Successive NTE Authorization Periods
- J. Orders Amended, Modified, Canceled or Revoked  
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- K. Release from Active Duty with Readjustment or Separation Pay
- L. Time Limits

U5385

**ADVANCE OF FUNDS**

**PART E: POV TRANSPORTATION AND STORAGE**

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**SECTION E1: POV TRANSPORTATION**

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U5413

**TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**

- A. General

PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

***Effective 15 November 2005***

\*I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from a PDS from which dependents were evacuated under par. U6004 or U6053, may be paid PCS allowances for travel from the old PDS to

1. The new PDS via the designated place or safe haven, as applicable;
2. The designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. Any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. The authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. Service-designated official(s) may authorize/approve these travel and transportation allowances when the member must:

1. Assist in the transportation of dependents and/or HHG,
2. Pick up personal items, or
3. Personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the order does not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on an order that is amended or modified while en route, a member is authorized allowances over the ordered route.

**U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**A. General1. Travel in CONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1;
- b. Has a break in service of at least 1 calendar day; and
- c. Actually travels

is authorized travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is authorized allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. U5125-A5, pars. U5125-B and U5125-C, and par. U5130-A1; or
- b. Is authorized travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. Has a break in service of at least 1 calendar day; and
- d. Actually travels

is authorized travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is authorized travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is authorized the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. U5125-A1 or U5125-A2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

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

***Effective 14 February 2005***

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

***Effective 14 February 2005***

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

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

**U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER**

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

***Effective 19 November 2005***

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

**\*NOTE:** (Effective for the period 30 June 2005 through 31 December 2005)

*One round trip, including per diem payment, may be authorized for each family member authorized to visit a member not described above who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the United States for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial process.*

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

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

3. **Member Retired due to Illness or Injury.** Round-trip transportation and per diem is authorized to visit a member who is retired solely because of a serious injury or illness, or as a result of an imminent death declaration, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world. This transportation and per diem is to be provided incident to and about the same time as the occurrence of the serious illness, serious injury, or imminent death declaration, and is not intended to provide transportation at a later date. This authorization does not extend to retirees who incur serious injuries or illnesses after retirement, whose serious illness or injury that resulted in their medical retirement reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement.

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

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

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

## 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 PCS order effective date 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<br>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, Uniformed Service Reserve Component members, 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(s) 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".

3/ A Uniformed Services member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or
- b. Before reversion,

whichever is greater.

4/ A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under PCS orders issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. **Professional Books, Papers, and Equipment (PBP&E).** A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Articles which lose their identities as PBP&E are HHG, if otherwise qualified.

***NOTE: PBP&E must be declared at origin and documented in accordance with transportation policy and procedures.***

***Effective 10 November 1998***

D. **Additional Consumable Goods.** A member, assigned to a PDS designated in Appendix F, Part I is authorized transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the member's and/or dependents' personal use. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. **Certain Articles Involving a Weight Additive.** When HHG include an article (such as a boat or trailer in excess of 14 feet) for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. In instances when an article that involves a weight additive also requires special packing, crating, and handling, the member is responsible for these expenses.

**Effective 7 November 2005**

\*F. Excess Costs for Transportation of Boats as HHG. The following examples outline excess cost determination, using various rates available from SDDC, in connection with transportation of a boat as HHG.

***NOTE 1:*** All rates used in the following examples are for illustrative purposes only. Applicable domestic tariff rates plus applicable packing allowances for domestic shipments, and applicable International single factor rates for international shipments, change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.

***NOTE 2:*** If boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies (see par. U5340).

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

**\*EXAMPLE 1**

Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).  
 Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs.  
 Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs.  
 The lowest applicable tariff rate for transporting 12,000 lbs is \$30,124.19.  
 The lowest applicable tariff rate for transporting 18,000 lbs is \$43,145.57.  
 The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is \$9,617.50.

**EXCESS COST COMPUTATION**

**STEP 1:**

Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight.

***NOTE:*** If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.

|  |        |               |
|--|--------|---------------|
| HHG transported (net is tare weight less PBP&E and less 10% for packing) |        | 12,000 lbs.   |
| Weight of boat   |        | + 20,000 lbs. |
| Total weight of HHG and boat   |        | 32,000 lbs.   |
| Exceeds member's maximum weight allowance                                |        |               |
| Member's maximum weight allowance (18,000 lbs.)                          | 18,000 |               |
| Lowest applicable tariff cost to ship 18,000 lbs.                        |        | \$43,145.57   |

**STEP 2:**

Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.

|   |  |               |
|---|--|---------------|
| OTO single factor (flat) rate for moving boat     |  | \$ 9,617.50   |
| Weight of HHG actually transported (12,000 lbs.)  |  |               |
| Lowest applicable tariff rate to ship 12,000 lbs. |  | + \$30,124.19 |
| Total   |  | \$39,741.69   |

**STEP 3:**

Compare the results of STEPS 1 and 2.

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

The member is not financially responsible for excess costs but is financially responsible for boat-related accessorial costs:

|   |               |
|---|---------------|
| Total STEP 2 (Actual cost to ship HHG and Boat)                           | \$39,741.69   |
| Less STEP 1 (Gov't's obligation)  | - \$43,145.57 |
| Difference (if negative amount enter zero)                                | \$ 0          |
| Additional accessorial costs member owes (lift on/off charges)            | + \$ 300.00   |
| Total transportation cost for which the member is financially responsible | \$ 300.00     |

**\*EXAMPLE 2**

Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles).  
 Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs.  
 Member transports HHG weighing 8,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a 17' bass boat and trailer weighing 2,800 lbs.  
 The lowest applicable tariff rate for moving 8,000 lbs. is \$14,041.18.  
 The lowest applicable tariff rate for moving 10,800 lbs. is \$18,279.82.  
 The SDDC OTO rate for movement of a boat/trailer between authorized points is \$2,025.25.

**EXCESS COST COMPUTATION**

**STEP 1:**

Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the transported boat's actual weight.

*NOTE: If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.*

|  |             |              |
|--|-------------|--------------|
| HHG transported (net is tare weight less PBP&E and less 10% for packing) |             | 8,000 lbs.   |
| Weight of boat   |             | + 2,800 lbs. |
| Total weight of HHG and boat   |             | 10,800 lbs.  |
| Does not exceed member's maximum weight allowance                        |             |              |
| Weight of HHG actually transported (10,800 lbs.)                         |             |              |
| Lowest applicable tariff rate to ship 10,800 lbs.                        | \$18,279.82 |              |
| Gov't's maximum transportation cost liability                            |             | \$18,279.82  |

**STEP 2:**

Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.

|  |               |               |
|--|---------------|---------------|
| OTO single factor (flat) rate for moving boat    |               | \$ 2,025.25   |
| Weight of HHG actually transported (8,000 lbs.)  |               |               |
| Lowest applicable tariff rate to ship 8,000 lbs. | x \$42.05/cwt | + \$14,041.18 |
| Total  |               | \$16,066.43   |

**STEP 3:**

Compare the results of STEPS 1 and 2.

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

The member is not financially responsible for any excess costs:

|   |               |
|---|---------------|
| Total STEP 2 (Actual cost to ship HHG and boat)                           | \$16,066.43   |
| Less STEP 1 (Gov't's obligation)  | - \$18,279.82 |
| Difference (if negative amount enter zero)                                | \$ 000.00     |
| Additional accessorial costs member owes                                  | + \$ 000.00   |
| Total transportation cost for which the member is financially responsible | \$ 000.00     |

**\*EXAMPLE 3**

Member on PCS from Ft Shafter, HI, to Ft. Benning, GA.

Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs.

Member transports HHG weighing 7,000 lbs. (net is the tare weight less PBP&E and less 10% for packing) and a 22' sailboat and trailer weighing 1,834 lbs.

The lowest applicable tariff rate (lowest applicable international tariff rate) for HHG transportation of 11,000 lbs. between authorized points is \$117.13/cwt.

The SDDC OTO rate for movement of boat between authorized points is \$6,130.00. The OTO rate for moving 7,000 lbs. of HHG with that boat is \$104/cwt (moving HHG with the boat results in a cheaper overall cost).

**EXCESS COST COMPUTATION**

**STEP 1:**

Compute the Government's Maximum Transportation Cost Liability. Multiply the lowest applicable tariff rate times the sum of the HHG weight transported (if any) plus the boat's actual weight.

*NOTE: If the weight sum exceeds the member's maximum authorized weight allowance, multiply the lowest applicable tariff rate, times the member's maximum weight allowance.*

|  |                 |              |
|--|-----------------|--------------|
| HHG transported (net is the tare weight less PBP&E and less 10% for packing) |                 | 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 applicable tariff rate  | x \$ 117.13/cwt |              |
| Gov't's maximum transportation cost liability                                |                 | \$10,347.26  |

**STEP 2:**

Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat.

**NOTE:** When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.

|   |                |              |
|---|----------------|--------------|
| International OTO rate for moving boat                    |                | \$6,130.00   |
| Weight of HHG actually transported (7,000 lbs. = 70 cwt)  | 70 cwt         |              |
| Times lowest usable applicable international OTO HHG rate | x \$104.00/cwt | + \$7,280.00 |
| Total   |                | \$13,410.00  |

**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 is financially responsible for the following excess costs:

|   |                |
|---|----------------|
| Total STEP 2 (Actual cost to ship HHG and boat)                           | \$ 13,410.00   |
| Less STEP 1 (Gov't's obligation)  | - \$ 10,347.26 |
| Difference (if negative amount enter zero)                                | \$ 3,062.74    |
| Additional accessorial costs member owes                                  | + 000.00       |
| Total transportation cost for which the member is financially responsible | \$ 3,062.74    |

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:

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 HHG arrival date 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 must 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 authorized actual cost reimbursement:

- 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 in the actual cost. The special routing and services in par. U5340-E are not included in the actual cost.

***Effective 7 November 2005***

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

- \*a. Actual cost reimbursement not to exceed the Government's constructed transportation and/or NTS cost (see par. U5320-D6), 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 constructed cost.

b. Weight Certificates Are Unobtainable. Through the Secretarial Process, use of constructed 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 constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess is the member's financial responsibility.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

***Effective 7 November 2005***

\*6. Government Constructed Cost. For the Armed Forces and NOAA, the Government's constructed cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight not to exceed the member's authorized maximum HHG weight. OCONUS cost are constructed using the single factor rate. Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV".

