

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 250

Alexandria, VA

1 October 2007

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 October 2007 unless otherwise indicated.

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This change includes all material written in MAP Items 130-06, 19-07, 26-07(E), 30-07, 31-07(I), 43-07, 49-07(E), 61-07(I), 63-07(E), 65-07(E), 72-07(I), 74-07(I), 77-07(I), 78-07(I), 80-07(I), and 81-07(I). Insert the attached pages and remove the corresponding pages. The Index is removed in its entirety. This cover page replaces the Change 249 cover page.

BRIEF OF REVISION

These are the major changes made by Change 250:

U1008. Moves auxiliary Chaplain information to App E, and corrects cross reference.

U2300-B2. Corrects outdated conference and registration fee references.

U4165-1. Corrects outdated conference and registration fee references.

U4265, Ex 1-4. Updates TDY AEA Computation examples.

U5630-B11. Allows DLA at the without-dependent rate to a member with dependents based on the payment of child support who meets the criteria to elect not to occupy assigned Government quarters aboard a ship.

U5800. Updates references for pet quarantine/transportation reimbursement, provide pet shipment information, and clarify certain pet related expenses are not reimbursable.

U5805. Updates references for pet quarantine/transportation reimbursement, provide pet shipment information, and clarify certain pet related expenses are not reimbursable.

U5810. Updates references for pet quarantine/transportation reimbursement, provide pet shipment information, and clarify certain pet related expenses are not reimbursable.

U5815. Updates references for pet quarantine/transportation reimbursement, provide pet shipment information, and clarify certain pet related expenses are not reimbursable.

U6014. Matches the language used to describe the Secretarial discretion to pay CONUS COLA based on the dependent's location to that for BAH.

U6061. Matches the language used to describe the Secretarial discretion to pay CONUS COLA based on the dependent's location to that for BAH.

U7325. Corrects outdated conference and registration fee references.

U7961. Adds language to clearly identify who is authorized to act as an attendant on behalf of a member.

U7205-B2c. Clarifies that there is no authority to pay emergency leave travel totally within the CONUS (e.g., San Diego to New York) even though the member is stationed OCONUS and the dependent is located at a designated location in the CONUS.

Chapter 8. Matches the language used to describe the Secretarial discretion to pay CONUS COLA based on the dependent's location to that for BAH.

U9150-A, Notes 1-3. Clarifies TLA is not authorized for a member who retires/separates, stays in the PDS area, and then moves at a later date or moves to an OCONUS HOR/HOS selected by the member is not eligible for TLA.

U9160. Changes reference in par. U9160-A1 from par. U9160-F to par. U9160-H.

U9185-A3. Clarifies PCS per diem and TLA reimbursement when authorized on the PCS reporting day and the travel is performed by common carrier transportation or transportation-in-kind.

U9185-H, Ex 7. Clarifies PCS per diem and TLA reimbursement when authorized on the PCS reporting day and the travel is performed by common carrier transportation or transportation-in-kind.

U9185-H, Ex 8. Clarifies PCS per diem and TLA reimbursement when authorized on the PCS reporting day and the travel is performed by common carrier transportation or transportation-in-kind.

U10406-A1. Eliminates the rules that require BAH payment based on dependent location when dependents relocate at personal expense while the member is serving an unaccompanied tour.

U10408-A1. Clarifies that BAH continues at the rate for the old PDS when a member serves an unaccompanied tour and dependents continue to reside in the residence that they shared with the member before the PCS.

U10408-A8. Eliminates the rules that require BAH payment based on dependent location when dependents relocate at personal expense while the member is serving an unaccompanied tour.

U10408-A10. Eliminates the rules that require BAH payment based on dependent location when dependents relocate at personal expense while the member is serving an unaccompanied tour.

U10408-B, Table U10E-6. Eliminates the rules that require BAH payment based on dependent location when dependents relocate at personal expense while the member is serving an unaccompanied tour.

U10410-C, Table U10E-8, Rule 2. Inserts language inadvertently deleted in Table U10E-8, Rule 2 in the 1 Aug 07 change.

U10424. Authorizes payment of a deceased member's housing allowance to the spouse of the deceased member for one year following the member's death even though the spouse is also a member of the armed forces effective 1 October 2006.

App E, Part I, par. A2r. Moves auxiliary Chaplain information to App E, and corrects cross reference.

App G-21(i). Corrects outdated conference and registration fee references.

App L, par. B2f. Corrects the address for U.S. Army South in App L.

App R, Part II, par. D1. Corrects outdated conference and registration fee references.

App R, Part II, par. H2. Corrects outdated conference and registration fee references.

Index. Removed in its entirety.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

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. Single sheets or entire monthly changes are available from the PDTATAC website.

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CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

U1000 APPLICATION

The Joint Federal Travel Regulations, Volume 1 (JFTR) contain basic statutory regulations concerning Uniformed Service members travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and Chapter 7, 37 USC. ***There may be circumstances when payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e. just because the JFTR does not say something cannot be done does not mean that it can be done).*** All members of the active and Reserve Components, without regard to the Service to which assigned, are covered by JFTR. See Appendix A for definitions of terms (Part I) and acronyms (Part II) used in JFTR.

U1005 GENERAL

Except as indicated in par. U1006, a member on loan, assignment, or detail to another department or agency is authorized the allowances in JFTR as opposed to the allowances of the department or agency to which loaned, assigned, or detailed, unless otherwise provided for by law (5 USC §5536).

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.*** The DIAM 100-1 provides special allowances for DOD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the U.S or in a non-foreign OCONUS location. The DIAM 100-1 also affects their dependents. ***Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The member is financially responsible for all duplicate travel and transportation allowances received under par. U1006 authority.*** The allowances include:

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may under each program or both under either program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***
2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,

5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Representational travel by dependents,
8. Removal of dependents and HHG,
9. Transportation of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, Attn: DA, Washington, DC 20340-5339.

***U1008 CHAPLAIN-LED PROGRAMS**

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to active duty and active-duty Reserve Component members and their immediate families, in building and maintaining a strong family structure. Chaplains and other members ordered, and/or family members authorized, to attend these functions in an *official* capacity as outlined in Appendix E, Part I are to be sent using an official TDY order or an ITA, as appropriate. ***For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. ITAs are not used to document attendance at, or payments related to, attendance by individuals participating in an unofficial capacity at these Chaplain-led programs.*** The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

U1010 IMPLEMENTATION

A. Allowance Regulations. ***The regulations in this Volume require no further allowances implementation.*** When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below. ***NOTE: DODD 5154.29 requires that PDTATAC staff review all written material that implements JFTR provisions.***

1. Completion and submission of travel vouchers (Chapter 2, Part F);
2. Appropriate authority/approval level for business-class air travel (par. U3125-B2b);
3. Order endorsements related to foreign flag carrier use (par. U3125-C3);
4. Issuance, use, and care of meal tickets, and for the payment for meals procured with the tickets (par. U1500-B);

CHAPTER 2**PART D: ADVANCE OF FUNDS****U2300 ADVANCE PAYMENTS**

A. General. A member may be paid an advance payment of (i.e., loaned) specified travel and transportation, station (COLA and TLA), and housing (OHA & FSH) allowances.

B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:

1. OCONUS COLA Test, par. U1525;
- *2. Discounted Conference or Training Registration Fee, Appendix R, Part II, par. H;
3. Temporary duty travel, Chapter 4, Part J;
4. Member PCS, par. U5165
5. Dependent outpatient travel, par. U5240-G3;
6. Dependent PDT, par. U5250;
7. HHG transportation, par. U5385;
8. Mobile home transportation, par. U5560;
9. DLA, Chapter 5, Part G, and pars. U6013 and U6060;
10. Recruiting expenses, par. U7033;
11. SROTC members, par. U7150-E2d;
12. Attendants on behalf of member patients, par. U7252-A;
13. Escorts and attendants of dependents, par. U7555; and
14. Station (COLA and TLA) and housing (OHA & FSH) allowances, pars. U9190 and U10028. **NOTE:**
Advance MIHA is not authorized.

