

VOLUME 2  
JOINT TRAVEL REGULATIONS  
CHANGE 491

Alexandria, VA

1 September 2006

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 September 2006 unless otherwise indicated.

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Deputy Assistant Secretary of  
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LYNDA DAVIS  
Deputy Assistant Secretary  
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ROBERT GODWIN  
Deputy Assistant Secretary of the Air Force  
for Force Management and Integration

This change includes all material written in CAP Items 46-06(E); 49-06(E); 51-06(E); 54-06(I) through 57-06(I); and 59-06(I) through 61-06(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 490 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 491:

Introduction. Advises that JTR copies can not be ordered, but may be copied down from the PDTATAC website and printed.

Introduction Table of Contents. Aligns the JTR Introduction Title Table of Contents (TOC) with the Chapters and Parts of the respective regulations.

C1101-J; C6150 through C6153; Appendix E, Part I, par. A2/(3). Updates attendant/escort travel and transportation allowances for civilian employees and non-Government travelers.

C5212-A5. Changes the word "**hired**" to "**recruited**" so that it is clear that an employee hired OCONUS for a job at the OCONUS location is not precluded from POV transportation at Government expense when eventually transferred to the employee's first PDS in CONUS.

C6550-B. Indicates that the allowances that may be authorized for travel by an employee with a disability may also be authorized for a dependent with a disability incident to PCS travel.

C6675-A; C6675-E1. Makes clear that even though EVT is not a discretionary allowance, an AO has discretion with regard to authorizing/approving an additional trip and transportation for additional family members.

C14000-A6. Inserts the words “on a daily basis” after the words “commutes to and from work” to conform with current wording in FTR §302-11.100.

Appendix A1. Revises the definition of **AUTHENTICATING OFFICIAL** to refer the reader directly to the term **AUTHORIZING/ORDER-ISSUING OFFICIAL (AO)**.

Appendix L, par. B9. Updates AEA approval authority in Appendix L for USEUCOM.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 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. Single sheets or entire monthly changes are available from the PDTATAC website.

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491	C-i	484	C2E-11	477	C4H-1	490	C4S-7
491	C-iii	484	C2E-13	468	C4I-1	490	C4S-9
491	C-v	484	C2E-15	468	C4I-3	490	C4S-11
474	C1-i	486	C2E-17	471	C4J-1	490	C4S-13
480	C1-iii	480	C2F-1	477	C4J-3	490	C4S-15
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490	C1A-1	473	C2G-3	471	C4J-7	453	C4T-1
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483	C1B-7	479	C2J-1	490	C4L-1	483	C5-vii
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481	C1E-1	485	C3C-1	488	C4L-13	477	C5A-5
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486	C1F-3	469	C3C-5	486	C4L-17	483	C5A-9
486	C1F-5	469	C3C-7	486	C4L-19	472	C5B-1
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487	C2-iii	489	C3D-1	470	C4L-23	469	C5B-5
487	C2-v	489	C3D-3	482	C4L-25	469	C5B-7
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477	C2A-3	482	C4-i	483	C4L-31	475	C5B-13
477	C2A-5	479	C4-iii	483	C4L-33	475	C5B-15
477	C2A-7	479	C4-v	482	C4L-35	475	C5B-17
462	C2B-1	487	C4-vii	482	C4L-37	476	C5B-19
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489	C2C-5	471	C4A-1	458	C4M-3	467	C5D-1
487	C2D1-1	489	C4A-3	464	C4M-5	483	C5D-3
487	C2D1-3	489	C4A-5	458	C4M-7	486	C5D-5
487	C2D2-1	476	C4A-7	458	C4M-9	484	C5D-7
487	C2D2-3	471	C4A-9	452	C4M-11	478	C5D-9
487	C2D3-1	477	C4A-11	487	C4N-1	477	C5D-11
487	C2D4-1	482	C4A-13	487	C4N-3	490	C5D-13
487	C2D4-3	482	C4A-15	487	C4N-5	490	C5D-15
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484	C5F-1	476	C6M-3	489	A1-23	484	IB-7
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483	C5H2-3	489	C6O-11	475	D-1	454	M-1
486	C5H2-5	490	C6P-1	488	E-i	454	N-1
483	C5H2-7	490	C6P-3	491	E1-1	489	O-i
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486	C5K-3	489	C7-3	471	F-i	489	O-11
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477	C5L-9	435	C12-i	468	H1-1	488	O-27
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474	C6-i	488	C14-11	468	H4B-1	490	S-1
463	C6-iii	488	C14-13	468	H4C-1	489	S-3
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484	C6B-3	488	C14-25	470	IA-5	484	i-1
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## CHANGES