E. Split Shipment. A member may transport HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Member's authorized HHG weight allowance, and
2. Cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

**U5330 FACTORS AFFECTING HHG TRANSPORTATION**

A. Combining Weight Allowances when Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or
2. Being established by both retirees/separatees at the HOS/HOR (limited by the lesser authorization.)

If one member/spouse dies, see par. U5372-F.

B. Impact of Order Effective Date. The authorization to HHG transportation accrues and becomes fixed on the PCS order effective date. Except as authorized in par. U5370-F for members reduced in grade, the weight allowance is based on the grade held on the order effective date authorizing the HHG transportation.

C. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be transported to the proper destination at Government expense if the order is later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370, U5372, and U5905 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments is charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and par. U5330-F, HHG transportation is not authorized for members who elect mobile home allowances.

2. PCS between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel cannot be performed by all the dependents, a member is authorized:

(1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and

(2) Mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is authorized HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who is returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is authorized HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not authorized HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

(1) Whose dependents are returned to CONUS or Alaska under par. U5240 or U5900; and

(2) Who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A and U5915;

also is authorized HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for HHG removed from the mobile home to meet safety requirements.

b. A member:

(1) Whose dependents are returned from Alaska to CONUS under par. U5900-D, and

(2) Who elects mobile home allowances from Alaska to CONUS,

is not authorized HHG or unaccompanied baggage transportation, except for HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in pars. U5330-F4b and U5330-F4c.

b. Mobile Home Transported by Government-Procured Transportation. When a Government-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the Government for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total HHG transportation cost may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by Government-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

G. HHG Transportation before an Order Is Issued

1. General. Except as indicated in par. U5330-G2, HHG transportation (before a PCS order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the PCS order-issuing official or a designated representative that the member was advised before such an order was issued that it would be issued;

b. Written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in a statement prescribed in par. U5330-G1a; and

c. Written agreement to pay the entire transportation cost (if a PCS order is not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS order is issued, during which a member may be advised that an order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the order is actually issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the order is to be issued (52 Comp. Gen. 769 (1973));

2. Members Assigned to Ships Preparing to Enter Overhaul. HHG transportation before a PCS order is issued is authorized for members assigned to a ship that has been scheduled for an overhaul, provided the AO or the designated representative provides a statement that the ship's homeport is to be changed incident to the overhaul. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site. If the scheduled ship overhaul is canceled, par. U5330-C above applies (59 Comp. Gen. 509 (1980)).

H. Time Limitation. Unless otherwise prescribed in JFTR, a member's HHG transportation authorization may be used any time while the order remains in effect and prior to receipt of a further PCS order, as long as the HHG transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an order to Location C). However, the member can ship from Location A to Location C (see par. U5310-A3) and/or from Location B to Location C.

I. Alcoholic Beverage Shipment. Alcoholic beverages transportation as HHG must conform to 27 USC §122 that states:

*Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.*

### U5335 THE NET WEIGHT DETERMINATION

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. Government-arranged Move and Transportation at Personal Expense. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is arranged by the Government or at personal expense, allowance is made for interior packing materials weight. The HHG weight is determined by subtracting 10 percent from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.

#### C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20 percent from the difference between the loaded container gross weight and the empty container stenciled weight. When only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

D. Unaccompanied Baggage. When the Government arranges transportation, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 pounds per cubic foot for all shipments, except for PBP&E. PBP&E weight is 40 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

*Effective 4 February 2005*

#### **U5340 EXCESS CHARGES**

***NOTE: The Government may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment for the shipment and collection from the member for excess charges are in accordance with finance regulations.***

#### A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:

- a. Exceeding the authorized weight allowance;
- b. Transportation between other than authorized locations;
- c. Transportation of articles that are not HHG (See Appendix A, definition of Household Goods);
- d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- e. Special services requested by the member, i.e., the cost of increased valuation liability; and
- f. Transportation related costs that are incurred by the Government due to the member/member's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DoD 4500.9-R (DTR, Part IV), Chapter 401; website [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.html](http://www.transcom.mil/j5/pt/dtr_part_iv.html).*

2. NTS. The Government's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS order. If the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Government may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. See par. U1010-B8.

#### B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.

2. Multiple Shipments Made on a PCS Order

a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.

b. Member Assigned to/from Administratively Weight-restricted Area

(1) Weight in Excess of Administrative Weight Allowance Transported to or from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any locations. However, the Government's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized point or home of legal heir, is limited to that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to members on orders from administratively weight restricted areas.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at Government expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the same weight from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the same weight of HHG from Detroit, MI.

D. Transportation of Unauthorized Articles. Non-HHG articles (see “HHG” definition in Appendix A) must be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of deceased members) written request and agreement to pay any additional cost, the member or heirs may:

1. Turn over the HHG to a transportation officer for transportation at different times to the same destination;
2. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
3. Have transportation between any points, limited to the cost in par. U5340-C. This may be applied to transportation to the HOS (see par. U5365) when, upon the member's release from active duty, HHG are located at the HOR or PLEAD and were not brought into the Service. However, it must not be applied to HHG if the member is not authorized a HOS move.;
4. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authorization under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

**U5345 TRANSPORTATION UNDER VARIOUS TYPES OF PCS ORDERS**

(See par. U5222 for related dependent travel.)

A. Entrance into the Service

1. Initial Reporting. Commissioned, reinstated or warrant officers appointed or reappointed in the regular services, and persons enlisted from civil life or reserve components are authorized HHG transportation from the home or PLEAD to the first PDS (see U5345-A2)

Government or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive NTS Authorization Periods. A member, whose HHG are in NTS when further orders authorizing NTS are received, is entitled to continued storage until the termination of entitlement under the latter orders.

J. Orders Amended, Modified, Canceled or Revoked. For entitlement to NTS when orders are amended, modified, canceled or revoked, see par. U5375-G.

K. NTS upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and authorized HHG transportation to the HOR or PLEAD under par. U5360 is authorized NTS, unless specifically prohibited in par. U5360. The time limitation for the NTS is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period not to exceed 1 year from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

L. Time Limits. The authority for NTS is based on the member's status as prescribed in the following table. The authorization begins on the date the order is issued and continues as long as the situation exists. When authorization termination in one situation is followed by the beginning of another NTS situation, the authorization period is continuous. For authorization for temporary storage for periods after NTS authorization termination, see par. U5375.

| Situation  | Storage Termination   |
|--|---|
| 1. PCS with TDY en route (par. U5345-C).   | 1. The member's departure date from the last TDY station to proceed to the new PDS.   |
| 2. Assignment by a PCS order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. U5345-D). | 2. The member's departure date from the last course of instruction following completion or termination of attendance thereat. |

|  |   |
|--|---|
| 3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).  | 3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.   |
| 4. Transfer to a hospital for observation and/or treatment (par. U5345-F).   | 4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.   |
| 5. Detachment from PDS to await orders, detail, assignment or separation (par. U5345-G).   | 5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.   |
| 6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-H).  | 6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order.  |
| 7. PCS to PDS located at or in the vicinity of the storage place (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable. | 7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days). |
| 8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).   | 8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order to CONUS.   |
| 9. Assignment to duty under any of the conditions listed in par. U5350-B.  | 9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.   |
| 10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such ship (par. U5350-D).       | 10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.   |
| 11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).   | 11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.   |
| 12. Involuntary tour extension (par. U5355-D2).  | 12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.  |

## PART F: MOBILE HOME TRANSPORTATION

### U5500 PRIVATELY OWNED MOBILE HOMES

#### *Effective 7 November 2005*

\*A. General. This Part prescribes mobile home transportation allowances for members ordered to make PCS moves. Transportation of the TDY HHG weight allowance under Chapter 4, Part G, for TDY en route, is authorized in addition to mobile home allowances. ***The constructed Government cost to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G), and unaccompanied baggage/HHG to the new PDS for the member's use, cannot exceed the Government's cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs. The constructed measure for mobile home transportation is always the transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.***

(Example: A member moves from a PDS in North Carolina to a PDS in California. The mobile home is moved from North Carolina to Missouri. The mobile home transportation cost from North Carolina to Missouri is compared to the PCS HHG weight allowance transportation cost from North Carolina to California.) For the Armed Forces and NOAA, the member's maximum cost authorization is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the member's authorized maximum HHG weight amount for grade/dependency status. Rates can be obtained from the SDDC website at: <http://www.sddc.army.mil>. Click on "Personal Property/POV". For PHS, the Government's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.

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

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

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

1. PDSs within CONUS, within Alaska, and between a PDS in CONUS and a PDS in Alaska. Mobile home transportation for an authorized member (or dependent/heir) is from the old PDS to the new PDS or between any other two points subject to the limitation that ***the Government's cost liability is limited to the total cost to the Government to transport the member's PCS HHG weight allowance between the old and new PDSs.***

2. CONUS or Alaska PDS and a PDS neither in CONUS or Alaska. A member, or the member's dependent/heir (in the case of the member's death), is authorized mobile home allowances:

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

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

#### **U5505 MOBILE HOME TRANSPORTATION**

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

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

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

***NOTE: When one spouse is a uniformed member and the other an employee, and each has a separate PCS order/travel authorization, they may combine their PCS HHG weight allowances. See JTR, par. C10005-B.***

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

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

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

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

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

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

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

#### **Example**

Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 pounds of HHG. The member transports a mobile home and 1,000 pounds of HHG (using par. U5515-G) from the old PDS to Cleveland, OH, and 4,000 pounds of HHG to the new PDS in Germany. The amount that the Government pays to transport the mobile home and the 1,000 pounds of HHG to Cleveland, and the 4,000 pounds of HHG to Germany may not exceed the Government's cost to transport the member's PCS HHG weight allowance of 12,000 pounds from the old CONUS PDS to the new PDS in Germany.

E. Return from a PDS neither in CONUS nor Alaska. A member is authorized mobile home transportation:

1. Within CONUS or Alaska and,
2. Between CONUS and Alaska from the designated place in CONUS or Alaska, or
3. The selected point in CONUS or Alaska to the new PDS.

*The Government's cost liability to transport the mobile home, any HHG removed from the mobile home (see par. U5515-G) and unaccompanied baggage and HHG to the new PDS for the member's use cannot exceed the Government's cost to transport the member's PCS weight allowance between the old and new PDSs.* See Example in par. U5505-D.

F. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized the mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment within the time limits specified in par. U5360-G, U5365-A, or U5372-B3.

#### **U5510 GOVERNMENT-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION**

A. Routing. The member is responsible for making all commercial personally procured transportation arrangements for mobile home transportation movement by commercial transporter or other means unless the transportation is Government-procured. Expenses for transporting a mobile home at Government expense is limited to mobile home transportation by the usual highway routing within CONUS, within Alaska, and through Canada between origin and destination in CONUS or Alaska.