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U4165 DEDUCTIBLE MEALS

- *1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See Appendix R, Part II, par. J.
2. A deductible meal is a meal/meals:
 - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
 - b. Included in a registration fee paid by the Government;
 - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;
 - d. Furnished by the Government at no cost to a member (see par. U4167);
 - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or
 - f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).
3. If all three meals are provided/consumed at no cost to the traveler, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:
 - a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to members. ***NOTE: See par. U4800-E for members on TDY within a Combatant Command or Joint Task Force Area of Operations.***
 - b. In-flight meals,
 - c. Rations furnished by the Government on military aircraft,

- d. Government meals paid for by the member and consumed in a Government mess,
- e. Meals furnished on commercial aircraft,
- f. Meals provided by private individuals, or
- g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

2. If all three meals are provided/consumed at no cost to the member, only the incidental expense amount for that day (\$3 in CONUS, or the applicable locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>) or \$3.50 OCONUS) is payable.

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

When lodging is required on the day travel ends and the AO authorizes/approves the member to obtain lodging, the lodging reimbursement is based on the locality rate, or AEA if appropriate, for the en route TDY site.

U4171 MEALS PROVIDED BY A COMMON CARRIER OR COMPLIMENTARY MEALS PROVIDED BY A LODGING ESTABLISHMENT

Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See par. U4165, items 2e and 2f when a charge for meals is added to the lodging cost.

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. Government Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check Appendix A for the current GMR.

B. U.S. and Non-foreign OCONUS Lodging Taxes. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses, except when MALT PLUS per diem for POC travel is paid.

C. Foreign Lodging Taxes. The maximum amount allowed for lodging in foreign areas (see OCONUS foreign locations in <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day. See par. U4145-A. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.
2. Departure Day Reimbursement. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.
3. Return Day Reimbursement. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. U4147 for reimbursement method.

U4265 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

1. *The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.*
2. *The maximum amount allowed for lodging in foreign OCONUS areas/countries includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*
3. *For per diem rates, see <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>*

<p>*EXAMPLE 1 AEA Single TDY location AEA authorized for lodging and M&IE paid on a per diem basis.</p> <p><i>See Appendix L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i></p>			
<p><u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$146.00 Lodging - \$99, M&IE - \$47.00</p>		<p><u>CONUS TDY Location Per Diem w/AEA</u> AEA authorized NTE \$219 (\$146 x 150%) Lodging NTE \$172 (\$219 - \$47) M&IE - \$47</p>	
ITINERARY			
Date	Depart	Arrive	Lodging
10 Aug	Residence	TDY	*\$130.00
11-12 Aug		At TDY Station, Lodging - \$130/day x 2 days =	*\$260.00
13 Aug	TDY	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
10 Aug	$\$47 \times 75\% = \$35.25 + \$130 =$		*\$165.25
11-12 Aug	$\$47 + \$130 = \$177/\text{day} \times 2 \text{ days} =$		*\$354.00
13 Aug	$\$47 \times 75\% = \35.25		\$35.25
Total Reimbursement			\$554.50

<p>*EXAMPLE 2 AEA to multiple CONUS TDY locations A, B, and C Location A – AEA authorized for lodging, M&IE paid on a per diem basis, \$296 (\$248.50 = \$249/\$47). Location B – Lodging and M&IE paid on a per diem basis, \$108 (\$77/\$31). Location C – Lodging and M&IE paid on a per diem basis, \$116 (\$77/\$39).</p> <p><i>See Appendix L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). 'Unused' AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).</i></p>			
<p><u>CONUS TDY Location 'A' Per Diem w/o AEA</u> Maximum Per Diem - \$197.00 Lodging - \$150.00, M&IE - \$47.00</p>		<p><u>CONUS TDY Location 'A' Per Diem Rate w/AEA</u> AEA authorized NTE \$295.50 ($\\$197 \times 150\% = \\$295.50 = \\296) Lodging NTE \$249 ($\\$296 - \\$47$) M&IE - \$47</p>	
ITINERARY			
Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	*\$170.00
8 Sep		TDY, Location A	*\$170.00
9 Sep	TDY, Location A	TDY, Location B	\$70.00
10 Sep		TDY, Location B	\$70.00
11 Sep	TDY, Location B	TDY, Location C	\$75.00
12 Sep	TDY, Location C	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
7 Sep	$\$47 \times 75\% = \$35.25 + \$170.00 \text{ (AEA lodging) TDY Location A} =$		*\$205.25
8 Sep	$\$47 + \$170 \text{ (AEA per diem rate)} =$		*\$217.00
9-10 Sep	$\$31 + \$70 = \$101/\text{day} \times 2 \text{ days, TDY Location B} =$		\$202.00
11 Sep	$\$39 + \$75, \text{ TDY Location C} =$		\$114.00
12 Sep	$\$39 \times 75\% =$		\$29.25
Total Reimbursement			\$767.50

***EXAMPLE 3**

AEA for two CONUS TDY locations A and B

Location A – Lodging and M&IE paid on a per diem basis, \$110(\$71/\$39).

Location B – AEA authorized for lodging, M&IE paid on a per diem basis, \$198 (\$159/\$39) AEA.

See Appendix L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

<p><u>CONUS TDY Location ‘B’ Per Diem w/o AEA</u> Maximum Per Diem - \$132.00 Lodging - \$93.00, M&IE - \$39.00</p>		<p><u>CONUS TDY Location ‘B’ Per Diem Rate w/AEA</u> AEA authorized NTE \$198.00 (\$132 x 150% = \$295.50 = \$198) Lodging NTE \$159 (\$198 - \$39) M&IE - \$39</p>	
ITINERARY			
Date	Depart	Arrive	Lodging
1 Oct	Residence	TDY, Location A	\$70.00
2 Oct		TDY, Location A	\$70.00
3 Oct	TDY, Location A	TDY, Location B	*\$120.00
4 Oct	TDY, Location B	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
1 Oct	\$39 x 75% = \$29.25 + \$70, TDY Location A =		\$99.25
2 Oct	\$39 + \$70 =		\$100.00
3 Oct	\$39 + \$120 (AEA), TDY Location B =		*\$159.00
4 Oct	\$39 x 75% =		\$29.25
Total Reimbursement			\$396.50

***EXAMPLE 4**

AEA for multiple CONUS and OCONUS TDY locations A, B, and C

CONUS TDY Location A – Lodging and M&IE paid on a per diem basis, \$254 (\$208/\$46).

OCONUS TDY Location B – Lodging and M&IE paid on a per diem basis, \$294 (\$209/\$85).

OCONUS Location C – AEA authorized for lodging, M&IE paid on a per diem basis, \$365 (\$293.50 = \$294/\$71) AEA

See Appendix L, for a list of who may authorize/approve AEA up to 300%. Refer to par. U4250 for AEA increases beyond 300% (OCONUS TDY only). ‘Unused’ AEA lodging cannot be used to increase the AEA for meals and incidental expenses above the authorized/approved level (150% or 300%).

OCONUS TDY Location ‘C’ Per Diem w/o AEA

Maximum Per Diem - \$243.00
Lodging - \$172.00, M&IE - \$71.00

OCONUS TDY Location ‘C’ Per Diem Rate w/AEA

AEA authorized NTE \$365 (\$243 x 150% = \$364.50 = \$365)
Lodging NTE \$294 (\$365 - \$71)
M&IE - \$71

ITINERARY

Date	Depart	Arrive	Lodging
5 Aug	Residence	TDY, Location A	\$200.00
6 Aug		TDY, Location A	\$200.00
7 Aug	TDY, Location A	TDY Location B	\$205.00
8-9 Aug		TDY Location B – Lodging \$205 x 2 days	\$410.00
10 Aug	TDY, Location B	TDY, Location C	*\$200.00
11 Aug		At TDY Location C	*\$200.00
12 Aug	TDY, Location C	Residence	
Date	REIMBURSEMENT (* denotes AEA computation)		Amount
5 Aug	\$46 x 75% = \$34.50 + \$200, TDY Location A =		\$234.50
6 Aug	\$46 + \$200 =		\$246.00
7-9 Aug	\$85 + \$205 = \$290/day x 3 days, TDY Location B =		\$870.00
10-11 Aug	\$71 + \$200 = \$271/day x 2 days, TDY Location C (AEA per diem) =		*\$542.00
12 Aug	\$71 x 75% =		\$53.25
Total Reimbursement			\$1,945.75

- U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA**
- A. General
 - B. Application of Fiscal Year Limitation on Payment of DLA