Changes to JTR allowances are initiated by DOD Civilian Travel Determinations (CTDs), and General Services Administration (GSA) bulletins, memoranda, or amendments. CTDs are effective on the indicated date. They may be effective on the date published in the JTR, on the PDTATAC Chairman's signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute or a change to the FTR, some other date. When an effective date is earlier than the date assigned to the printed change page, the changes are disseminated using the PDTATAC website.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations included in a printed change are shown on that change's cover sheet.

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

## FEEDBACK REPORTING

Recommendations for JTR changes should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. C4551.

### *Effective 11 July 2005*

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CP-PPD, Hoffman Building 1, Room 100, 2461 Eisenhower Avenue, Alexandria, VA 22331-3001.

### *Effective 1 June 2006*

2. Navy - Navy Civilian Advisory Panel Member, Office of the Civilian Human Resources, Labor and Employee Relations Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington DC 20374-5072.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/DPPC, 1040 Air Force Pentagon, (Room 4C236) Washington, DC 20330-1040.

5. OSD/WHS/Defense Agencies - DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

*Effective 22 June 2006*

**\*HOW TO GET THE JTR**

Printed paper JTR copies and changes can no longer be ordered. You can download and print copies by accessing the following website: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.

# JOINT TRAVEL REGULATIONS (JTR)

## VOLUME 2

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## CHAPTER 1

### PART C: TRAVEL ADVANCES

#### C1100 GENERAL

##### A. Minimizing Cash Requirements

1. Policy. Travelers traveling on official business:
  - a. Are responsible for their travel expenses, but
  - b. Should not have to pay official travel expenses entirely from personal funds (unless the traveler decides not to use Government resources such as the Government-sponsored contractor-issued travel charge cards or traveler's checks).
2. Responsibilities. DOD components:
  - a. May issue travel advances for certain expenses, as authorized in this Part, and
  - b. Should ensure travelers take all reasonable steps to minimize the cash burden on both the component and the traveler (such as using the Government-sponsored contractor-issued travel charge cards).

#### *Effective 14 December 2005*

##### B. Government-sponsored Contractor-issued Travel Charge Card Use

1. General Policy. "It is the general policy of DOD that the Government-sponsored, contractor-issued travel card be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified", (OSD (C) memo of 28 March 1995, subject: Travel Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).
2. DOD Policy. *The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DODFMR 7000.14-R), Volume 9, "Travel Policy and Procedures". The DOD Comptroller Finance Management Regulation website is found at <http://www.dtic.mil/comptroller/fmr/>.*
3. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel authorization indicating whether transportation tickets are purchased using a centrally billed account (CBA) or an individually billed account (IBA). *This statement is only to alert voucher examiners to instances when a CBA ordinarily is used to purchase transportation and the transportation cost shows up as a reimbursable expense so that questions may be asked and duplicate payments avoided.*

#### C1101 ALLOWABLE ADVANCES

- A. Authorization (FTR §302-2.21). Travel advances described in par. C1101 may be paid when authorized on a travel authorization.
- B. TDY Travel. DOD Components may pay travel advances (as opposed to authorizing IBA card use for ATM advances) when permitted in accordance with the DODFMR, Volume 9. Advances may be for per diem, POC mileage allowance, AEA, and/or reimbursable expenses.

***Effective 30 May 2006***

C. Advance Payment of Discounted Conference or Training Registration Fee (FTR §301-74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in par. C4955-H.

D. HHG Transportation and Temporary Storage Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and temporary storage is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DOD component concerned; and
3. Anticipated temporary storage period (not to exceed 90 days) at Government expense.

E. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). ***An advance is not authorized for non-temporary (extended) storage of HHG.***

F. Movement of a Mobile Home (FTR §302-10.300/301). An advance may be paid for the transportation of a mobile home when the employee is responsible for arranging and paying a commercial carrier to transport the mobile home. The advance may not exceed the estimated amount allowable. ***No advance is authorized when the Government pays the carrier directly.***

G. House-hunting Trip (FTR §302-5.16). An advance may be paid for HHT expenses. The advance may not exceed the sum of the anticipated transportation costs, and the maximum per diem allowable under the 'Lodgings-Plus' computation method in par. C5624-B1 for the location and duration of the HHT. If a fixed-amount HHT is offered and elected, the anticipated transportation costs may be advanced. ***The fixed-amount payment under par. C5624-B2 is not an advance but rather is a payment.*** See par. C5632.

H. Temporary Quarters Subsistence Expenses (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DOD Component may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(F)).

I. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). ***An advance is not paid for expenses incurred in connection with residence transactions.***

\*J. Attendants or Escorts for Military Dependents. An advance may be paid for the travel and transportation allowances prescribed in par. C6050 or C6151.

K. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid not to exceed the estimated expenses amount authorized for that purpose.

L. Advance Lodging Deposits. Travelers:

1. May be reimbursed an advance room deposit when it is required by the lodging facility to secure a room reservation prior to official TDY travel.
2. Are financially responsible for advance deposit repayment if the deposit is forfeited because TDY travel is not performed for reasons unacceptable to the agency.

**CHAPTER 5****PART E: POV TRANSPORTATION****SECTION 2: OCONUS POV TRANSPORTATION**

*(See Section 3 for intra-CONUS POV transportation.)*

**C5208 ELIGIBILITY****A. General.** Commanding officers/designated representatives:

1. Who assign travelers OCONUS are delegated authority to determine the travelers' eligibility for POV transportation at Government expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DOD travelers.
3. In CONUS who assign travelers OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

**B. Criteria**

1. One POV may be transported at Government expense when it is in the Government's interest for the traveler to have POV use at the PDS.
2. When the traveler agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Government's interest for the traveler to have POV use at the PDS.
3. A written record of any determination must be filed in accordance with personnel directives.

**C. Conditions.** A determination/re-determination that it is "in the Government's interest" for the traveler to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the traveler's and immediate family's convenience.
2. Local conditions make it desirable for the traveler to have a POV.
3. POV use by the traveler contributes to the effectiveness in the traveler's job.
4. The POV type is suitable in the local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the traveler has agreed to serve at that PDS.

**D. Travelers Assigned to Johnston Island**

1. A traveler, assigned to Johnston Island, may transport one POV at Government expense from the port/VPC serving the old PDS to the port/VPC serving Hawai'i if Hawai'i is the location at which dependents are to reside during the specified tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawai'i to:
  - a. The port/VPC serving the new PDS, or
  - b. An alternate port/VPC.
3. The traveler is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawai'i to the port/VPC from which the POV was originally transported to Hawai'i.

## C5212 AUTHORIZATION

\*A. Transportation Not Authorized. POV transportation is not authorized when:

1. The POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and the traveler/dependent(s) could drive the vehicle. See par. C2166 concerning ocean-going car ferry use.
2. The local government:
  - a. Prohibits POV importation; or
  - b. Applies restrictions on such POV importations;
3. Pertinent DOD component regulations prohibit/advise against the transportation of a POV to the PDS involved. This does not apply for a traveler, assigned on Johnston Island, who is authorized POV transportation to Hawai'i under par. C5208-D;
4. A POV is purchased in a non-foreign OCONUS area by a traveler not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is a replacement at the non-foreign OCONUS PDS. This item prohibits only the transportation at Government expense incident to the traveler's PCS following vehicle purchase; or
5. A traveler is recruited at an OCONUS location for duty at the traveler's first PDS which is in CONUS.  
***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS, from an OCONUS PDS and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Government's interest for the employee to have had a POV at the OCONUS PDS. See (68 Comp. Gen. 258 (1989)).***

**Example 1.** A traveler residing in Hawai'i, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

**Example 2.** A traveler residing in Hawai'i, who was hired locally and is later transferred from the Hawai'i PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

**Example 3.** An employee, initially hired while living in Hawai'i for duty at a PDS in Hawai'i and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Government's interest for the employee to have a POV at the Hawai'i PDS.