B. Personally Procured Commercial Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under par. U5500 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or temporary storage costs (as prescribed in pars. U5510-B2, U5510-C1, and U5510-C5) IAW pars. U5500-A and U5555. Temporary storage, SIT, and dry storage reimbursement are authorized in par. U5555. ***Reimbursement must not exceed that amount provided for in par. U5500-A.***

1. Allowance Amount. Limitations apply on allowable charges when a commercial transporter moves a mobile home. When paying the carrier the member (or dependents/heir) must:

- a. ***Ensure that the bill includes specific cost itemization of charges;***
- b. Find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper (i.e., the member or dependents/heir);
- c. Ensure that body, frame, springs, wheels, brakes, and tires are in good condition; and
- d. Ensure that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/and repair charges that would be the shipper's responsibility.

2. Costs Allowed. When personally procured mobile home transportation is by a commercial transporter, (see par. U5510-C6 for preparation fees allowed as transportation costs), reimbursement is allowed for:

- a. Carrier's charges for actual mobile home transportation in an amount not to exceed charges approved by the Surface Transportation Board, or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;
- b. Ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits; and
- c. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. When mobile home transportation is by a personally procured commercial transporter, reimbursement is not allowed for:

- a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, replacement of tires, charges incident thereto (a member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges);
- b. Insurance/excess valuation costs over the carrier's maximum liability;
- c. Special handling costs requested by the member; and
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

C. Movement other than by Commercial Transporter*Effective 17 August 2005*

1. Reimbursement. When a mobile home is transported by means other than a commercial transporter, i.e., towed by a POV, reimbursement is for actual transportation subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C6, and U5510-C7. The distance computation is prescribed in par. U2020.

*Effective 17 August 2005*

2. Origin/Destination within CONUS or within Alaska. When the origin/destination of a transported mobile home moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is determined under par. U2020.

3. Origin/Destination Is an Island within CONUS or within Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

*Effective 17 August 2005*

4. Origin/Destination Not in CONUS or Alaska. When the origin and/or destination of a transported mobile home moved by other than a commercial transporter is other than that contained in pars. U5510-C2 and U5510-C3, the allowable distance is limited to the distance for which the mobile home is transported within or between any points in CONUS, within or between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance using par. U2020.

5. Transportation over Water. Over-water mobile home transportation is authorized only for transportation of such homes from an origin within CONUS or within Alaska to a destination either within CONUS or within Alaska. When a boat used as a primary residence is transported over water, the transportation allowance costs include:

- a. Fuel/oil used for propulsion of the boat;
- b. Open water pilots or navigators;
- c. Crew;
- d. Harbor pilots;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges relating to entry in and navigation through ports;
- g. Towing, whether in tow or towing by pushing from behind; and
- h. Similar expenses.

6. Other Costs Allowed. In addition to the allowances in pars. U5510-C1 through U5510-C5, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin inside Alaska or CONUS for transportation/resettling at the destination inside Alaska or CONUS. ***Costs are not reimbursable for preparation of mobile homes located outside Alaska or CONUS for transportation/resettling outside Alaska or CONUS.*** Preparation costs include:

- a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
  - b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
  - c. Blocks purchased in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
  - d. HHG packing/unpacking associated with the mobile home;
  - e. Disconnecting/connecting utilities;
  - f. Skirting removal/installation labor costs;
  - g. Movement/reassembling costs of separating, preparing, and sealing each section of the two halves of a double wide mobile home;
  - h. Trailer towing lights installation/removal;
  - i. Reasonable extension costs of existing water/sewer lines;
  - j. Dismantling/assembling costs for a portable room appended to a mobile home;
  - k. Expando charges;
  - l. Anti-sway device charges (*transportation expense*);
  - m. Over-dimension charges and/or permits (*transportation expense*);
  - n. Wrecker service when required (*transportation expense*); and
  - o. Similar expenses.
7. Self-propelled Mobile Home Driven Overland. Reimbursement is:
- a. At the automobile mileage rate (see par. U2600) for the official distance between the points authorized, or
  - b. For actual transportation costs subject to the limitation in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, AND U5510-C7.

See ***NOTE*** in par. U5510-C9 below.

8. Self-propelled Mobile Home Driven over Water. Reimbursement is the:
- a. Actual transportation costs subject to the limitations in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7; or
  - b. Automobile mileage rate (see par. U2600) per overland mile for the official distance between the authorized points.

See **NOTE** in par. U5510-C9 below.

9. Mobile Home Moved by Overland Towing. Reimbursement is for actual transportation costs subject to the limitations contained in pars. U5510-B2, U5510-B3, U5510-C5, U5510-C6, and U5510-C7. \*See **NOTE** below.

**NOTE**: Reimbursement must not exceed the amount in par. U5500-A. Reimbursement is authorized for SIT in par. U5555.

D. Government-procured Transportation.

1. Government-procured Transportation. See par. U5500-A. The Government arranges the member's mobile home transportation by commercial/Government means to/from the points authorized in this Part. The Government pays all transportation costs (an eligible member or dependent/heir must sign a written agreement to be financially responsible for all excess costs, (including excess distance charges, excess HHG charges and those charges listed in par. U5510-B3)), up to what it would have cost the Government to transport the member's PCS HHG weight allowance from the old to new PDS. ***The member does not receive any other allowances for the transportation involved.***

**NOTE**: See "Example", par. U5505-D.

2. Costs Not Allowed. The following costs are the financial responsibility of the member for repayment:

- a. Storage charges accruing at any point unless caused by conditions beyond the member's control;
- b. Special handling costs requested by the member;
- c. Insurance/excess valuation costs over the carrier's maximum liability;
- d. Body/chassis mobile home preparation costs and any repairs/maintenance performed en route including replacement costs for parts/tires; and
- e. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

E. Transportation Partly by Commercial Transporter and Partly by other Means. The allowances described in pars. U5510-B and U5510-C apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

## U5515 MOBILE HOME TRANSPORTATION FACTORS

A. Mobile Home Allowance Application. Mobile home transportation precludes unaccompanied baggage/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G). The member may not request or accept payment, for transportation of the member's PCS HHG weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation. However, the member may receive mobile home transportation allowances to a designated place under par. U5505 and may later ship unaccompanied baggage/HHG or transport a mobile home under par. U5505.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently ship HHG under par. U5330-F5. See par. U5500-A for mobile home transportation cost limitations.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer. In these cases, the member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When a member's mobile home is transported under par. U5510-A or U5510-B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances to the original destination (as if the transportation was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. (See Example.)

#### Example

The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

E. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the *last* PDS may be authorized at any combination of the point of origin, in transit, or at destination.

F. Transportation before an Order Is Issued. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or U5510-B before a PCS order is issued, in the same manner as HHG under par. U5330-G. The member is authorized reimbursement under par. U5510-B only if a PCS order is later issued. The member should retain the authorizing/order-issuing official's/designated representative's written certification (see par. U2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

G. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense under par. U5330-F5.

*Effective 13 September 2005*

**U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER**

Mobile home transportation involving excess costs may be made (see par. U1010-B9). The Government is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part. These excess transportation costs may be allowed when a member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status, or
2. Deceased, or
3. Authorized by Service regulations.

**U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES**

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (either Government or economy) on which the mobile home is located, is authorized Government-procured transportation/reimbursement for the expenses incurred (including temporary storage under par. U5555) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,
2. Moving it to another location, and
3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

See also par. U5510-C6.

C. Non-reimbursable Expenses. See par. U5510-D2.

D. Cost Constraints. *The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs of HHG.*

E. Ownership. *The member (or a dependent) must own the mobile home when it is moved.*

**U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. U5370-B1 and U5370-B2:
  - a. To a designated place in CONUS, or

- b. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The order authorizing dependent transportation (under pars. U5240, U5905 and U5915) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. U5370 the transportation is authorized. *After a mobile home is shipped due to dependent travel/transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.*

2. Member Assigned to Full PCS Weight Allowance Area. The Government's financial responsibility for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed the Government's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place. (See Example.)

#### Example

Dependents return from Hawai'i and 1,000 pounds of HHG are shipped from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administratively Weight-restricted Area. The mobile home may be transported from a point in CONUS (or Alaska) to the designated place. The Government's financial responsibility for mobile home and HHG transportation is in accordance with the basic authorization (see par. U5500) to transport the member's PCS HHG weight allowance, minus the weight of HHG shipped from OCONUS, from:

- a. The member's last PDS in CONUS (or Alaska), or
- b. The CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage.

B. Mobile Home Transportation Incident to Alert Notice. A member authorized HHG transportation under par. U5370-F is authorized mobile home transportation to a designated place in CONUS or in Alaska, if the conditions in par. U5500 are met. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS or Alaska. When the PDS is in Canada, Mexico, or Central America, authorization is in par. U5500-C1.

C. Mobile Home Transportation Incident to Tour Extension. A member on a tour of short duration (less than prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Government expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS. The authorization is limited to that situation when the tour is extended due to:

1. Unusual circumstances, and

2. The needs of the Service.

This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

**U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the United States who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status (see Appendix A) and to a member who dies while authorized basic pay. Transportation is authorized by one, or a combination, of the following:

1. Government-arranged transportation;
2. Personally arranged transportation via a commercial transporter;
3. Transportation by a means other than those specified in pars. U5545-A1 and U5545-A2.

*Mobile home transportation/incidental costs under this subparagraph are at Government expense. The ceilings prescribed elsewhere in this Part do not apply.* Transportation payments authorized by par. U5545-A may be made in advance (see par. U1010-B5).

B. Authorized Transportation. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. U5372, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

1. Dead;
2. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or
3. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year. A mobile home transported under par. U5545-B2 may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when through the Secretarial Process it is determined the circumstances justify an additional move. Also, if HHG were previously transported under par. U5370-E, a mobile home may be transported under par. U5545-C.

D. Death of a Member. When a member with a mobile home dies while on active duty, one dependent of the member is authorized the mobile home transportation allowances from the place the mobile home is located on date of death to a place designated by that dependent, provided:

1. The mobile home is to be used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or
3. When transportation is to be Government-procured the mobile home is turned over to a transportation officer within 1 year after the member's death.

Through the Secretarial Process an extension of the time limits in pars. U5545-D2 and U5545-D3 may be authorized/approved (see par. U5012-I).