- U5630 AUTHORIZATION FACTORS**
- A. General
 - B. Special Categories DLA Authorized
 - C. Special Categories DLA Not Authorized
 - D. Household Relocation Incident to Alert Notification
 - E. DLA when a Member-married-to-member is Transferred to a New PDS
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PART I: PET QUARANTINE

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U5805	PET QUARANTINE REIMBURSEMENT
U5810	GENERAL PET INFORMATION <ul style="list-style-type: none">A. Government-funded Transportation Not AuthorizedB. Pet Quarantine InformationC. U.S. Fish and Wildlife Service RequirementsD. Related Restrictions
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U5905	HHG TRANSPORTATION <ul style="list-style-type: none">A. From other than the U.S. Due to Official SituationB. National InterestC. From OCONUS Due to Personal Situations
U5910	POV TRANSPORTATION <ul style="list-style-type: none">A. OCONUS Dependent Transportation AuthorizedB. Dependent Currently at an Appropriate Destination – Orders Not IssuedC. Ex-Family Members' Travel Incident to Divorce or AnnulmentD. Dependents' Return to OCONUS Areas AuthorizedE. Entitlement on Next PCS

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Government quarters carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at an installation of the Services, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

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

U5630 AUTHORIZATION FACTORS

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

B. Special Categories DLA Authorized

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

2. PCS between PDSs Not in Proximity to Each Other. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other. The member's statement must be accepted when the PCS is from or to a dependent restricted tour. A statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment. ***The designated representative may not re-delegate this authority. NOTE: DLA is payable for proximity moves performed under an ITDY order. (See 37 USC §406(e) and 37 USC §407.)***

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

4. Transfer to Hospital in CONUS

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

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

5. Inter-service Transfer. When a member is:

a. Separated or relieved from active duty to continue on active duty in another Service, and

- b. Transferred with no break in service from one Service to another under the authority of 10 USC §716 or any similar statutory provision,

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

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move. ***No more than two DLAs are authorized by this paragraph. NOTE: In this situation only, the amount of the second DLA paid is taken from Table U5G-2. Par. U5630 does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.***

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

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

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

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

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

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

*11. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (73 Comp. Gen. 6 (1993)) if the member:

- a. ***Has no dependents (NOTE: DLA at the without-dependent rate is payable under par. U5630-B11 to a member, who is a member with dependents for housing purposes solely because the member is paying child support.), and***

- b. Is assigned to permanent duty aboard a ship, and

- c. Elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and
- d. Occupies private sector housing ashore.

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

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

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

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

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

See 73 Comp. Gen. 6 (1993).

Effective 1 January 2007

15. Housing Moves at a PDS for the Government's Convenience. A partial DLA of \$596.45 (effective 1 January 2007) must be paid to a member who is ordered to occupy/vacate family-type Government quarters due to:

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

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

1. From Government quarters upon separation/retirement;
2. Incident to PCS;
3. Change in family size or bedroom requirement for the member's convenience including promotion;
4. Voluntarily initiated by the member (Exception: Government-directed moves under pars. U5355-C1 and U5355-C2);
5. Pending divorce or family separation; or
6. Due to the member's misconduct.

16. Indeterminate TDY. DLA (also see exception to one-DLA-per-year rule) is payable ICW an Indeterminate TDY order.

C. Special Categories DLA Not Authorized. DLA is *not* authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without-dependent rate if Government quarters are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. U5630-C1 with which this item does not conflict.)***; or
5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. U5203-B1a, U5203-B1b, U5203-B1c, U5203-B1d, U5203-B2a, U5203-B2b, U5203-B2c; U5203-B2d, U5203-B2e, U5203-B2f; and U5203-B3b.

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

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

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

CHAPTER 5

PART I: PET QUARANTINE

***U5800 GENERAL**

Pet quarantine reimbursement is for PCS moves.

***U5805 PET QUARANTINE REIMBURSEMENT**

Reimbursement for actual mandatory quarantine fees for household pets is authorized not to exceed \$550 per PCS move.

***U5810 GENERAL PET INFORMATION**

A. Government-funded Transportation Not Authorized. *Government funds are not to be spent to provide pet transportation.*

B. Pet Quarantine Information. The following website may contain useful pet quarantine information:
<http://www.aphis.usda.gov/vs/ncie/pet-info.html> or <http://www.aphis.usda.gov/vs/ncie/exp-pets.html>.

C. U.S. Fish and Wildlife Service Requirements. Travelers transporting exotic pets are required by law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S.

1. Travelers returning to the U.S. with exotic pets prior to transporting the pet(s) or requiring more information should contact the FWS for information at, 1-800-358-2104 or (703) 358-2104.

2. Website address for FWS fact sheet is <http://international.fws.gov/pdf/pe.pdf> and to get an application for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is <http://forms.fws.gov/3-200-46.pdf>.

D. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. *Any costs related to these exclusions are borne by the traveler with no reimbursement authorized.*

1. Other animals (horses, fish, birds, various rodents, etc.) are excluded as pets covered by this authority because of their size, exotic nature, or restriction on shipping, host country restrictions, and/or special handling difficulties.

2. Accompanied baggage and HHG shipment (UB, etc) must not include live animals.

3. TLE or TLA – lodging expense incurred for the member’s pet, for example a second hotel room (par. U5700 and U9150-A). Adopted from GSBCA 15843-RELO, 24 July 2002.
4. Kennel or boarding fees, for example, the member paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the member’s residence. Adopted from GSBCA 16104-RELO, 19 June 2003.
5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable a member to bring a pet to the new PDS. Adopted from GSBCA 16827-RELO, 14 April 2006.

***U5815 MEMBER AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED**

When the pet shipment is involved with member and/or dependent transportation, see Appendix P, Part I, par. 6.

U6008 POV TRANSPORTATION**A. POV Transportation Incident to Dependent's Evacuation**

1. POV Transportation to Safe Haven. *Transportation of a POV at Government expense to a safe haven is not authorized.*

2. POV Transportation to the Designated Place. When a dependent goes to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a member's dependent and for the member's personal use or for the dependent's use) located in the PDS area, en route to the PDS, or at a port/VPC awaiting transportation to the designated place. *When a dependent selects a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the member's/dependent's financial responsibility.*

B. Subsequent Authorization when the Member Is Not in Receipt of a PCS Order from the Evacuated Area. When a command-sponsored dependent is authorized to travel from the designated place to the member's PDS, transportation of one POV to the member's OCONUS PDS, including any overland transportation required, may be authorized/approved provided:

1. A POV had been transported to the designated place under par. U6008-A2, and
2. At least 12 months remain on the member's tour after the date the POV is delivered to the loading port/VPC or the Secretarial Process authorizes/approves an exception to that 12-month requirement.

C. Subsequent Authorization when the Member Is in Receipt of a PCS Order from the Evacuated Area. When a member receives a PCS order, while a dependent is at a safe haven or designated place under this Part, the authorization to POV transportation from the safe haven or designated place is that authorized ICW the member's PCS order.

D. Rental Vehicle Cost Reimbursement when the POV Arrives Late. This applies to POV transportation incident to a dependent's evacuation. If the member's (or dependent's) POV, transported at Government expense for the member and/or dependent's use, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a POV for the dependent's use. Reimbursement, by law, may not exceed \$30 per day beginning the day a dependent first rents a POV after the designated (required) delivery date and runs for 7 days or until the date the member's POV is available for delivery to the dependent, whichever occurs first. ***NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the dependent on or before the authorized (required) delivery date. The maximum reimbursement is \$210. See Examples in par. U5410-D.***

U6009 STATION ALLOWANCES/OHA/FSH

See pars. U9215 and U10426 for authority to continue station allowances (COLA & TLA) and housing allowances (OHA/FSH) for a member serving in an area from which a dependent is evacuated.

U6010 BASIC ALLOWANCE FOR HOUSING (BAH)

See par. U10426 for BAH continuation for a member serving at a PDS in Alaska or Hawai'i from which a command-sponsored dependent is evacuated, and BAH authorization when a command-sponsored dependent establishes a permanent residence at a designated place in the United States following an evacuation from an OCONUS location.

U6011 FAMILY SEPARATION HOUSING (FSH)

For FSH ICW a dependent's evacuation, see par. U10426 for a DOD member, Chapter 3 of the COMDTINST M7220.29 (Series), "U.S. Coast Guard Pay Manual" (for a Coast Guard member) and Service pay regulations for NOAA Corps and USPHS members.