**Example 4.** An employee, initially recruited from Puerto Rico to work in Hawai'i and is then transferred from Hawai'i to a CONUS PDS, is authorized POV transportation from Hawai'i to CONUS if previously authorized POV transportation from Puerto Rico to Hawai'i or if it was in the Government's interest for the employee to have the POV in Hawai'i.

B. Transportation Authorized. POV Transportation may be authorized when a traveler:

1. Is transferred/assigned from a CONUS to an OCONUS PDS, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C4001;
2. Is transferred/assigned between OCONUS PDSs, meets the eligibility criteria in par. C5208, and signs a service agreement in par. C4001;
3. Completes a tour(s) of duty at an OCONUS PDS where it was in the Government's interest for the traveler to have a POV, or the traveler was assigned to Johnston Island and a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer, or upon separation from service after completion of a tour of duty, to CONUS;
4. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Government's interest for the traveler to have a POV or does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawai'i under par. C5208-D, and the traveler is returning through transfer for the Government's convenience and not at personal request;
5. At an OCONUS PDS where it was initially in the Government's interest for the traveler to have a POV or, for a traveler assigned on Johnston Island whose POV was transported to Hawai'i under par. C5208-D, but the traveler is transferred to another OCONUS PDS and it is not in the Government's interest for the traveler to have a POV at the new PDS, and the traveler requests transportation of a POV to CONUS;
6. Is stationed at an OCONUS PDS where initially it was not in the Government's interest for the traveler to have a POV and due to changed circumstances at the station, it is later determined that it is in the Government's interest for the traveler to have a POV there and the traveler has signed a service agreement as provided in par. C4001; or
7. Is stationed at an OCONUS PDS where initially it was in the Government's interest for the traveler to have a POV and due to changed circumstances the determination is rescinded. In such cases, the traveler may elect either to keep the POV at the PDS or have it shipped back at Government expense to the port/VPC serving the actual residence.

**C5216 TRAVEL AND TRANSPORTATION TO/FROM PORTS**

A. General

1. POV transportation at Government expense is:
  - a. Limited to over-water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
  - b. Between appropriate ports/VPCs serving OCONUS PDSs, or

c. From the appropriate loading port/VPC serving the traveler's last PDS to the unloading port/VPC serving Hawai'i in the case of a traveler assigned to Johnston Island who is authorized POV shipment under par. C5208-DC11002-C.

2. *Shipment may not be authorized at Government expense between CONUS port/VPCs for the traveler's convenience.*

3. Transportation at Government expense includes port-handling charges for readying the POV for:

- a. Shipment at the loading port/VPC, and
- b. Use at the unloading port/VPC.

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

#### B. Alternate Ports

1. Transportation at Government expense is authorized between the port/VPC serving the origin point and the port/VPC serving the traveler's new PDS. For travelers assigned to Johnston Island, transportation at Government expense is to the point authorized in par. C5208-D.

2. A POV may be transported to an alternate designated port. The Government's transportation cost liability must not exceed the transportation cost between the ports/VPCs serving the old PDS/new PDS. For travelers assigned to Johnston Island, the Government's transportation cost liability must not exceed the cost to transport the POV from the port/VPC to which transportation was authorized in par. C5208-D.

3. When a traveler is authorized to return a POV at Government expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For travelers assigned to Johnston Island, a traveler is authorized to return a POV from the port/VPC in Hawai'i to which it was transported under par. C5208-D.

4. The traveler may drive/transport the POV to a different port/VPC serving the destination specified by the traveler. The Government's transportation cost liability must not exceed the transportation costs from the port/VPC serving the traveler's old PDS to the port/VPC serving the authorized destination (new PDS or actual residence).

5. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (see Appendix A) when the traveler purchases a replacement vehicle from a manufacturer and the POV is shipped to a traveler.