#### **U5555 TEMPORARY STORAGE**

A. General. *The law precludes more than 180 days of temporary storage.* Temporary storage is storage authorized with mobile home transportation. This storage is cumulative and may accrue at origin, in transit, at destination, or any combination. When storage facilities are unavailable at origin or at destination, storage may be in the nearest available storage facility authorized/approved by the responsible transportation officer. In computing the storage periods, the actual storage period governs, regardless of billing practices. The temporary storage cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance. Except as provided in pars. U5555-C and U5555-D, the member is financially responsible for all temporary storage costs when a mobile home is placed in storage under a PCS order but not transported.

#### **B. Temporary Storage Time Limits**

1. Temporary Storage - First 90 Days. A member is authorized mobile home temporary storage at Government expense for 90 days with any authorized mobile home transportation. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under this paragraph.

2. Temporary Storage - after the First 90 Days. When, because of conditions beyond the member's control, a mobile home must remain in temporary storage after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

- a. Serious illness of the member;
- b. Serious illness or death of a dependent;
- c. Directed TDY after arrival at PDS;
- d. Non-availability of suitable permanent location for mobile home; or
- e. Acts of God.

#### **C. Orders Amended, Modified, Canceled or Revoked**

1. Orders Amended/Modified. After the date the mobile home was released to a carrier/the Government for shipment/temporary storage, a member whose PCS order is amended/modified before the member arrives at the

initially directed new PDS is authorized the storage type authorized under the original PCS order until the effective date of the amended/modified order. After that the amended/modified PCS order establishes the storage allowance.

2. Orders Canceled/Revoked. A member on a PCS order, which is canceled/revoked after the date a mobile home is released to a carrier/the Government for shipment/temporary storage, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized temporary storage with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in temporary storage when the PCS order is received, is authorized continued temporary storage (regardless of the time limit prescribed in par. U5555-B) until the effective date of the new PCS order or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

#### **U5560 FUNDS ADVANCEMENT**

Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) of a mobile home is personally procured. The advance may not exceed the estimated amount allowable and may not be paid directly to a carrier.



- 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. When both spouses are members:

1. Each may be reimbursed up to \$180 per day, and
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, and
4. TLE ***may be paid***, in addition to TQSE for civilian employees, (see JTR, Chapter 5, Part H) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

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).<br>M&IE<br>Lodging  | 65% x \$35 = \$22.75<br>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<br>\$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;<br>\$70.25 x 4 days = \$281.00 |

**PART C: TEMPORARY LODGING ALLOWANCE (TLA)****U9150 GENERAL**

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983)) and waiting for Government quarters assignment, or while completing arrangements for other private sector housing when Government quarters are not available;
2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Government quarters/private sector housing in the PDS vicinity, to vacate the permanent Government quarters/private sector housing permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent Government quarters/private sector housing or waiting to reoccupy the vacated permanent Government quarters/private sector housing;
3. While seeking permanent Government quarters/private sector housing following a TDY period when a member-without-dependents vacated permanent Government quarters/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

***Effective 26 July 2005***

4. While house-hunting after the member arrives at the new PDS and reports for duty in conjunction with a PCS;
5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Government quarters are/private sector housing is vacated in connection with a PCS order;
6. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period; or

***Effective 16 December 2004***

***\*NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA.***

***\*NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by extending TLA allowances for other than the purpose intended. Disciplinary action addressed in par. U1055 applies when TLA allowances are used for inappropriate reasons.***

**B. Implementation**

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. *A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:*

Per Diem, Travel and Transportation Allowance Committee  
Attn: T&T Branch  
Hoffman Building 1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

*for review IAW DoDD 5154.29 before implementation.* This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Uniformed Services.

C. OCONUS TLA Authority Responsibilities

1. TLA Authorization Determination

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below, in par. U9150-C1e(1) through (8) must be met before TLA payment.
- c. If Government quarters are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.
- d. *When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).*
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
  - (1) Upon arrival, of the responsibility to aggressively seek permanent Government quarters/private sector housing (not applicable when it is known that the member is to be assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent Government quarters/private sector housing;
  - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Government quarters/private sector housing. ***NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is assigned Government quarters.***;
  - (3) Of the responsibility to furnish a statement to the official described above in par. U9150-C1e(2) indicating TLA commencement and/or termination;
  - (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9152 and U9154;
  - (5) Of the requirement to relocate to other permanent Government quarters/private sector housing or to reoccupy the Government quarters/private sector housing formerly occupied, as soon as practical if the conditions in par. U9150-A2 apply;

- (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;
- (7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and
- (8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

## 2. Determining Additional TLA Periods

- a. In addition to the responsibilities in par. U9151-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9152-F), delayed departure (par. U9154-C), or early permanent Government quarters/private sector housing termination (par. U9154-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.
- b. ***Personal inconvenience to a member/dependents is never a determining factor.***
- c. Applications for additional TLA periods must establish the need for continuance.
- d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:
  - (1) TLA the member has received or will receive;
  - (2) Current and estimated expenses for temporary lodgings occupancy;
  - (3) Housing allowance for members who have one or more command-sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;  
***NOTE 1: Housing allowance is not a consideration when it is paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.***
  - (4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

## 3. Economical TLA Administration

- a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:
  - (1) Preclude the need for TLA,
  - (2) Shorten the authorization period, and

- (3) Reduce the amount payable.
- b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:
- (1) Existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon PDS arrival and/or departure by usage policy that makes the Government transient facilities more available to members in a TLA status and/or their dependents;
  - (2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
  - (3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;
  - (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
  - (5) Members are aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Government quarters and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
  - (6) Permanent Government quarters are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Government quarters/private sector housing could reasonably be occupied, when permanent Government quarters are/private sector housing is not occupied;
  - (7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and
  - (8) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

**\*U9151 GENERAL TLA PAYMENT CONDITIONS**

- A. TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodgings at personal expense.
- B. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.
- C. An initial TLA period and an additional authorized TLA period do not have to be continuous.
- D. A member serving an unaccompanied tour is not authorized TLA when an available Government dining facility/mess is not used and/or available Government quarters are not occupied because non-command-sponsored dependents are in the PDS vicinity.
- E. TLA *may be paid*, in addition to TQSE or TQSA for civilian employees, (see JTR, Chapter 5, Part H) as long as TLA and TQSE/TQSA payments cover different expenses. ***Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).***

**U9152 INITIAL ASSIGNMENT****A. General**

1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9152-F. The 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).
2. At the end of the first 15 or fewer day TLA period specified in par. U9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.
3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Government quarters).
4. The member's absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9150-C1. This applies when evaluating the member's progress toward obtaining permanent Government quarters/private sector housing and in determining TLA authorization/approval during each succeeding period.
5. TLA accrual provisions (par. U9157-E) are applied in computing TLA upon arrival.

**B. TLA Start When Authorized MALT PLUS Flat Per Diem. *When MALT PLUS flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.***

**C. TLA Start When Authorized Per Diem (Chapter 4, Part B)**

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.
2. Period while Awaiting the Ship's Arrival
  - a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship's arrival and eligible for per diem. ***NOTE: This is because the ship is the member's PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.***
  - b. Except on the reporting day to the ship (par. U9152-C1), lodging costs for quarters jointly occupied by the member and dependents are apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.
  - c. On the actual reporting day aboard the ship, the lodging allowance costs for quarters jointly occupied by the member and dependents is not divided between the member and the dependents; the entire lodging cost (100%) is included as a TLA expense.

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

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

D. TLA when a Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9151-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9152-A expires, an additional TLA period may be authorized under par. U9152-F whether or not TLA was paid during the initial 60-day period.

E. Dependents Arrive at or in the Vicinity of the OCONUS PDS before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial approval of early arrival under par. U10208, the TLA start date depends on the location of the old PDS:

1. Old PDS OCONUS. If the old PDS is OCONUS, TLA begins on the day one or more dependents arrive, except that TLA is not paid for any day before the date the PCS order is issued.
2. Old PDS in CONUS. TLA begins on the dependents' arrival day, or the date the member departs CONUS, whichever is later. ***NOTE: If a ship having an OCONUS homeport is at a CONUS port on the date a member reports for duty, the reporting date is the departure day from CONUS.***

F. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS, may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS. The member's order must be annotated, or have attached to it, certification that retaining the TLA quarters was because of military necessity (i.e., the member's hospitalization) and not because of the member's personal choice/convenience.

G. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9150) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Government quarters or private sector housing temporarily or permanently uninhabitable or unavailable;

4. Withdrawal of private sector housing from the market by a landlord;
5. The member is unable to secure private sector housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. ***NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can.;***
6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Government quarters/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

H. **TLA Stop.** Unless TLA is terminated sooner for one of the reasons in par. U9150-C1e or elsewhere in this Part, TLA authorization upon initial arrival stops on the day before the day a member occupies permanent Government quarters or private sector housing. With the exception of the extra lodging charges allowable (see pars. U9157-A2, U9157-C and U9157-D), no expenses incurred on the permanent Government quarters/private sector housing occupancy day are allowable in computing TLA. ***NOTE: In any case, TLA must stop the day HHG are delivered.***

#### **U9153 ALLOWANCE UNDER SPECIAL CONDITIONS**

##### **A. Member Must Vacate Established Permanent Government Quarters/Private Sector Housing in the PDS Vicinity**

1. The TLA period for situations in par. U9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.
2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Government quarters are/private sector housing is reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.
3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9157-A2, U9157-C, or U9157-D.
4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Government quarters or the member stops diligently searching for permanent private sector housing).

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

C. **TLA when Tour Is Converted.** A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Government quarters/private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent Government quarters/private sector housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, 17 September 1976). A member may be authorized TLA for the member, when eligible, and/or for dependents acquired while serving at an OCONUS PDS if the dependents are command-sponsored at the PDS from which departing.

E. PCS Order Cancelled/Revoked. When the member's PCS order is cancelled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.

## U9154 ALLOWANCE UPON DEPARTURE

### A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS order, except when:
  - a. One or more dependents remain in the old PDS vicinity IAW par. U9201-B1 or U9204. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS order from that PDS;
  - b. A longer TLA period is authorized due to delayed departure (par. U9154-C) or early termination of permanent Government quarters/private sector housing (par. U9154-D);
  - c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship).
2. The effective date of a PCS order is defined in Appendix A.
3. The TLA accrual provisions (par. U9157-E) apply in computing TLA upon departure.
4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. U9157-A2, U9157-C, or U9157-D as a result of lodgings costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. U9151-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. U9154-A.