U6012 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When a command-sponsored dependent is evacuated to a designated place under par. U6004, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for a command-sponsored dependent is authorized under par. U6007-E from the designated place to the member's PDS. ***A DLA is not payable incident to relocation of a dependent to a safe haven.*** The prohibition in par. U5620 against more than one DLA payment in a fiscal year does not apply when a DLA is paid incident to an evacuation. ***A member is not authorized a DLA on behalf of a non-command-sponsored dependent.***

U6013 FUNDS ADVANCE

A. Travel and Transportation Allowances. The travel and transportation allowances (including safe haven allowances) in Chapter 6, Part A, may be paid in advance when a travel authorization/order is issued for the dependent's (or escort's) travel from the evacuation area. An advance of safe haven allowances authorized under par. U6005 may not exceed the estimated authorization for 30 days at the safe haven or designated place, as applicable. Transportation advances (see par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses the dependent might incur while traveling to and at the safe haven/designated place or which the escort might incur traveling to and from the safe haven/designated place.

B. DLA. The DLA authorized under par. U6012 may be paid to the dependent designated by the member (see par. U1010-B5) in advance of the dependent(s)' travel to the designated place.

C. Pay. A pay advance can be used to furnish an evacuated dependent with funds for travel, food, and other needs. The member designates the advance amount, not to exceed 2-month's basic pay. It is payable in advance to the dependent in one or more installments. The Secretary Concerned may waive recovery of not more than 1-month's advanced basic pay when such recovery would be against equity and good conscience or against the public interest. For details, see the DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR, Vol. 7A)), or the COMDTINST M7220.29 (series), U.S. Coast Guard Pay Manual" (for a Coast Guard member) and for implementing procedures, the Service pay and allowances manual, as appropriate.

***U6014 CONUS COLA**

For authorization for CONUS COLA during an evacuation, see par. U8036.

Member arrives at destination: 1 Jan

Member rents a car: 2 Jan

Member is notified vehicle is ready for P/U1 Feb

Reimbursement Amount Authorization:\$60.00

(2 days vehicle rental @\$30 a day = \$60.00)

(authorization does not start until after the RDD)

U6058 BASIC ALLOWANCE FOR HOUSING (BAH)

For authorization for BAH continuation for a member serving at a CONUS PDS from which dependents are evacuated, and authorization for BAH when dependents establish a permanent residence at a designated place in the United States following an evacuation from a CONUS location, see par. U10426.

U6059 DISLOCATION ALLOWANCE (DLA)

DLA helps to cover the otherwise un-reimbursed expenses a member with dependents incurs in relocating the household incident to an evacuation. When dependents are evacuated to a designated place under par. U6053, a DLA (see Table U5G-1) is payable. DLA is also payable when return travel for dependents is authorized under par. U6053-H from the designated place to the member's PDS. *A DLA is not payable incident to relocation of dependents to a safe haven.* The par. U5620 prohibition against payment of more than one DLA in a fiscal year does not apply when the second DLA is paid under par. U6059 authority incident to an evacuation.

U6060 FUNDS ADVANCE

A. Travel and Transportation Allowances

1. Travel and transportation allowances (including per diem) may be paid in advance when an order/authorization is issued for dependent(s)/escort(s)' travel from the evacuation area.
2. An advance of per diem allowances authorized under par. U6054 may not exceed the estimated per diem authorization for 30 days at the safe haven/designated place, as applicable.
3. Transportation advances (see par. U1010-B5) must be issued solely to provide sufficient funds to cover the necessary expenses that might be incurred for:
 - a. Dependents while traveling to and while at the safe haven/designated place, or
 - b. An escort traveling to and from the safe haven/designated place.

B. DLA. The DLA authorized in par. U6059 may be paid to the dependent, designated by the member, in advance (see par. U1010-B5) of the dependent(s)' travel to the designated place.

C. Pay. An advance of pay in conjunction with an evacuation from a CONUS PDS is only authorized when the Secretary of Defense specifically designates an evacuated area as an advance pay eligible location (37 USC §1006). The advance of pay furnishes evacuated dependents with funds to cover the cost of travel, food, and other needs. The member designates the amount of the advance, not to exceed 2-month's basic pay. It is payable in advance to the dependents in one or more installments. The Service Secretaries may waive recovery of not more than 1-month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest. For details, see the DOD 7000.14-R "Military Pay, Policy, and Procedures," Volume 7, Part A (DOD Military Pay and Allowances Entitlements (DODFMR Vol. 7A)), or the COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual" (for Coast Guard personnel) and for implementing procedures, the pay and allowances manual of the Service concerned, as appropriate.

U6061 CONUS COLA

*For authorization for CONUS COLA during an evacuation, see par. U8036.

U6062 EVACUATION ALLOWANCES FOR DEPENDENTS OF RESERVE COMPONENT MEMBERS SERVING ON ACTIVE DUTY OR FULL-TIME NATIONAL GUARD DUTY

A. General. The dependents of Reserve Component members (10 USC §§ 101, 10101) serving on active duty (including active duty for training) or full-time National Guard duty under 32 USC §502(f), may be authorized evacuation allowances consistent with the DODFMR and this Part if the dependents are authorized/ordered by an authority listed in par. U6051-B to evacuate from an area in which their principal residence is/was located and are temporarily displaced to a designated safe haven or alternate safe haven. However, no evacuation allowances are authorized for a dependent for any period in which the member was not on active duty or full-time National Guard duty. Safe Haven status is designated and terminated IAW the guidance in this Part.

NOTE: For the purpose of determining eligibility for evacuation allowances, the principal residence of a National Guard or Reserve Component member called or ordered to active duty or full-time National Guard duty must be in the vicinity of a duty station.

B. Eligibility. For a dependent to be eligible for evacuation allowances, the following three events must coincide, the:

1. Date an authority in par. U6051-B authorized/ordered an evacuation or continued safe haven status of the dependents already evacuated;
2. Actual evacuation or continued safe haven status of the dependents; and
3. Active duty or full-time National Guard duty status of the member (DODFMR, Vol. 9, Chapter 7, par. 07021; JFTR, par. U6050).

Payment of evacuation allowances must be prospective from the date these events coincide, not retroactive to the date of any single event.

PART X: NOT USED

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

Paragraph

Contents

U7960

TRAVEL TO SPECIALTY CARE OVER 100 MILES

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

U7961

ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

PART Z1: TRAVEL ALLOWANCES – BILATERAL OR REGIONAL COOPERATION PROGRAM

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

PART Z2: TRAVEL AND TRANSPORTATION ALLOWANCES – COALITION LIAISON OFFICERS

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

Example 4	
A member has three dependents (spouse and two children under age 12)	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
The member's PDS is in Anchorage, AK, and the HOR is San Francisco, CA.	
City-pair airfare cost (one way): \$599 @ 4 eligible travelers	\$2,396.00
Member elects (no Service authorization) POC transportation mode to San Francisco – 3,063 miles one way	
POC MALT: 3,063 miles @ \$.20/mile = \$612.60.	\$ 612.60
Per Diem: 9 travel days (3,063 miles/350 miles/day) @ \$250.25/day (\$91 (member), \$68.25 (spouse), and \$91 (\$45.50 @ 2 children))	\$2,252.25
Total 'MALT PLUS' for POC travel:	<u>\$2,864.85</u>
Total cost of POC use above air use	<u>\$ 468.85</u>
The member is <i>not responsible</i> for the additional \$468.85 cost if POC travel to the HOR or an alternate COT location is authorized/approved by the Secretarial Process. See par. U7200-C1c.	
In this example, the city-pair airfare cost to San Francisco, CA, is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement would be limited to the authorized city-pair airfare of \$599/person if the Service did not authorize/approve POC use. <i>The member is financially responsible for the additional cost (\$2,864.85 - \$2,396) of \$468.85 each way if POC use is not authorized/approved.</i>	

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructed period equal to that required for direct travel between authorized locations by available transportation.
3. No Authority. Travel and transportation is not authorized under this paragraph if a member elects:
 - a. 15 days leave and transportation, addressed under par. U7305, or
 - b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DODI 1327.6 at <http://www.dtic.mil/whs/directives/corres/html/13276.htm>)).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

Effective 31 May 2006

- A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DODI 1327.6 (Leave and Liberty Procedures) <http://www.dtic.mil/whs/directives/corres/html/13276.htm>) for DOD Services and/or Service regulations for Non-DOD Services (see par. U1010-B10) are authorized

transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location." Par. U3002-B, allowing reimbursement up to the directed mode cost, does not apply if Government transportation is reasonably available and not used.***

1. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

- a. On permanent duty OCONUS,
- b. Assigned to an OCONUS ship or unit operation, or
- c. With OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:

- a. Are command sponsored and reside OCONUS with the member,
- b. Reside at an OCONUS location and for whom the member receives a station allowance/OHA, or
- *c. Reside in CONUS, the emergency leave location is OCONUS, and the member:

CHAPTER 7

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

U7325 TRAVEL AND TRANSPORTATION

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

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

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

U7326 ALLOWABLE EXPENSES

TDY allowances are provided.