#### C. Transportation to/from Ports

1. Transportation Arrangements. The Government must not arrange transportation for a traveler's POV from the:

- a. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, or

## CHAPTER 6

### \*PART D: CIVILIAN ESCORTS AND ATTENDANTS

#### **C6150 ESCORTS FOR UNIFORMED SERVICE DEPENDENTS (10 USC §1036)**

A civilian employee, who performs authorized travel as an escort for a Uniformed Service member's dependents who are authorized transportation under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053, is authorized round-trip travel and transportation allowances. The employee must have a TDY travel authorization. Par. C6150 must be cited as authority on the travel authorization for an escort to perform necessary travel per JFTR, par. U7551. The transportation mode and routing must be in accordance with Chapter 2. Other civilians must be issued ITAs (Appendix E, Part I, par. A2I). Travel and transportation allowances authorized by par. C6150 may be paid in advance IAW the DOD component's policy.

#### **C6151 ATTENDANTS FOR UNIFORMED SERVICE DEPENDENTS (10 USC §1040)**

A civilian employee, who performs authorized travel as an attendant for a Uniformed Services member's who dependents are authorized transportation to or from a medical facility under JFTR, par. U5240-C, is authorized round trip travel and transportation allowances. The employee must have a TDY travel authorization. Par. C6151 must be cited as authority on a travel authorization authorizing an attendant to perform necessary travel per JFTR, par. U5240-C. The transportation mode and routing must be in accordance with Chapter 2. Other civilians must be issued ITAs (Appendix E, Part I, par. A2e) and are authorized the same travel and transportation allowances as DOD civilian employees. See JFTR, par. U7554. Travel and transportation allowances authorized by par. C6151 may be paid in advance IAW the DOD component's policy.

#### **C6152 ATTENDANTS FOR UNIFORMED SERVICE MEMBERS, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**

A DOD civilian employee may be authorized TDY travel as an attendant for a Uniformed Services member who is on the TDRL and who is also required to submit to periodic physical examinations. See JFTR, par. U7251-A. A DOD civilian employee traveling as an attendant is authorized round trip travel and transportation allowances. The transportation mode and routing must be in accordance with Chapter 2. The travel-directing organization funds the DOD employee's travel. A non-DOD Government employee who is assigned as an attendant under a TDY travel authorization is authorized the allowances prescribed in the regulations issued by the agency funding the travel. Other civilians travel under ITAs (Appendix E, Part I, par. A2e) and are authorized the same travel and transportation allowances as DOD civilian employees. See JFTR, par. U7250-D3.

#### **C6153 ATTENDANTS FOR ACTIVE DUTY UNIFORMED SERVICE MEMBERS (PATIENTS)**

A. DOD Civilian Employees. A DOD civilian employee, who performs authorized travel under a TDY travel authorization as an attendant for an active duty Uniformed Service member (patient) who is not physically capable of traveling without an attendant (JFTR, par. U7252-A), is authorized round trip travel and transportation allowances. See JFTR, par. U7250-C.

B. Non-DOD Government Employees. A non-DOD Government employee assigned TDY as an attendant is authorized the allowances prescribed in the regulations issued by the agency funding the travel.

C. All Other Civilians. Other civilians travel under ITAs (Appendix E, Part I, par. A2e) and are authorized the same travel and transportation allowances as DOD civilian employees. See JFTR, par. U7250-D3.

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**CHAPTER 6****PART L: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY (FTR §301-13)****C6550 POLICY, APPLICABILITY, AND GENERAL RULES**

A. Policy. In accordance with the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq., and 5 USC §3102, these provisions are intended to accommodate an employee with a disability by providing for reimbursement of necessary additional travel and transportation expenses incurred in the performance of official travel.

***Effective 15 June 2006***

\*B. Applicability (FTR §§ 302-4.100 and 301-13.1). This Part applies to an employee with a disability as defined in par. C6551. This Part also applies to a dependent with a disability traveling in connection with a PCS.

C. General Rule. Payment is authorized for the additional travel expenses listed in par. C6552 that are necessarily incurred by an employee with a disability in the performance of official travel.

**C6551 DEFINITIONS**

For purposes of this Part, the terms in pars. C6551-A through C6551-G have the meanings indicated.

A. Employee with a Disability. The term "employee with a disability" means an employee who has a disability as defined in par. C6551-B, and otherwise is covered generally under the Rehabilitation Act of 1973, as amended, 29 USC §701 et seq.

B. Disability. The term "disability," with respect to an employee, means:

1. Having a physical or mental impairment that substantially limits one or more major life activities;
2. Having a record of such an impairment; or
3. Being regarded as having such an impairment.