C. Delayed Departure. When the period authorized by par. U9154-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death, see par. U10110), TLA may be authorized/approved by the authorizing/approving official (see par. U9150), in increments of 10 or fewer days, for the entire period that temporary lodgings must be used.

D. Early Termination of Permanent Housing. When, for reasons beyond the control of the member and/or dependents, permanent Government quarters/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. U9150) may authorize/approve TLA beginning the day the permanent Government quarters/private sector housing is relinquished for reasons such as the following:

1. The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;
2. Expiration/termination of lease/rental agreement occurs after a member has the PCS order or alert notice;
3. The landlord withdraws private sector housing from the market;
4. The authorizing/approving official (see par. U9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Government quarters/private sector housing inadvisable;
5. The member is required by lease, custom, or law to vacate private sector housing in advance of the lease expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;
6. The lease, custom, or law requires that private sector housing be surrendered at a fixed date more than 10 days before the scheduled departure;
7. Housing authorities require the member to vacate permanent Government quarters for the Government's convenience to permit its readying for, and/or assignment to, another member;
8. The OCONUS TLA Authority determines that permanent Government quarters/private sector housing must be relinquished under circumstances/reasons other than those stated in U9154-D1 through U9154-D7.

***The principles in par. U9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.***

E. Member Detaches from a Ship Away from Homeport. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its homeport and returns to the homeport, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the homeport, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the homeport are considered in determining the rate payable under par. U9157-A.

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

G. TLA Authorization before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.

2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.

3. General information concerning orders issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).

H. TLA Authorization during a Hospitalization Period. A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary quarters must be retained at the old PDS. The member's order must be annotated with, or have attached to it, certification that retaining the TLA quarters was because of the hospitalization and not because of the member's personal choice/convenience.

*Effective 26 July 2005*

#### **U9155 LEAVE/PERMISSIVE TDY EFFECT ON TLA**

TLA is not payable for any day a member is on leave or permissive travel *away from* the PDS vicinity, except when one or more dependents remain in the PDS vicinity. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized (See par.U9150-A4).

#### **U9156 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY**

A. General. Except as provided in par. U9156-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authorization.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Government quarters/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

#### **U9157 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES**

##### **A. General**

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member's own behalf (pars. U9152-B and U9152-C).

2. Extra Room Charge Payment. Except as provided in pars. U9157-C and U9157-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking-in or for the checking-out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. U9157-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking-in or the calendar day preceding the checking-out day.

B. Temporary Lodging Not Available at PDS. When Government/commercial temporary lodgings are not available at the PDS and the member must obtain Government/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

by the percentage in par. U9157-E if the accommodations diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under this subparagraph be supported by a statement of the member's commanding officer/or designee, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodgings Furnished by Government Contractors. When a Government contractor furnishes temporary lodgings, TLA is computed under par. U9157-E. When the member and/or dependents check into/out of Government contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking-in or the checking-out calendar day, the daily amount of TLA for the check-in calendar day or the calendar day preceding the check-out day is to be increased by the extra amount of quarters charge paid.

D. Temporary Lodging Occupied in Facilities under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under Government jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. U9157-E. When the member and/or dependents check into/out of this type of quarters at a time of day which results in the payment of a rental/service charge for the calendar day before checking-in or for the checking-out calendar day, the daily TLA amount for the check-in calendar day or the calendar day preceding the check-out day is increased by the amount of the extra rental/service charge paid.

\*E. General TLA Computation. Except when more than one TLA rate applies within the computation period as in par. U9157-A or U9157-B, and except as in pars. U9157-F, and U9157-G, TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period. Computations are as follows:

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

| Number of Eligible Persons Occupying Temporary Lodging | 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%                   |

**NOTE 1:** Use the above percentage factors for both lodging and M&IE unless:

1. A TLA - Special has been authorized for lodging. See par. U9159.
2. Temporary lodgings are not available at the PDS. See par. U9157-B.
3. Permanent Government quarters are being renovated, or lack a stove and/or refrigerator. See par. U9157-F.
4. Temporary quarters contain cooking facilities. See par. U9157-G).
5. A member, authorized a temporary lodging cost at the new PDS under par. U9152-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member's share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member's family, including the member, occupying the temporary lodgings. Deduct the member's share from the M&IE.

**NOTE 2:** To compute the correct total percentage for a family unit, add the percentage associated with each dependent starting with the oldest dependent to compute the correct percentage rate. This is shown in Example 6. A member with two dependents, one over age 12 and one under age 12 starts with 125% (member and dependent over 12 is 100%, dependent under 12 is 25%). A member-married-to-member couple on active duty that has dependents occupying temporary lodging can claim the dependents for TLA reimbursement as shown in Examples 5 and 6.

**NOTE 3:** Exception occurs when temporary lodgings are not available at the PDS (see par. U9157-B), while renovating Government quarters (see par. U9157-F), or when permanent quarters lack a stove and/or refrigerator (see par. U9157-F).

**Step 2: Determine Lodging Cost**

- a. Compare the actual daily lodging cost to the Step 1 lodging cost ceiling. Include in the lodging cost any lodging taxes, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9152-C3).
- b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. (See par. U2510.) See par. U9158 regarding TLA advances.
- c. If the member is in a TDY status (no matter how much per diem is being received), reduce the lodging expense by the lodging cost used to determine the member's per diem rate.
- d. *When staying with friends/relatives, lodging cost is not allowed and is always zero.*

**Step 3: Determine Daily TLA Amount.** Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. U9157-H and U9159 (TLA – Special).

F. TLA while Government Quarters Are Being Renovated, or if Government Quarters Lack/Private Sector Housing Lacks a Stove and/or Refrigerator. When a member and/or dependents:

1. Occupy Government quarters while the kitchen is being renovated, or
2. Occupy Government quarters/private sector housing during utility loss, or
3. Initially occupy permanent Government quarters/private sector housing without a stove and/or refrigerator and meals cannot be prepared,

the member may be authorized TLA to cover restaurant meals cost.

Determine TLA by multiplying the par. U9157-E, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Quarters Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. U9157-E, except that the M&IE amount is reduced by one-half.
2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.
3. The presence of a cook stove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. U9150), that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. U9157-E without the M&IE reduction. The member's explanation for facilities non-use, endorsed by the OCONUS TLA Authority's designated official supports TLA payment under these circumstances.

5. To facilitate TLA administration, the OCONUS TLA Authority's designated official should ensure that a current list of available accommodations is maintained and made available to incoming and departing personnel.

H. TLA Computation Examples. The following TLA computation examples are provided to assist in ensuring TLA computation uniformity among all of the Uniformed Services.

**EXAMPLE 1**

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

A member, with spouse, is assigned to an OCONUS location. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$150 (\$76 lodging ceiling & \$74 M&IE). The member and spouse arrive at the OCONUS location (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

4/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 -- The member submits a lodging expense report of \$1,140 (\$114 per day, including lodging taxes) for 4/1 thru 4/10. The member's progress in obtaining permanent Government quarters/private sector housing is reviewed. It is determined that the member has complied with JFTR and the OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

4/21 -- The member submits a lodging expenses report of \$1,140 (\$114 per day including lodging taxes) for 4/11 thru 4/20. The member was TDY and receiving per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16 and 4/17 were authorized for the member as a TLA expense under par. U9152-C3. The member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodations.

**TLA Computation for 1 April**. Since 'MALT PLUS' per diem was paid on 1 April (OCONUS location arrival date) for the member and spouse, TLA is not payable for 1 April.

| <b><u>TLA COMPUTATION FOR 2-10 APRIL</u></b>   |   |
|--|---|
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging                                   | 100% x \$74 = \$74.00<br>100% x \$76 = \$76.00      |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$114.00 vs. \$76.00<br>\$76.00                     |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.                                    | \$74 + \$76 = \$150.00<br>\$150.00 x 9 = \$1,350.00 |

| <b><u>TLA COMPUTATION FOR 11-14 APRIL</u></b>  |   |
|--|---|
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging                                   | 100% x \$74 = \$74.00<br>100% x \$76 = \$76.00    |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$114.00 vs. \$76.00<br>\$76.00                   |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.                                    | \$74 + \$76 = \$150.00<br>\$150.00 x 4 = \$600.00 |

| <b><u>TLA COMPUTATION FOR 15-17 APRIL</u></b>   |  |
|---|--|
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging  | 100% x \$74 = \$74.00<br>100% x \$76 = \$76.00 |
| 2. Determine the member's share of the M&IE. Divide the Step 1 M&IE result by the number of occupants (including the member), then subtract that amount from the Step 1 result. | \$74 divided by 2 = \$37<br>\$74 - \$37 = \$37 |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.  | \$114 vs. \$76<br>\$76.00                      |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$113.00 each day.  | \$37 + \$76 = \$113.00<br>\$113 x 3 = \$339.00 |

| <b><u>TLA COMPUTATION FOR 18-20 APRIL</u></b>  |  |
|--|--|
| 1. Determine the maximum rates (given percentage x locality rate).<br>M&IE<br>Lodging                                | 100% x \$74 = \$74.00<br>100% x \$76 = \$76.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$114.00 vs. \$76.00<br>\$76.00                |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay \$150.00 each day.                                   | \$74 + \$76 = \$150.00<br>\$150 x 3 = \$450.00 |

**EXAMPLE 2**

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

A member, with spouse, is assigned to an OCONUS homeported ship. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$132 (\$66 lodging ceiling & \$66 M&IE). The member and spouse arrive at the OCONUS homeport 10/1 while the ship is away. They occupy temporary Government quarters. The temporary accommodations do not contain facilities for preparing and eating meals. On 10/6 the ship returns to the OCONUS homeport and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member moves into permanent quarters on 10/11.