U7327 TRAVEL AND TRANSPORTATION FOR AN INDIVIDUAL TO ACCOMPANY A MEMBER

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

U7328 REIMBURSEMENT

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

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CHAPTER 7

PART Y: TRAVEL ALLOWANCES TO SPECIALTY CARE OVER 100 MILES

U7960 TRAVEL TO SPECIALTY CARE OVER 100 MILES

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

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

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

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

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

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

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

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

NOTE:

1. *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.*
2. *The maximum amount allowed for lodging in foreign OCONUS areas includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.*
3. *Per diem rates are found at <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>.*

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

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

***U7961 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES**

If a patient meets the par. U7960-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant. *The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.* An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed in par. U7961.

1. **A Uniformed Member (Who Is a Family Member) as an Attendant.** A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.
2. **A Civilian Employee (Who Is a Family Member) as an Attendant.** A U.S. Government civilian employee who is a member of the family and is assigned an attendant is authorized TDY allowances prescribed in regulations issued by the employee's agency or department.
3. **Another Person (Who Is a Family Member) as an Attendant.** A person other than a uniformed member or U.S. Government civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, must be included in the patient's travel order/authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in pars. U7960-C and U7960-D.
NOTE: *The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).*

CHAPTER 8

COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA), (37 USC §403b)

Paragraph	Contents
U8000	DEFINITION OF TERMS AS USED IN THIS CHAPTER <ul style="list-style-type: none">A. High Cost AreaB. Member with DependentsC. Member-without-DependentsD. Primary DependentE. Unaccompanied Status
U8002	ELIGIBLE MEMBERS
U8004	RATE PAYABLE <ul style="list-style-type: none">A. GeneralB. Both Husband and Wife Are MembersC. Member Assigned to a Ship or Afloat StaffD. AccessionsE. Member in a Leave StatusF. Member Processing for Separation or Retirement
U8006	CONUS COLA NOT PAYABLE
U8008	CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA
U8010	MEMBER PAYING CHILD SUPPORT
U8012	CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN
U8014	CONUS COLA WHEN ORDERED ON A PCS
U8016	SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION <ul style="list-style-type: none">A. GeneralB. Examples of CONUS COLA Location Rate Changes Routinely Authorized/ApprovedC. Other CircumstancesD. Rates Applicable

- U8018** **ACQUIRED DEPENDENT**
A. General Rules
B. Dependent Visits/Moves to the PDS
C. Decision Logic Table
- U8020** **THE GOVERNMENT DEFERS DEPENDENT TRAVEL**
A. General
B. Dependent Travel Authorized to CONUS PDS
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- U8022** **MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS**
A. General
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- U8024** **EARLY RETURN OF DEPENDENTS**
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- U8026** **DEPENDENT TRAVEL - ADVANCE AND DELAYED**
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- U8028** **MEMBER IN A MISSING STATUS**
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- U8036** **CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**
A. Member with Dependents
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- U8038** **RESERVE COMPONENT MEMBER**
A. General
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CHAPTER 8*COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA), (37 USC §403b)****37 USC §403b****U8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER**

A. High Cost Area. An area is a high cost area for a fiscal year for this Chapter's purposes if the uniformed services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on 30 June of the year in which such fiscal year begins. *The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.* The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. The term "member with dependents" as used in this Chapter means a member who is authorized BAH (or would be authorized BAH if Government quarters were not occupied) at the with-dependent rate. *The term does not include a member authorized BAH at the with-dependent rate solely on the basis of paying child support.*

C. Member without Dependents. The term "member without dependents" as used in this Chapter means;

1. A member authorized BAH (or would be authorized BAH if Government quarters were not occupied) at the without-dependent rate, and
2. A member authorized BAH at the with-dependent rate solely on the basis of paying child support.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. The member's spouse; or
2. For an unmarried member, a dependent as defined in Appendix A (except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Chapter means any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or during which all dependents return to, a CONUS location to establish a permanent residence.

U8002 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under the law (37 USC §403b) and this Chapter. A member:

1. Assigned to a CONUS high cost area.
2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.

3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8016-B or U8016-C that:

- a. The member's primary dependent must reside in a CONUS high cost area by reason of the member's duty location or other circumstances; and
- b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's duty location.

For CONUS COLA purposes, a ship's or afloat staff's home port (not to be confused with permanent duty station for non-sea duty organizations) to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship or afloat staff, regardless of BAH eligibility is eligible for CONUS COLA if otherwise qualified.

U8004 RATE PAYABLE

A. General

1. CONUS COLA must be paid to a member, with or without dependents, assigned to a PDS in a CONUS high cost area.
2. For a member with dependents who, under the circumstances in par. U8016, do not reside with the member at the PDS location CONUS COLA must be paid based on the primary dependent's location.

CONUS COLA is payable at a rate prescribed in the rate table available at <http://perdiem.hqda.pentagon.mil/perdiem/>.

B. Both Husband and Wife Are Members. When both husband and wife are members, each is authorized a CONUS COLA. This authorization exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be a dependent for CONUS COLA purposes. When a member-married-to-member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the with-dependent rate and to the other at the without-dependent rate.

C. Member Assigned to a Ship or Afloat Staff. For CONUS COLA, the home port of the ship or afloat staff to which a member is assigned is the member's PDS. Ordinarily CONUS COLA based on the rate for the old home port stops on day before the home port change effective date and CONUS COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship or afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and quarters on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions. A new member ordered to active duty is authorized CONUS COLA at the rate prescribed for a member:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,

2. With dependents - the member can elect the with-dependent rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the member's initial PDS.

CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS based on law.

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation or Retirement. CONUS COLA is paid during separation or retirement processing:

1. Based on the last PDS rate; or
2. Based on the primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or
3. Based on the CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

U8006 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases. For:

1. The number of travel days authorized ICW a PCS (par. U5160); or
2. A Reserve Component member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, see par. U8038.

U8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without-dependent rate (Chapter 9), and a CONUS COLA at the with-dependent rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command-sponsored dependent residing OCONUS with the member.*** If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence IAW par. U9105-B, the member may be paid the OCONUS COLA at the with-dependent rate, and a CONUS COLA at the without-dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence. See par. U9130-A. On the following day, the member may be paid CONUS COLA at the with-dependent rate for the CONUS PDS.

U8010 MEMBER PAYING CHILD SUPPORT

A member with dependents authorized:

1. BAH at the with-dependent rate based solely on child support payment; or
2. BAH-DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without-dependent rate.

U8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member who is not identified in the divorce decree or legal separation agreement as the full-time legal custodial parent of a child or children of the marriage is not authorized CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-dependent rate when the following conditions are met:

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

NOTES:

1. If the divorce or separation involves two service members, it is possible for both service members to be authorized CONUS COLA at the with-dependent rate. This is the case when each member-parent has physical custody of one or more children at the same time. See Chapter 10 regarding BAH.

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

U8014 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in pars. U8014 and U8016, CONUS COLA authorization at the rate prescribed for a particular PDS begins on the day the member reports to that PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8014, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but authorization for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as provided in par. U8022, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or
2. Incident to a PCS to a new CONUS PDS with TDY en route at a location to which the member commutes from the permanent quarters that will be occupied at the new PDS, is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

U8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION**A. General**

1. A member is authorized only one CONUS COLA.
2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship's or afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve payment of CONUS COLA based on the dependent's location through the Secretarial Process.