C. Physical or Mental Impairment. The term "physical or mental impairment" means:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculo-skeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

D. Major Life Activities. The term "major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. Substantially Limits. The term "substantially limits" means the employee is unable to perform a major life activity that the average person in the general population can perform; or is significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.

F. Has a Record of Such an Impairment. The term "has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

G. Is Regarded as Having Such an Impairment. The term "is regarded as having such an impairment" means the employee:

1. Has a physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
2. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
3. Has none of the impairments defined in par. C6551-C but is treated by the employing agency as having a substantially limiting impairment.

#### **C6552 ALLOWABLE EXPENSES**

The following expenses are allowable additional travel and transportation expenses payable to an employee with a disability:

1. Transportation and per diem authorized under this Part incurred by an attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family, when the employee requires the assistance of an attendant;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability;
4. Costs incurred as a direct result of the employee's disability for baggage handling in connection with public transportation or at lodging facilities;
5. Renting and/or transporting special handicapped assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and

*Effective 1 March 2004*

6. *See par. C2000-A2c for medical justification.*

#### **C6553 EMPLOYMENT OF PERSONAL ASSISTANTS FOR HANDICAPPED EMPLOYEES**

Title 5 USC §3102, authorizes the hiring, with or without pay, of personal assistants, as well as readers and interpreters, for handicapped employees traveling on official business, for all or a portion of the travel period involved. Travel expenses and per diem allowances for such individuals are the same as those for employees traveling incident to TDY.

*Effective for POV shipments on or after 1 November 2003*

**C6554 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs (64 COMP. GEN. 30 (1984))**

See par. C5248-C concerning transportation by the DOD component concerned or reimbursement for the transportation cost for a specially equipped automobile by an "traveler with a disability" between CONUS PDSs.

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## CHAPTER 6

## PART O: EMERGENCY VISITATION TRAVEL (EVT)

***NOTE: See Chapter 6:***

1. *Part B for allowable expenses in a case of the death of an employee or dependent.*
2. *Part J for emergency travel and transportation of employees due to illness or injury or a personal emergency situation while on TDY.*
3. *Part M for health care travel and transportation allowances for employees assigned at PDS outside CONUS and outside non-foreign OCONUS areas.*
4. *Part N for Family Visitation Travel (FVT) when immediate family evacuated from employee's foreign PDS.*

**C6675 GENERAL*****Effective 13 June 2006***

\*A. Emergency Visitation Travel (EVT) Purpose. The purpose of EVT, except as indicted in par. C6675-D, is to allow an eligible employee (see par. C6675-E1) assigned at a PDS in a foreign country *or* one eligible family member (see par. C6675-E2) to travel at Government expense to the CONUS, non-foreign OCONUS area, or other location in certain family emergency situations. See pars. C6675-A2 and C6675-G3. ***EVT is authorized by par. C6675. It is not a discretionary allowance, except that the AO is required to confirm the need for EVT (see par. C6676-D) and has discretion with regard to authorizing/approving an additional trip (see par. C6676-A) and transportation for an additional family member(s). See par. C6675-D.*** EVT is not permitted for travel wholly within the foreign country of assignment. Employees away from the PDS, on leave or TDY in CONUS or in a non-foreign OCONUS location, are not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. EVT is authorized in the following circumstances:

1. Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death. See pars. C6675-E3 and C6676.;
2. Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign country who dies in a foreign area (see appendix A) to the place of interment anywhere in the world. See pars. C6675-E3 and C6677.;
3. Incapacitated Parent. A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care. See par. C6678.; and
4. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C6675-A1, C6675-A2 and C6675-A3. See par. C6679.

B. Legal Authority for the Regulations in this Part. 10 USC §1599b; 22 USC§4081 and allowances must be similar to EVT allowances prescribed in 3 FAM 4740 of the State Department regulations.

C. Funding. EVT expenses are the responsibility of the employee's command.

D. Limit on Number of Travelers. Ordinarily, only one member of a family is authorized travel at Government expense, however, in exceptional circumstances (e.g., it may be desirable for additional family members to travel in the event of a critical injury to a dependent child attending school away from the PDS, or in the event of the death of the employee or an immediate family member at the PDS where the remains are returned for interment in CONUS or in a non-foreign OCONUS area), the AO may authorize/approve the travel of additional family members. In such cases, the limitations prescribed in these regulations apply to each traveler.