10/2 -- The member is advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

10/6 -- The member submits a lodging expenses report of \$490 (\$98 per day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expenses report of \$490 (\$98 per day) from 10/6 thru 10/10. The member has complied with the JFTR and command OCONUS TLA Authority requirements. TLA is extended for another 10-day period.

| <b><u>TLA COMPUTATION FOR 1-5 OCTOBER</u></b>  |   |
|--|---|
| Since the member is waiting for a ship and is in a per diem status (awaiting transportation), TLA is <i>not</i> payable to the member for 1 - 5 October (see par. U9152-C). However, TLA is payable on behalf of the spouse. |   |
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging   | 65% x \$66 = \$42.90<br>65% x \$66 = \$42.90          |
| 2. Determine Lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9152-C).  | \$98 divided by 2 = \$49.                             |
| 3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.   | \$49.00 vs. \$42.90<br>\$42.90                        |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay \$85.80 each day.  | \$42.90 + \$42.90 = \$85.80<br>\$85.80 x 5 = \$429.00 |

| <b><u>TLA COMPUTATION FOR 6-10 OCTOBER</u></b>   |  |
|--|--|
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging                                   | 100% x \$66 = \$66.00<br>100% x \$66 = \$66.00 |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | \$98.00 vs. \$66.00<br>\$66.00                 |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging cost. Pay \$132 each day.                                      | \$66 + \$66 = \$132.00<br>\$132 x 5 = \$660.00 |

**EXAMPLE 3**

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

A member and 3 dependents (spouse, and two children under 12 years old) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> = \$150 (\$76 lodging ceiling & \$74 M&IE). The lodging expense is \$138 per night, including lodging taxes.

| <b>TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals</b>                    |  |
|--|--|
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging                                     | 150% x \$74 = \$111.00<br>150% x \$76 = \$114.00           |
| 2. Multiply the Step 1 M&IE times one-half due to cooking facilities.  | \$111.00 x ½ = \$55.50                                     |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser. | \$138.00 vs. \$114.00<br>\$114.00                          |
| 4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50 each day.                                   | \$55.50 + \$114.00 = \$169.50<br>Pay \$169.50 for each day |

**EXAMPLE 4**

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

Member-married-to-member couple, each is without dependents, are assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$150.00 (\$76 lodging ceiling & \$74 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$570.00 (\$114.00 per day including taxes divided in half, \$57.00) for shared temporary lodging. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

**TLA Computation for a Member-married-to-member Couple in the Same Temporary Lodging**

**Temporary Lodging without facilities for Preparing and Consuming Meals**

*(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).*

|  | <b><u>Member 1</u></b>                                 | <b><u>Member 2</u></b>                                 |
|--|--|--|
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging                                     | 65% x \$74 = \$48.10<br>65% x \$76 = \$49.40           | 65% x \$74 = \$48.10<br>65% x \$76 = \$49.40           |
| 2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.          | \$48.10 x 100% = \$48.10                               | \$48.10 x 100% = \$48.10                               |
| 2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.          | (2a)   | (2b)   |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser. | \$49.40 vs. \$57.00<br>\$49.40                         | \$49.40 vs. \$57.00<br>\$49.40                         |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount.<br>Pay the lesser amount of Step 1 and Step 4.           | \$48.10 + \$49.40 = \$97.50<br>\$97.50 x 10 = \$975.00 | \$48.10 + \$49.40 = \$97.50<br>\$97.50 x 10 = \$975.00 |

**EXAMPLE 5**

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

A member without dependents married to another member claiming two dependents (for housing allowance purposes), one over age 12 and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into the same temporary lodging on the same day. Preparation and cooking facilities are available in the temporary lodging. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$160.00 (\$86 lodging ceiling & \$74 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$850.00 (\$170.00 per day including lodging taxes divided in half, \$85.00) for shared temporary lodging. They moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

**TLA Computation for a Member-married-to-member Couple with Dependents in Separate Temporary Lodgings**

**Preparation and Cooking Facilities are available for each Member**

*(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).*

|   | <u>Member 1 with one<br/>dependent</u> | <u>Member 2 with one<br/>dependent</u> |
|---|--|--|
| 1. Determine the maximum rates (given percent x locality rate).   |  |  |
| M&IE  | 100% x \$74 = \$74.00                  | 100% x \$74 = \$74.00                  |
| Lodging   | 100% x \$86 = \$86.00                  | 100% x \$86 = \$86.00                  |
| 2a. Member with one dependent, Multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.   | \$74.00 x 50% = \$37.00                | \$74.00 x 50% = \$37.00                |
| 2b. Member with one dependent, Multiply the Step 1 M&IE times one-half as preparation and cooking facilities are available. | (2a)                                   | (2b)                                   |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.      | \$85.00 vs. \$86.00<br>\$85.00         | \$85.00 vs. \$86.00<br>\$85.00         |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount.   | \$37.00 + \$85.00 = \$122.00           | \$37.00 + \$85.00 = \$122.00           |
| Pay the lesser amount of Step 1 and Step 4.   | \$122.00 x 10 = \$1,220.00             | \$122.00 x 10 = \$1,220.00             |

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

**EXAMPLE 6**

A member-married-to-member with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POC and move into two rooms for temporary lodging on the same day. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$200.00 (\$125 lodging ceiling & \$75 M&IE).

4/2 – The members are advised upon reporting in to aggressively seek permanent Government quarters/private sector housing, to keep an accurate lodging expense record (and to keep lodging receipts), and to register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent quarters at least every 10 days.

4/11 – Each member submits a separate lodging expense report of \$1,200.00 (\$120.00 per day including lodging taxes). They moved into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

**TLA Computation when Member-married-to-member Couple with Dependents in Separate Temporary Lodgings**

**Preparation and Cooking Facilities are not available**

*(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).*

|  | <u>Member 1 with 2<br/>dependent</u> | <u>Member 2 with 2<br/>dependents</u> |
|--|--------------------------------------|---------------------------------------|
| 1. Determine the maximum rates (given percent x locality rate).  |                                      |                                       |
| M&IE   | 135% x \$75 = \$101.25               | 125% x \$75 = \$93.75                 |
| Lodging  | 135% x \$125 = \$168.75              | 125% x \$125 = \$156.25               |
| 2a. Member with two dependents (both over 12). Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available. | \$101.25 x 100% = \$101.25           | \$93.75 x 100% = \$93.75              |
| 2b. Member with two dependents (both under 12), Multiply the Step 1 M&IE times 100% as preparation and cooking facilities are not available.   | (2a)                                 | (2b)                                  |
| 3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.                         | \$168.75 vs. \$120.00<br>\$120.00    | \$156.25 vs. \$120.00<br>\$120.00     |
| 4. Add the Step 1 M&IE to the selected Step 3 lodging amount.  | \$101.25 + \$120.00 = \$221.25       | \$93.75 + \$120.00 = \$213.75         |
| Pay the lesser amount of Step 1 and Step 4.  | \$221.25 x 10 = \$2,212.50           | \$213.75 x 10 = \$2,137.50            |

**U9158 ADVANCE PAYMENT**

An advance may be paid for the number of authorized TLA days, after authorization is provided based on the appropriate directive(s) issued under par. U9150.

**U9159 TLA-SPECIAL**

The percentage factors (65%, 100%, 35%, and 25%) authorized in par. U9157-E generally are adequate. However, these percentages may be insufficient for a particular future time period because lodging costs are anticipated to escalate due to a special event. Examples of one-time circumstances that may warrant a TLA-Special include:

1. Natural disasters,
2. Summit meetings,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Other similar events.

***Under special/unusual circumstances a higher lodging percentage factor may be authorized in advance only by means of a determination of a TLA-Special issued by the Director, PDTATAC. Requests for higher lodging percentage factors only must be submitted by the member's command to:***

Per Diem, Travel and Transportation Allowance Committee  
Attn: T&T Branch  
Hoffman Building 1, Room 836,  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

**FAX: (703) 325-2945, DSN: (312) 221-2945**

or from the command by email to [sla.specials@perdiem.osd.mil](mailto:sla.specials@perdiem.osd.mil)

***Requests must be sent before the fact (i.e., before the days on which the higher rate will be needed)*** and should include event dates (dates a TLA-Special is required), hotel prices before and anticipated during the event, and locations affected.

**TLA-SPECIAL EXAMPLE**

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary quarters 1-20 September before moving into permanent quarters 21 September. The locality per diem rate at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$269 (\$186 Max Lodging, \$83 M&IE). Due to a national convention, room prices are anticipated to escalate for some part (or all) of the family's anticipated TLA period. ***PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.*** PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September. The percentages (see par. U9157-E, Step 1) for the M&IE portion of TLA remain at the ordinary levels. Lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September.

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

| <b>TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER</b>   |  |
|--|--|
| 1. Determine maximum rates (given percent x locality rate).<br>M&IE<br>Lodging                                       | <br>150% x \$83 = \$124.50<br>375% x \$186 = \$697.50        |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | <br>\$650.00 vs. \$697.50<br>\$650.00                        |
| 3. Add the Step M&IE to the selected Step 2 lodging amount. Pay \$774.50 each day                                    | <br>\$124.50 + \$650 = \$774.50<br>\$774.50 x 5 = \$3,872.50 |

| <b>TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER</b>  |  |
|--|--|
| 1. Determine the maximum rates (given percent x locality rate).<br>M&IE<br>Lodging                                   | <br>150% x \$83 = \$124.50<br>150% x \$186 = \$279.00            |
| 2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser. | <br>\$300.00 vs. \$279.00<br>\$279.00                            |
| 3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$403.50 each day                                  | <br>\$124.50 + \$279.00 = \$403.50<br>\$403.50 x 15 = \$6,052.50 |



## 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.

***Effective 16 November 2005***

\*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 PDS vicinity for FSH purposes if maintaining two households is authorized/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.