3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved

When the member is:

1. Assigned to a PDS in an area at which sufficient housing does not exist;
2. Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a CONUS designated place;
3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated incident to the home port change;
4. In receipt of a PCS order to a unit with a promulgated home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;
5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation. 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 the individual's movement for the purposes of improving mission capability and unit readiness;
6. Assigned to ITDY, or TDY pending further orders;
7. Assigned to a Professional Military Education or training course that is scheduled for a duration of not to exceed one year; or
8. Directed (with dependent) to reside in Government quarters in a high cost area which is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS location. ***A personal election of either a member or primary dependent is not a consideration.***

D. Rates Applicable. ***NOTE: In par. U8016-D, the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. U5160.*** The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authorization based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction. If the primary dependent does not relocate, authorization for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authorization was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

U8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), a CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. U8016, a member assigned at a CONUS PDS may request a CONUS COLA based on the dependent’s location through the Secretarial Process, or
2. dependent’s location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS. A dependent may visit the member at the PDS without changes to the CONUS COLA allowance. However, when the visit exceeds 90 days, it is no longer a visit but is permanent residence change. The CONUS COLA is changed to be based on the member’s PDS location. If the dependent subsequently departs the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent’s location is reinstated as of the departure date.

C. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT				
R U L E	Member Assigned	Dependents Located	Dependent Located at or Near the PDS	Then
1	Outside CONUS	In CONUS	No	Start CONUS COLA at the with-dependent rate based on the dependent’s location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the with-dependent rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the with-dependent rate based on the member’s PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent’s location, as of the date acquired.

Table U8-1

U8020 THE GOVERNMENT DEFERS DEPENDENT TRAVEL

A. General. When the Government defers dependent’s travel at the Government’s expense to a member’s new OCONUS PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new OCONUS PDS. If the dependent’s residence is located at the member’s old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member’s old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent’s residence location. When the Government defers a dependent’s travel at the Government’s expense to a member’s new CONUS PDS pending housing availability, CONUS COLA may continue to be paid at the old PDS rate until the day before the member arrives at the new CONUS PDS. If the dependent’s residence is located at the member’s old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member’s old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent’s residence location. In cases in which the Secretarial Process previously authorized a CONUS COLA based on the dependent’s location, that rate continues. Obtaining housing is the decision key for authorization of dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS. The payment of CONUS COLA based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized. If the 60-day time period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60-day period or a waiver has not been granted through the Secretarial Process, the CONUS COLA for the dependent's location terminates and the member is authorized a CONUS COLA for the PDS location.

C. Decision Logic Table

1. Table U8-2

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO AN OCONUS DUTY STATION				
R U L E	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authorization	Then
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent's arrives at the new PDS
2			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
4			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
5		Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
6			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel Stop CONUS COLA as of day 61.
Table U8-2				

2. Table U8-3

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO A CONUS DUTY STATION					
R U L E	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authorization	Has COLA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
1	The Old PDS is in the United States and Expected Delay is Less Than 20 Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2	The Old PDS is in the United States and Expected Delay is Less Than 20 Weeks	No	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the new PDS as of day 61.
3	The Old PDS is in the United States and Expected Delay is Less Than 20 Weeks	No	N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Start CONUS COLA based on the new PDS on the member's arrival date.
4	The Old PDS is in the United States and Expected Delay is 20 or More Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5	Or the Old PDS is Outside the United States	No	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the PDS as of day 61.
6	Or the Old PDS is Outside the United States	No	N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Start CONUS COLA based on the new PDS as of the member's arrival date.

Table U8-3

CHANGES WHEN THE GOVERNMENT DEFERS DEPENDENT'S TRAVEL TO A CONUS DUTY STATION (continued)					
R U L E	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authorization	Has COLA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS. Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8			No	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA as of day 61 after travel is authorized to begin. Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start COLA based on the new PDS as the member's arrival date.
Table U8-3					

U8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

A. General. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, CONUS COLA authorization in specific circumstances is as indicated in the following items. In instances of multiple dependent locations, CONUS COLA authorization is based on the primary dependent's residence location. When the primary dependent:

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authorization begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authorization based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
3. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for the member's direct PCS travel. CONUS COLA authorization at the rate prescribed for the new PDS begins on the day the member reports at that station.
4. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authorization at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Decision Logic Tables

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR			
R U L E	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel
1	is assigned to an unaccompanied tour at a PDS outside CONUS	dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
2		dependents relocate their permanent residence from the CONUS to another location in the CONUS at Government expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from Outside CONUS to the CONUS at Government expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.

Table U8-4

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR (continued)			
R U L E	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel
4		dependents relocate their permanent residence from the CONUS to a location outside CONUS at Government expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS. If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authorization for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at a PDS outside CONUS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at a PDS outside CONUS and the member is required to perform a TDY incident to a transfer in the United States		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authorization for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

Table U8-4

U8024 EARLY RETURN OF DEPENDENTS

A. Early Return at Government Expense. When all of a member's dependents are returned from an OCONUS PDS at Government expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
R U L E	Dependents Returned from OCONUS PDS	Then
1	Return Is at Government Expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return Is Not at Government Expense	No authority to pay CONUS COLA.
Table U8-5		

U8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED

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

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk 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 in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS. A member may be authorized a CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are *rouinely* authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing does not exist;
2. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.
3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;
4. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;
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 PDSs located in the same proximity, and disallowed HHG transportation. 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.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or
7. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination. In addition to the example situations in par. U8026-B1 through U8026-B7 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process. This decision may be kept at a higher level than those situations in pars. U8026-B1 through U8026-B7. ***A personal election of either a member or dependent for residing separately is not a consideration.***

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.
2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Table U8-6

CHANGES WHEN A DEPENDENT TRAVELS IN ADVANCE OF THE MEMBER				
R U L E	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	Has COLA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/ approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New PDS Outside CONUS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Old PDS Outside CONUS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/ approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
7		New PDS Outside CONUS	Yes/No	See Table U10E-9.

Table U8-6

2. Table U8-7

CHANGES WHEN A DEPENDENT TRAVELS AFTER THE MEMBER				
R U L E	Dependent Performs PCS Travel after the Member	New PDS Location	Has COLA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New PDS Outside CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
Table U8-7				

U8028 MEMBER IN A MISSING STATUS

A. Member without Dependents. For a member without dependents carried in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive the CONUS COLA to which authorized upon entering the missing status. If the dependent relocate, pay CONUS COLA appropriate for the dependent's location.

U8030 MEMBER IN CONFINEMENT

A member in confinement who is authorized allowances is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

U8032 MEMBER IN NON-PAY STATUS

CONUS COLA authorization may be continued for the same period and under the same conditions as authorization to BAH when a member is in a non-pay status. See par. U10420. Payment is made directly to the dependent and not to the member, when the member's BAH is paid directly to dependent.

U8034 AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authorization, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. Par. U8034 applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

U8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**A. Member with Dependents**

1. CONUS COLA Continuation at the Member's PDS. A member, whose dependent is evacuated and who was authorized CONUS COLA at the with-dependent rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par. U8016-B or U8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the with-dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

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

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

U8038 RESERVE COMPONENT MEMBER

A. General. A Reserve Component member is not authorized a CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or
2. In support of a contingency.

B. Location Rate

1. Called/Ordered to Active Duty for 140 or More Days. A Reserve Component member called/ ordered to active duty for 140 or more days, is authorized CONUS COLA for the location of the place of principal residence beginning on the first active duty day. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authorization at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the principal residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS. The member's CONUS COLA authorization is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table

RESERVE COMPONENT MEMBER				
R U L E	If member is (NOTES 1 and 2)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the principal residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
2		Yes	Yes	Start CONUS COLA based on the principal residence at the time called/ordered to active duty/active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the principal residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
4		No	Yes	Start CONUS COLA based on the principal residence at the time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6		No	Yes	Start CONUS COLA based on the principal residence at time called/ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

Table U8-8

NOTES:

1. *A DOD or USCG retired member ordered to active duty is authorized the same CONUS COLA as a Reserve Component member.*
2. *If the Reserve Component member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 140 days CONUS COLA based on the PDS would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the principal residence would stop the day before the modification/amendment and CONUS COLA for the PDS would begin on the modification date.*

CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

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U9175	LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA
U9180	OLD AND NEW PDS IN CLOSE PROXIMITY OR IN SAME COUNTRY A. General B. New PDS within Commuting Distance
U9182	TLA FOR A RESERVE COMPONENT MEMBER

*4. When one or more (but not all) dependents depart the PDS vicinity and early/advance-return to CONUS, the OCONUS COLA payment is reduced as of the day following the dependents departure to the rate specified in Appendix J, for the number of dependents remaining. If all the dependents early/advance-return to CONUS, the member becomes a member without dependents and the OCONUS COLA at the with-dependents' rate terminates the day before the dependents depart the member's PDS. See pars. U8024 and U8026 for CONUS COLA payment when all the dependents early/advance return at Government expense.