E. Definitions

*Effective 13 June 2006*

\*1. Eligible Employee - An employee who is a U.S. citizen assigned at a PDS in a foreign country, who has a service agreement that provides for return travel to the employee's actual residence;

2. Eligible family member - The following individuals, who are part of the employee's household at the OCONUS PDS:

a. Children who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

b. Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (See Appendix A for definition of "Dependent/immediate family);

c. Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, are incapable of self-support; and

d. Spouse.

3. Immediate Family member - For the purpose of this Part means the following relatives of the employee:

a. Spouse;

## CHAPTER 14

REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE  
ALLOWANCES (FTR PART 302-11)

## C14000 GENERAL

*Effective 3 February 2005*

*For guidance on the lease penalty expense portion of the FTA and HSTA, refer to sections 240 and 250, respectively, of the DSSR as stated in par. C1004.*

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with the:

1. Sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or
2. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required transportation agreement, and:

3. A PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
4. The dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
5. The settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

***NOTE:*** See par. C1057 to authorize an extension on the time limitation on residence transactions.

*Effective 5 June 2006*

\*6. The residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work on a daily basis. ***NOTE:*** *If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.*

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The

2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October 1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, 26 December 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

***NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in §302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, 20 February 1992).***

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of par. C14000-C:

a. Former CONUS or Non-foreign OCONUS Area PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. See definition in Appendix A.

2. Applicability. An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C5080-F for change of station within the same city or area.

*Effective 5 November 2004*

***NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or in a non-foreign OCONUS area. This is because initially the employee concerned was not an employee who, after signing a service agreement in connection with a transfer from a PDS in CONUS, or a non-foreign OCONUS area, to the foreign area PDS, was moved to the foreign area PDS at Government expense under a civilian PCS travel authorization.***

***1. A locally-hired employee described in par. C4002-B2a(1) (former member of U.S. armed forces).***

**AGREEMENT.** A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances in connection with permanent duty travel.

**APPROVE(D).** The ratification or confirmation of an act already done.

**APPROVING OFFICIAL.** See **TRAVEL-APPROVING/DIRECTING OFFICIAL.**

**ARMED FORCES.** The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

**ATTENDANT.** An attendant:

1. Is a Uniformed Service member, employee, or other person who, IAW a travel order/authorization/ITA, accompanies an employee authorized to travel to/from a medical facility for required medical attention that is not available locally,
2. Takes care of and waits upon the employee patient in response to the patient's needs,
3. May travel with the patient and attend to the patient's needs at the destination medical facility, and,
4. Is appointed by competent medical authority.

*Effective 6 June 2006*

**\*AUTHENTICATING OFFICIAL.** See **AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).**

*Effective 17 September 2004*

**AUTHORIZED.**

1. The giving of permission before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

**AUTHORIZING/ORDER-ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

**BAGGAGE.** Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler or be transported separately.***

**BAGGAGE, ACCOMPANIED.** Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

**BAGGAGE, UNACCOMPANIED.** The part of a member's/employee's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

***NOTE 1:*** *Unaccompanied baggage in connection with permanent duty and RAT may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

***NOTE 2:*** *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

***Effective 1 March 2004***

**BLANKET TRAVEL AUTHORIZATION.** (Also called Unlimited Open, Limited Open, or Repeat Travel Authorization.) An authorization issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. (Also see Travel Authorization.)

***NOTE 1:*** *Blanket travel authorizations are not used in DTS.*

***NOTE 2:*** *Blanket travel authorizations for TDY travel can only authorize economy-class travel. If premium-class travel becomes necessary for a specific trip, an amendment to the travel authorization for each such trip must be issued.*

**BREAK IN SERVICE.** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency (5 CFR §300.703 (2004)).

**BUSINESS-CLASS.** Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. (*See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)*)

**CALENDAR DAY.** The 24-hour period from one midnight to the next midnight. ***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*

**CERTIFICATED AIR CARRIER.** See U.S. Flag Air Carrier.

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander, established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private-sector supplier of air, rail, bus, or ship transportation.