*Effective 16 November 2005*

**\*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 authorized/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 authorized/approved through the Secretarial Process. Examples of separation situations that are routinely authorized/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 authorized/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 authorized/approved an advance or delayed travel situation, the authorized/approved with-dependent allowance rate applies. In delayed travel

situations, when the dependents depart the authorized/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 in Advance Of The Member</i> |   |  |   |  |   |
|--|---|--|---|--|---|
| <b>R<br/>U<br/>L<br/>E</b>                                     | <b>Dependents Perform PCS Travel in Advance of the Member</b> | <b>New PDS Location</b>                                    | <b>Assigned Gov't Qtrs at the Old PDS</b> | <b>Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?</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 authorizing/ approving 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 authorizing/approving 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  |   | 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 authorizing/approving 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 authorizing/approving 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*

| <i>Changes When Dependents Travel in Advance Of The Member (Continued)</i> |   |   |  |  |   |  |
|--|---|---|--|--|---|--|
| <b>R<br/>U<br/>L<br/>E</b>   | <b>Dependents<br/>Perform PCS<br/>Travel in<br/>Advance of<br/>the Member</b> | <b>New PDS<br/>Location</b>                                 | <b>Assigned<br/>Gov't Qtrs at<br/>the Old PDS</b>                | <b>Has HA for<br/>Dependent's<br/>Location<br/>Been<br/>Authorized/<br/>Approved by<br/>Secretarial<br/>Process?</b> | <b>Then</b>   |  |
| 9  | Old PDS<br>Outside<br>CONUS,<br>Alaska,<br>Hawai'i<br>(OHA Area)              | New PDS In<br>CONUS,<br>Alaska, or<br>Hawai'i<br>(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 authorizing/approving document, whichever is later |  |
| 10   |   |   |  | No   | Do not start BAH  |  |
| 11   |   |   | No   | Yes  | Yes   | Start BAH at the with-dependents rate based on the dependent's location on the arrival date or effective date specified by the authorizing/approving document, whichever is later                            |
|  |   |   |  |  | No  | Stop OHA based on the current PDS as of the day before BAH starts based on dependent's location  |
| 12   |   |   | No   | Continue OHA based on current PDS until member's departure   |   |  |
| 13   |   |   | New PDS<br>Outside<br>CONUS,<br>Alaska,<br>Hawai'i<br>(OHA Area) | Yes  | Yes   | Yes  |
|  |   | No  |  |  |   | Do not start OHA   |
| 14   |   | No  |  | Yes  | 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 authorizing/approving document, whichever is later |
|  |   |   |  |  | No  | Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location   |
| 15   |   | Continue OHA based on current PDS until member's departure  |  |  |   |  |
| 16   |   | No  |  | Continue OHA based on current PDS until member's departure   |   |  |

*Table U10C-5*

| <i>Changes When Dependents Travel After The Member</i> |   |  |   |  |   |
|--|---|--|---|--|---|
| <b>R<br/>U<br/>L<br/>E</b>                             | <b>Dependents<br/>Perform PCS<br/>Travel After<br/>the Member</b> | <b>New PDS<br/>Location</b>                                      | <b>Assigned<br/>Gov't Qtrs at<br/>the Old PDS</b> | <b>Has HA for<br/>Dependent's<br/>Location Been<br/>Authorized/<br/>Approved by<br/>Secretarial<br/>Process?</b> | <b>Then</b>   |
| 1  | Old PDS In<br>CONUS,<br>Alaska,<br>Hawai'i<br>(BAH Area)          | New PDS In<br>CONUS,<br>Alaska, or<br>Hawai'i<br>(BAH Area)      | Yes   | Yes  | Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later<br>As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit |
| 2  |   |  |   | No   | Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit  |
| 3  |   |  | No  | Yes  | Continue BAH based on the higher of the old PDS or dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later<br>As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in transit  |
| 4  |   |  |   | No   | Stop BAH as of the day before the member's departure  |
| 5  |   | New PDS<br>Outside<br>CONUS,<br>Alaska,<br>Hawai'i<br>(OHA Area) | Yes   | Yes  | Start BAH based on the higher of the old PDS or the dependent's location rates on the date Gov't quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later<br>As of dependents departure date, change to allowance based new PDS if member has arrived or In-transit if allowance still in transit    |
| 6  |   |  |   | No   | Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit  |
| 7  |   |  | No  | Yes  | Start BAH based on the higher of the old PDS or the dependent's location rates as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later<br>As of dependents departure date, change to allowance based on new PDS if member has arrived or In-transit allowance if still in-transit |
| 8  |   |  |   | No   | Stop BAH as of the day before the member's departure  |

*Table U10C-6*

| <i>Changes When Dependents Travel After The Member (Continued)</i> |   |   |   |  |   |
|--|---|---|---|--|---|
| <b>R<br/>U<br/>L<br/>E</b>   | <b>Dependents<br/>Perform PCS<br/>Travel After<br/>the Member</b> | <b>New PDS<br/>Location</b>                                 | <b>Assigned<br/>Gov't Qtrs at<br/>the Old PDS</b> | <b>Has HA for<br/>Dependent's<br/>Location<br/>Been<br/>Authorized/<br/>Approved by<br/>Secretarial<br/>Process?</b> | <b>Then</b>   |
| 9  | Old PDS<br>Outside<br>CONUS,<br>Alaska,<br>Hawai'i<br>(OHA Area)  | New PDS In<br>CONUS,<br>Alaska, or<br>Hawai'i<br>(BAH Area) | Yes   | Yes  | If dependents move to the new PDS after Gov't quarters are terminated, start BAH based on new PDS if member has arrived or In-transit allowance if still in transit   |
| 10   |   |   |   |  | If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later |
| 11   |   |   |   | No   | Start BAH based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or In-transit allowance if still in transit  |
| 12   |   |   | No  | Yes  | Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later   |
| 13   |   |   |   | No   | Stop OHA as of the day before the member's departure  |

*Table U10C-6*

| <i>Changes When Dependents Travel After The Member (Continued)</i> |   |   |   |  |   |
|--|---|---|---|--|---|
| <b>R<br/>U<br/>L<br/>E</b>   | <b>Dependents<br/>Perform PCS<br/>Travel After<br/>the Member</b> | <b>New PDS<br/>Location</b>   | <b>Assigned<br/>Gov't Qtrs at<br/>the Old PDS</b> | <b>Has HA for<br/>Dependent's<br/>Location Been<br/>Authorized/<br/>Approved by<br/>Secretarial<br/>Process?</b> | <b>Then</b>   |
| 14   | Old PDS<br>Outside<br>CONUS,<br>Alaska,<br>Hawai'i<br>(OHA Area)  | New PDS<br>Outside<br>CONUS,<br>Alaska, or<br>Hawai'i<br>(OHA Area) | Yes   | Yes  | If dependents move to the new PDS after Gov't quarters are terminated, start OHA based on new PDS if member has arrived or In-transit allowance if still in transit   |
| 15   |   |   |   |  | If dependents move to private sector housing after Gov't quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later |
| 16   |   |   |   |  | As of dependents departure date, change to OHA based on new PDS if member has arrived or In-transit allowance if still in transit   |
| 17   |   |   | No  | Yes  | Continue OHA based on the old PDS as of the member's departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later   |
| 18   |   |   |   |  | No  |
|  |   |   |   | No   | Stop OHA as of the day before the member's departure  |

*Table U10C-6*

*Effective 16 November 2005*

**\*U10209 EVACUATION OF MEMBER'S PDS**

A. Member-with-dependents

1. Command Sponsored (for COLA purposes) Dependents

- a. A member, whose command sponsored dependents are evacuated and who was authorized a with-dependents housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the command sponsored dependents are receiving evacuation per diem allowances.
- b. If return of dependents to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation per diem until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates.
- c. If Government quarters are not available for the member at an OCONUS PDS, start FSH based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. Non-Command Sponsored Dependents

- a. If the evacuation occurs less than 90 days after dependents arrived at the member's OCONUS PDS and the member is still being paid a with-dependents allowance based on the dependents' permanent residence (designated place) location and FSH-O/FSH-B based on the OCONUS PDS rate; no changes in housing allowances are required.
- b. If the evacuation occurs 90 or more days after dependents arrived at the member's OCONUS PDS and the member is now being paid a with-dependents allowance based on the OCONUS PDS, see par. U10206, reinstate OHA/BAH based on the dependents' prior permanent residence (designated place) location on the dependents' departure day from the PDS. Reinstate FSH on the same day if Government quarters are not available for the member, and stop the OHA/BAH based on the OCONUS PDS on the day before.

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

C. Decision Logic Table

| <i>Changes Incident to an Evacuation</i> |  |  |   |  |
|--|--|--|---|--|
| <b>R<br/>U<br/>L<br/>E</b>               | <b>Dependents<br/>Evacuated<br/>from PDS</b>                               | <b>Member<br/>Assigned<br/>Quarters at<br/>the PDS</b> | <b>Dependents<br/>Authorized to<br/>Return to the<br/>PDS</b> | <b>Then</b>  |
| 1  |  | Yes  | Yes   | No housing actions required  |
| 2  |  |  | No  | Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances   |
| 3  | Dependents<br>Are Command<br>Sponsored for<br>OCONUS<br>COLA               | No   | Yes   | No housing allowance actions required  |
| 4  |  |  | No  | Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances   |
|  |  |  | No  | Stop with-dependents allowance based on the PDS as of day prior to the day the allowance based on the designated place starts<br>Start FSH-O/FSH-B on the day the allowance based on the designated place starts   |
| 5  | Dependents<br>Are <i>Not</i><br>Command<br>Sponsored for<br>OCONUS<br>COLA | Yes  | N/A   | If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required  |
| 6  |  |  |   | If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days):<br>a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS<br>b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS   |
| 7  |  | No   | N/A   | If a with-dependent allowance is being paid based on the dependent's designated place (visit less than 90 days), no action required  |
| 8  |  |  |   | If the with-dependent allowance has been changed to be based on the PDS (visit over 90 days):<br>a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS<br>b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS<br>c. Start FSH based on the PDS on the date the dependents depart the PDS if Gov't quarters are not available for the member |

*Table U10C-7*

**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:*** *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is in accordance with Service regulations.*

***NOTE 2:*** *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

***Effective 28 July 2005***

**TRANSPORTATION REQUEST.** A written request of the United States Government (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the Government from a commercial provider, in connection with official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**\*TRAVEL.** The term “travel” relates to movement of persons from place to place and includes authority for the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW ‘travel allowances’, the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense.

**TRAVEL AUTHORIZATION (ORDER).** *See Travel Order.*

**TRAVEL CLAIM (VOUCHER).** A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

**\*TRAVEL, INVITATIONAL.** Authorized travel of individuals either not employed by the Government or employed (under 5 USC §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by JTR, par. C6203 for interview travel and by par. A2, item m of Appendix E, Part I. See Appendix E.

**TRAVEL MANAGEMENT SYSTEM (TMS).** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel and assignment solely in connection with business of the DoD or the Government.

***NOTE 1:*** *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.***

**TRAVEL ORDER.** A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** This is a form of blanket travel order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
2. **Limited Open.** This is a form of blanket travel order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See **NOTE** below for restrictions.
3. **Repeat.** This is a form of blanket travel order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See **NOTE** below for restrictions.
4. **Trip-by-trip.** This is a travel order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

***NOTE: Unlimited Open, Limited Open, and Repeat Travel Orders (also called Blanket Travel Orders) are not used in DTS. The blanket travel order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.***

**TRAVEL STATUS.** The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. **NOTE: See par. U2200 for more detail.**

**UNACCOMPANIED BAGGAGE.** See ***BAGGAGE, UNACCOMPANIED.***

**UNACCOMPANIED MEMBER.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES.** The 50 states and the District of Columbia.

*Effective 30 November 2005*

**\*U.S. -CERTIFICATED AIR CARRIER.** A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-U.S.-certificated) air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

*Effective 30 November 2005*

**\*U.S. FLAG AIR CARRIER.** *See U.S.-CERTIFICATED AIR CARRIER.*

**U.S. INSTALLATION.** A base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent-type troop shelters and a Government mess, and
3. Where there are U.S. Government operations.