5. When in a confinement status as a result of disciplinary action, the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Home Port Changes. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and
3. Dependents are authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependents' departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the effective date of the amended order only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependents' arrival day.

U9135 GEOGRAPHIC COLA LOCATIONS

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

U9140 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

U9145 COLA FOR A RESERVE COMPONENT MEMBER

Effective for a Reserve Component member called/ordered/entering active duty on/after 6 January 2006.

NOTE: *New rules apply for a Reserve Component member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after 6 January 2006. If the active duty began prior to 6 January 2006, the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service was extended on/after 6 January 2006, through amended or modified orders, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.*

A. General. A Reserve Component member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. U9145-B and U9145-C. When a member is authorized COLA at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. Called/Ordered to Active Duty for More Than 30 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for 31 or more days is authorized COLA for the principal residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty-for-Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a member already on active duty.

Effective 5 April 2007

2. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U9145-B3, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. PDS location COLA authorization begins on the day the member reports at that location. A member called/ordered to active duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized COLA in the same manner as a member already on active duty.

3. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

- a. Assigned to duty at that residence, and
- b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this authorization. COLA authorization begins on the first active duty day.

Effective 16 January 2007

C. Called/Ordered to Active Duty for Less than 31 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see Appendix A for definition of "CONTINGENCY OPERATION"); or
2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty. See 55 Comp. Gen. 135 (1975).

CHAPTER 9

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 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));
4. While house-hunting after the member arrives at the new PDS and reports for duty in the 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/private sector housing is vacated ICW a PCS order; or
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.

****NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date or moves to an OCONUS HOR/HOS location selected by the member 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 providing TLA allowances for other than the purpose intended. Disciplinary action addressed in par. U1055 applies when TLA allowances are provided for inappropriate reasons.***

****NOTE 3: See par. U9220 regarding authorizing/approving TLA ICW dependents' advance arrival and/or delayed travel.***

B. Implementation

1. *In a country/area in which 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 22331-130

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 par. U9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

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 the 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. U9160 and U9170;

- (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. U9155-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9160-F), delayed departure (par. U9170-C), or early permanent Government quarters/private sector housing termination (par. U9170-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 a member who has 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: 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 a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Government transient facilities more available to a member in a TLA status and/or 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) The member is 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.

U9155 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 a non-command-sponsored dependent is in the PDS vicinity.

E. TLA *may be paid*, in addition to TQSE or TQSA for a civilian employee, (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)).***

U9160 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. U9160-H. The initial 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. U9185-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 home port 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 home port 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. U9160-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 home port.

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 home port 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 home port 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 home port 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. U9155-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. U9160-A expires, an additional TLA period may be authorized under par. U9160-F whether or not TLA was paid during the initial 60-day period.

Effective 1 October 2006

E. Dependents Arrive at or in the OCONUS PDS Vicinity before the Member. When dependents arrive at or in the OCONUS PDS vicinity in advance of a member following Secretarial authorization for/approval of advance dependent arrival under par. U10412, the dependents' TLA start date is the day TLA is authorized for the member provided the dependents are command-sponsored as indicated in par. U9000-A2.

*F. Dependents' Delayed Departure Authorized/Approved by the Secretarial Process. When dependents depart the OCONUS PDS vicinity after the member, following Secretarial Process authorization/approval under par. U10208 of the delayed travel, TLA for the dependents is authorized under the same conditions as applicable to a member.

*G. 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. When, despite the member's hospitalization, TLA quarters must be retained at the new PDS, the member's share of temporary lodging cost is included as a TLA expense. 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.

*H. 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) is/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 that the housing officer considers 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.;*** or
6. The member is/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (home port, 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.

I. 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. U9185-A2, U9185-C and U9185-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.***

U9165 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. U9185-A2, U9185-C, or U9185-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 home port 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 home port 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.

U9170 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. U9205-B1 or U9220. 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. U9170-C) or early termination of permanent Government quarters/private sector housing (par. U9170-D);
 - c. The member/dependent(s) is hospitalized or the member's duties require the member to be away from the PDS (home port, if attached to a ship).
2. The effective date of a PCS order is defined in Appendix A.
3. The TLA accrual provisions (par. U9185-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. U9185-A2, U9185-C, or U9185-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. U9155-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. U9170-A.

C. Delayed Departure. When the period authorized by par. U9170-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 Permanent Housing Termination. 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 leases 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 fix 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 pars. U9179-D1, U9170-D2, U9170-D3, U9170-D4, U9170-D5, U9170-D6, and U9170-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 Home Port. When a member detaches on a PCS from an OCONUS homeported ship while the ship is away from its home port and returns to the home port, the member may be authorized TLA on the member's behalf unless authorized per diem. If the member is authorized per diem at the home port, no TLA authorization exists for the member and only the dependents occupying temporary lodgings at the home port are considered in determining the rate payable under par. U9185-A.

F. Period of TDY/Development 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 home port 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 home port 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

U9175 LEAVE/PERMISSIVE TRAVEL 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 member 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.

U9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. U9180-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.

Effective 1 October 2006

U9182 TLA FOR A RESERVE COMPONENT MEMBER

A Reserve Component member called/ordered to:

1. Active duty for other than training for more than 180 days or
2. ADT for 140 or more days

and authorized PCS HHG transportation is authorized TLA in the same manner as prescribed in this Chapter. When a member is authorized TLA at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)). HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this authorization. COLA authorization begins on the first active duty day.

U9185 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. See pars. U9160-B and U9160-C.

2. Extra Room Charge Payment. Except as provided in pars. U9185-C and U9185-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. U9185-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.

*3. TLA Authorized on the Reporting Day

a. Reimburse the traveler/dependent(S) 75% of the new OCONUS PDS per diem M&IE rate (par. U5113) when the PCS is performed by common carrier or transportation-in-kind if the TLA and reporting day are the same. See pars. U5105-C, U5105-D, U5203-A1a, and U5203-A1b. The reporting day lodging expense is reimbursed as TLA (par. U9150-C). See par. U9185-H, TLA computation example 8.

b. TLA is not payable on the reporting day when MALT PLUS is payable, par. U9160-B.

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 <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html> by the percentage in par. U9185-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 par. U9185-B 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. U9185-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 lodgings 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. U9185-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. U9185-A or U9185-B, and except as in pars. U9185-F, and U9185-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 <http://perdiem.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:

- a. A TLA – Special has been authorized for lodging. See par. U9195.
- b. Temporary lodgings are not available at the PDS. See par. U9185-B.
- c. Permanent Government quarters are being renovated, or lack a stove and/or refrigerator. See par. U9185-F.
- d. Temporary quarters contain cooking facilities. See par. U9185-G.
- e. A member, authorized a temporary lodging cost at the new PDS under par. U9160-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: When computing the correct total percentage for a member and family that includes the member's spouse and dependent children, the member and spouse are allowed the 100% rate and 35% is added for each dependent age 12 and over and 25% for each dependent under age 12. See example #7. To compute the correct total percentage for a family unit that does not include the spouse, add the percentage associated with each dependent starting with the oldest dependent. This is shown in Example 6. The percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member and dependent age 12 or older 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. U9185-F), while renovating Government quarters (see par. U9185-F), or when permanent quarters lack a stove and/or refrigerator. See par. U9185-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. U9160-C3).
- b. Receipts, invoices, or statements from the lodging provider are required to verify lodging expenses. See par. U2510. See par. U9190 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. U91850-H and U9195 (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. U9185-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. U9185-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. U9185-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 make 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 <http://perdiem.hqda.pentagon.mil/perdiemrates.html> is \$150 (\$76/\$74). 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 (\$144 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. U9160-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.