## APPENDIX E

## PART I: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or in connection with, official DOD activities. The person must:

- a. Not be employed by the Government,
- b. Be only Intermittently employed by the Government as a consultant or expert (***NOTE: This does not include contractors' employees traveling in the performance of the contract.***) and paid on a daily when-actually-employed basis under 5 USC §5703,
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by 10 USC §1588 (see par. A2r).

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. A2m below for spouse/dependents invitational travel. (***Effective 18 January 2005***)

2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the DOD component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976));***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

- f. An individual is attending as a sponsor or in a similar official ceremony that is related directly to a DOD component's interest;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Government, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;
- j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;
- k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);
- \*l. An individual is an attendant for one of the following employees: under (1) and (2), or is an escort for a Uniformed Service member's dependent(s) (under (3)) note in JTR, par. C6150 or JFTR, par. U7551.
- (1) An employee with a special need on official travel (56 Comp. Gen. 661 (1977));
  - (2) An employee who interrupts TDY because of an incapacitating illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone. Per diem allowances may not exceed 14 calendar days unless a longer period is authorized/approved by the DOD component on a case-by-case basis. See par. C6454-A.; or
  - (3) A Uniformed Service member's dependent(s) when competent authority determined dependent(s)' travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, pars. U5240-C, U5241-D, U5242, U5243-C, U6004, and U6053. Round-trip transportation and travel allowances (per diem) may be authorized/approved including travel advances which may be paid per the Service's policy IAW 10 USC §1036.
- m. Dependents' Invitational Travel is for a family member and all pertinent conditions in items (1) through (5) below must be met before allowances are authorized/approved:
- (1) The AO determines that a dependent may travel with the sponsor, at Government expense when:
    - (a) To attend an unquestionably official function in which the dependent participates in an official capacity, or
    - (b) The travel is in the national interest because of a diplomatic or public relations benefit to the U.S. which requires the spouse's presence in a non-participatory role. Participation ordinarily is limited to spouses and is representational in nature.
  - (2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

- (3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DOD beyond fulfilling a representational role.
- (4) On a case-by-case basis, Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combatant commanders (as specified in DOD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***
- (5) AOs for all other travel under this item are the:
- (a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DOD;
  - (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
  - (c) Combatant Commands Commanders or their designees for requests from members and employees within their commands. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.;***
  - (d) Secretaries of the Military Departments, or their designees, for requests from their staffs;
  - (e) Service Chiefs or their designees for requests from members and civilian employees within their Services. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DOD senior officials.

Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***"This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled"***;

- n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));
- o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations; or

p. An individual performing a direct service for the U. S. Government, consistent with 10 USC §1588. (See 5 USC §§ 5701(2), 5703; JTR, Appendix A; 55 Comp. Gen. 750 (1976)).

B. Restrictions. Invitational travel must not be authorized for:

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;
2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;
3. Federal Government employees or Uniformed Services members (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations/orders) unless the individual is:
  - a. A retired Federal Government employee or Uniformed Services member (may include retired military personnel from foreign countries), or
  - b. Authorized pre-employment interview travel under JTR, par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or
  - c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient; or
4. Contractors (see Appendix E, Part III).

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.
2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 and JFTR, Chapter 3 (see pars. A2p and q above) as appropriate to mission requirements.
3. Witness at a Military Court Martial. A person not in the Government's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).
4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to civilian competitors while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

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

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

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

***Effective 20 May 2004***

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

3. Navy

a. Military Personnel: AOs;

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

4. Marine Corps

a. Military Personnel: AOs;

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

***Effective 1 February 2005***

5. Air Force

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

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

c. HQ USAF. AOs;

***Effective 26 October 2005***

d. Reserve Component:

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

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

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

6. Coast Guard (Military Personnel). AO.
  7. National Oceanic and Atmospheric Administration Corps. AO.
  8. Public Health Service. Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
  9. Combatant Commands
    - a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;
    - b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;
    - c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;
    - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;
    - e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;
    - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
    - g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
    - h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91<sup>st</sup> Avenue, Miami, FL 331721216; and
- Effective 5 June 2006***
- \*i. United States European Command (USEUCOM), Attn: Comptroller, APO AE 09131, Patch Barracks.
10. Special Operation Commands
  - a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
  - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;