***NOTE:*** *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

**UNUSUALLY ARDUOUS SEA DUTY.** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

*Effective 13 September 2002*

**WEIGHT ADDITIVE.** *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

**YEARS OF SERVICE.** Any service authorized to be credited in computation of basic pay under 37 USC §205.



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

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

***Effective 18 November 2004***

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

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

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

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

**T4040 LIVING EXPENSES (PER DIEM)**

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

\*A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

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

b. Uniformed Members - Members ordered to a U.S. Installation (as opposed to a geographic location like a town or city) are required to check the Government quarters availability (e.g., through their CTOs) at the U.S. Installation to which they are assigned TDY. The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. Availability/non-availability must be documented as indicated in par. U1045-C. Members should use adequate available Government quarters on the U.S. Installation at which they are assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging 'AT' the U.S. Installation at which the member is assigned TDY.*

c. Civilian Employees

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

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

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

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

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

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

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

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

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

(a) Mortgage interest;

(b) Property tax; and

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

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

***Effective 20 September 2004***

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

2. Eating

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

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

***Effective 29 June 2005***

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.***

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

***Effective 1 October 2003***

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

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

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

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

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

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

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

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

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

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

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

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

4. TDY aboard Ships

- a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

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

## B. What's Allowable and Not Allowable

### 1. Transportation

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

*Effective 24 August 2005*

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

*Effective 27 April 2005*

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

### NOTES:

1. *If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.*
2. *Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*
3. *The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*
4. *When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.*
5. *When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.*

***NOTE:*** Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to uniformed Service members (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), DoD civilian employees, or their dependents. Uniformed Service members, DoD civilian employees, and dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in this paragraph.

***Effective 30 November 2005***

\*3. **Using U.S.-certificated Carriers.** Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S.-certificated carriers are not “available” if:***

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or

***Effective 24 August 2005***

g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** See the *Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DoD 5105.38-M, when travel is on Security Assistance Business.*

***Effective 6 September 2005***

***\*NOTE 1:*** The ‘Fly America Act’ does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBCA 16632-RELO, 15 July 2005)).

***NOTE 2:*** *When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.*

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler'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 traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

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

***Effective 9 August 2004***

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

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

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

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

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

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

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

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

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

## APPENDIX P

### CITY-PAIR PROGRAM

#### **PART I: CITY-PAIR PROGRAM**

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| 2.            | What are the advantages of the program?  |
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| 20.           | How can the cost of a GSA Airline City Pair flight between two cities vary on the same airline but different flights?  |



## \*PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

### 1. How does the program work?

**First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

**Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

**Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

### 2. What are the advantages of the program?

- No advance purchase required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

*Effective 8 September 2004*

### 3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal employees or uniformed service members and their respective dependents on official travel, may use the program with an appropriate form of payment (Government-sponsored contractor-issued travel charge card, centrally-billed account, or GTR). *Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.*

### 4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. *GSA agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.*

## 5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. Rail service is available, and such service is cost effective and is consistent with mission requirements; or
- d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

## 6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for coach and, within DoD, for business-class service when the contract carrier offers a business-class contract fare. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

## 7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

## 8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.

- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

### 9. Why isn't every award for non-stop service?

Even though non-stop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no non-stop carrier for a specific route.
- The non-stop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The non-stop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

### 10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

### 11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

### 12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to and from COT (uniformed) and RAT (civilian employee) leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JFTR, par. U7200 (for COT) and JTR, pars. C3104-D2 and C4440 for RAT).***

| <b>Example</b>   |   |
|--|---|
| Travel authorization states the official travel itinerary as:  |   |
| From:  | Atlanta, GA                                 |
| To:  | San Francisco, CA and return to Atlanta, GA |
| City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.  |   |
| For personal reasons, employee wants to go to Chicago for several days resulting in the following:   |   |
| From:  | Atlanta, GA                                 |
| To:  | Chicago, IL                                 |
| From:  | Chicago, IL                                 |
| To:  | San Francisco, CA and return to Atlanta, GA |
| Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of \$251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251. |   |
| <i><b>NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., \$502).</b></i>  |   |

### 13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

### 14. How do I know if there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your (Contracted) Commercial Travel Office (CTO) or Travel Management Center (TMC) or check on the following city-pair website: <http://apps.fss.gsa.gov/citypairs/search>.

### 15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

### 16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, *except when the AO determines that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports)*. Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

### 17. If fares are booked "early", the government receives a discount to the normal airline city pair fares. How early is early?

The Airline City Pair Program is encouraging the Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency will receive the additional savings (capacity control fares).

**18. How will I know that my travel was ticketed using the GSA Airline City Pair rate?**

The ticket will show a three-letter fare basis code with CA (Contract Award) as part of it. Airline City Pair tickets are issued using one of the following fare basis codes:

- (a) **YCA** = Guaranteed GSA economy class Airline City Pair fare.
- (b) **\_CA** = Limited capacity, GSA economy class Airline City Pair fare.

The first letter of the three-letter fare basis code in (b) will vary by airline (e.g., LCA, QCA, etc). The only difference between the YCA and \_CA is that there are a limited number of seats on the lower \_CA Airline City Pair rate. Therefore, travelers should make flight reservations as soon as plans are firm.

**19. The price shown in the E-GOV Travel Service (eTS) or Defense Travel System (DTS) online booking engine is different from what is shown on the GSA Airline City Pair website. How do I know I am getting the government rate for my airline reservations?**

The eTS and DTS vendors' online booking engines display valid GSA contract Airline City Pair rates, but they display them differently than the GSA Airline City Pair website. The GSA website lists the fares for general information purposes only, while the eTS/DTS vendors can actually book reservations. Therefore, the GSA website shows the domestic price for the base fare, tax included but without segment, airport and security fees. International Airline City Pair fares on the GSA websites are shown as base fare only, exclusive of all fees and taxes. The eTS/ DTS vendors' display, on the other hand, shows either the base fare (without tax) or the total cost (base fare, tax plus airport and security fees) depending on which eTS/DTS vendor is used.

**20. How can the cost of a GSA Airline City Pair flight between two cities vary on the same airline but different flights?**

While the base fare and taxes are required to be the same for all of a contract carrier's flights (using the same fare basis) between two cities, the airport and security fees may vary. The fees are based on the number of airports used, even if you do not change planes.

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://apps.fss.gsa.gov/citypairs>, or contact one of the following PoCs below. *Only those without Internet access should call.*

|   |   |   |  |
|---|---|---|--|
| Ms. Linda L. Smith<br>Contracting Officer<br>(703) 605-2915<br>Lindal.smith@gsa.gov | Ms. Andrea Dingle<br>Contracting Officer<br>(703) 305-6190<br>Andrea.dingle@gsa.gov | Mr. Ergene Lee<br>Contracting Officer<br>(703) 308-1618<br>Ergene.lee@gsa.gov | Mr. Jerry Ellis<br>Contracting Specialist<br>(703) 605-2928<br>Jerry.Ellis@gsa.gov |
|---|---|---|--|



**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<br>Accompanied | Tours in Months<br>Unaccompanied |
|---|--------------------------------|----------------------------------|
| ALASKA (except as indicated) ( <i>Note 1</i> )    | 36                             | 36                               |
| Marine Corps Security Forces                      | 24                             | 12                               |
| Fort Greely                                       | <i>24 (eff 1 May 2004)</i>     | 12                               |
| Adak, Clear, Galena, King Salmon and<br>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                               |
| BOTSWANA  | 24                             | 12                               |
| BRAZIL  | 36                             | 24                               |
| BRITISH INDIAN OCEAN TERRITORY,<br>Diego Garcia   | NA                             | 12                               |
| BULGARIA, Sofia                                   | 24                             | 12                               |
| BURKINA FASO                                      | 24                             | 12                               |
| CAMBODIA  | NA                             | 12                               |

| Country or Area   | Tours in Months Accompanied | Tours in Months Unaccompanied |
|---|-----------------------------|-------------------------------|
| 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                            |
| 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                            |

| Country or Area   | Tours in Months Accompanied | Tours in Months Unaccompanied |
|---|-----------------------------|-------------------------------|
| HAWAII (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 ( <i>except as indicated below - effective 4 Oct 99</i> )                              | 30                          | 18                            |
| USAF (not assigned to a joint activity)   | 24                          | 12                            |
| USMC (not assigned to a joint activity)   | 24                          | 12                            |
| 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                            |
| JORDAN (except as indicated)  | 24                          | 12                            |
| Amman   | 24                          | 18                            |
| KENYA (except as indicated)   | 24                          | 12                            |
| Nairobi   | 24                          | 18                            |

| Country or Area   | Tours in Months Accompanied | Tours in Months Unaccompanied |
|---|-----------------------------|-------------------------------|
| 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                            |
| 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                            |
| Sczcecin ( <i>effective 21 October 2005</i> )   | 24                          | 24                            |
| Warsaw  | 36                          | 24                            |

| Country or Area   | Tours in Months Accompanied | Tours in Months Unaccompanied |
|---|-----------------------------|-------------------------------|
| 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 ( <i>Note 5</i> )  | 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                            |
| TAJKISTAN   | 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                            |
| 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                            |

| Country or Area                              | Tours in Months Accompanied | Tours in Months Unaccompanied |
|--|-----------------------------|-------------------------------|
| 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 this location.**

**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                                   |
| HAWAII                 | 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:*

| Authorized FEML Location                       | Command Region | Authorized Destination | Re-certification Due Date |
|--|----------------|------------------------|---------------------------|
| Albania, Tirana                                | European       | Frankfurt              | *30 Nov 2007              |
| *Angola, Luanda ( <i>eff 30 Nov 2005</i> )     | European       | Frankfurt              | 30 Nov 2007               |
| 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        |
| <b>Cuba, Havana (for Coast Guard uniformed members only)</b> | 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<br>POW/MIA | Honolulu      | 31 Oct 2006        |
| Latvia, Riga  | European         | Frankfurt     | 31 Jul 2007        |
| Lithuania, Vilnius  | European         | Frankfurt     | 31 Jul 2007        |
| Macedonia, The Former Yugoslavia<br>Republic of Macedonia, Skopje | European         | Frankfurt     | 31 Jul 2007        |
| Madagascar, Antananarivo ( <i>eff 28 May<br/>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                              | *30 Nov 2007       |
| Singapore                       | Pacific  | Honolulu<br>( <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.

## **INDEX**

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