<u>TLA COMPUTATION FOR 2-10 APRIL</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150 \$150 x 9 = \$1,350

<u>TLA COMPUTATION FOR 11-14 APRIL</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150 \$150 x 9 = \$1,350

<u>TLA COMPUTATION FOR 15-17 APRIL</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
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 \$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 \$76
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$113 each day.	\$37 + \$76 = \$113 \$113 x 3 = \$339

<u>TLA COMPUTATION FOR 18-20 APRIL</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$74 = \$74 100% x \$76 = \$76
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$114 vs. \$76 \$76
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$150 each day.	\$74 + \$76 = \$150 \$150 x 3 = \$450

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 <http://perdiem.hqda.pentagon.mil/perdiemrates.html> is \$132 (\$66/\$66). The member and spouse arrive at the OCONUS home port 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 home port 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 expense 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.

<u>TLA COMPUTATION FOR 1-5 OCTOBER</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	65% x \$66 = \$42.90 65% x \$66 = \$42.90
2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging taxes) by 2, because the member is in a per diem status (par. U9160-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 vs. \$42.90 \$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 \$85.80 x 5 = \$429

<u>TLA COMPUTATION FOR 6-10 OCTOBER</u>	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	100% x \$66 = \$66 100% x \$66 = \$66
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$98 vs. \$66 \$66
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$132 each day.	\$66 + \$66 = \$132 \$132 x 5 = \$660

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 age 12) occupy temporary lodgings that contain facilities for preparing and consuming meals. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/perdiemrates.html> is \$150 (\$76/\$74). The lodging expense is \$138 per night, including lodging taxes.

TLA Computation when Temporary Lodgings Contain Facilities for Preparing and Consuming Meals	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	150% x \$74 = \$111 150% x \$76 = \$114
2. Multiply the Step 1 M&IE times one-half due to cooking facilities.	\$111 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 vs. \$114 \$114
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay \$169.50 each day.	\$55.50 + \$114 = \$169.50 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 <http://perdiem.hqda.pentagon.mil/perdiemrates.html> is \$150 (\$76/\$74).

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 (\$114 per day including taxes divided in half, \$57) 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		
<i>(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).</i>		
	<u>Member 1</u>	<u>Member 2</u>
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	65% x \$74 = \$48.10 65% x \$76 = \$49.40	65% x \$74 = \$48.10 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 \$49.40	\$49.40 vs. \$57.00 \$49.40
4. Add the Step 1 M&IE to the Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	\$48.10 + \$49.40 = \$97.50 \$97.50 x 10 = \$975.00	\$48.10 + \$49.40 = \$97.50 \$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 age 12 or older 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 <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$160 (\$86/\$74).

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 (\$170 per day including lodging taxes divided in half, \$85) 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

(IAW 37 USC 421, a member 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 dependent</u>	<u>Member 2 with one dependent</u>
1. Determine the maximum rates (given percent x locality rate).		
M&IE	100% x \$74 = \$74	100% x \$74 = \$74
Lodging	100% x \$86 = \$86	100% x \$86 = \$86
2a. Member with one dependent, multiply the Step 1 M&IE times 50% since preparation and cooking facilities are available.	\$74 x 50% = \$37	
2b. Member with one dependent, multiply the Step 1 M&IE times one-half as preparation and cooking facilities are available.		74 x 50% = \$37
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$86 \$85	\$85 vs. \$86 \$85
4. Add the Step 1 M&IE to the selected Step 3 lodging amount. Pay the lesser amount of Step 1 and Step 4.	\$37 + \$85 = \$122 \$122 x 10 = \$1,220	\$37 + \$85 = \$122 \$122 x 10 = \$1,220

EXAMPLE 6

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-married-to-member couple 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 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 <http://perdiem.hqda.pentagon.mil/perdiemrates.html> is \$200 (\$125/\$75).

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 (\$120 per day including taxes divided in half, \$85) for shared temporary lodging. They move into permanent quarters on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

	<u>Member 1 w/2 depts over 12</u>	<u>Member 2 w/2 depts under 12</u>
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging Total	135% x \$75 = \$74 135% x \$125 = \$86 \$101.25 + \$168.75 = \$270	125% x \$75 = \$93.75 125% x \$125 = \$156.25 \$93.75 + \$156.25 = \$250
2a. <u>Member 1 with 2 dependents age 12 or older.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.	\$101.25 x 100% = 101.25	
2b. <u>Member 2 with 2 dependents under age 12.</u> Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are available.		\$93.75 x 100% = \$93.75
3. Compare the actual daily lodging cost (including lodging taxes) to the Step 1 maximum lodging rate. Use the lesser.	\$168.75 vs. \$120 \$120	\$156.25 vs. \$120 \$120
4. Add the Step 1 M&IE to the selected Step 3 lodging amount.	\$101.25 + \$120 = 221.25	\$93.75 + \$120 = \$213.75
5. Pay the lesser amount of Step 1 and Step 4.	\$221.25	\$213.75
6. Multiply the amount in Step 5 by the number of authorized TLA days (10).	\$221.25 x 10 = \$2,212.50	\$213.75 x 10 = \$2,137.50
7. Total Amount Paid to Each Member	\$2,212.50	\$2,137.50

***EXAMPLE 8**

A member, spouse, and one child under 12 are PCS'd from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html> is \$377 (\$250/\$127).

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

The member submits a lodging expense report of \$2,250 (\$225) including lodging taxes for 10 days of TLA lodging. They moved into permanent quarters on Day 11.

TLA COMPUTATION WHEN THE PCS REPORTING DATE AND AUTHORIZED TLA ARE ON THE SAME DAY		
<i>This example is for travel performed by common carrier or transportation-in-kind.</i>		
PCS M&IE paid (par. U5113) =		\$285.75
TLA paid for 10 days of TLA (par. U9185-A3)	\$225 + \$7,413.75 =	\$7638.75
When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program		
DAY 1		
PCS travel day M&IE		
Member	Full Rate	\$127.00
Spouse	\$127 x 75%	\$95.25
Child under 12	\$127 x 50%	+ \$63.50
TOTAL		\$285.75
TLA (lodging only)		
Member, spouse, and dependent (under 12)	\$250 x 125% = \$312.50 (limited to \$225)	\$225.00
DAYS 2 – 10		
Step 1	M&IE (\$127 x 125%) = Lodging (\$250 x 125%) = Total =	\$158.75 + \$312.50 \$471.25
Step 2	Compare the actual lodging cost including taxes (\$225) against Step 1 (\$312.50), pay the lesser amount	\$225.00
Step 3	Add M&IE and lodging (\$158.75 + \$225) =	\$383.75
Step 4	Compare steps 1 and 3 totals. Pay the lesser amount. \$383.75 x 9 (days) =	\$7413.75

U9190 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.

U9195 TLA-SPECIAL

The percentage of factors (65%, 100%, 35%, and 25%) authorized in par. U9185-E generally are adequate. However, these percentages may be insufficient for a particular future 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 meeting,
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 fla.special@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 location affected.

TLA-SPECIAL EXAMPLE

A member, spouse, and two 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 <http://perdiem.hqda.pentagon.mil/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 remain at the ordinary levels (see par. U9185-E, Step 1) for the M&IE portion of TLA. Lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September.

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

TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	150% x \$83 = \$124.50 150% x \$186 = \$279
2. Compare actual daily lodging cost (incl lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$300 vs. \$279 \$279
3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay \$403.50 each day.	\$124.50 + \$279 = \$403.50 \$403.50 x 5 = \$6,052.50

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U10408

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4. Dependents may visit the member at the PDS outside CONUS without changes to allowances. However, when the visit exceeds 90 days, it is no longer a visit but is permanent residence. The with-dependent allowance is changed to be based on the location of the PDS and FSH, if being paid, stops. If dependents subsequently depart the area of the PDS after with dependent allowances are changed and FSH stopped, the with-dependents allowance and FSH previously authorized are reinstated as of the departure date.

5. FSH is not authorized for a member assigned in CONUS unless the member is assigned to a PDS to which dependent travel is delayed or restricted. See par. U5222-N.

B. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES DEPENDENTS					
Table U10E-3					
RULE	Member Assigned	Dependents Located	Dependents Located At or Near the PDS	Government Quarters Available for the Member	Then
1	Outside CONUS	In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the PDS as of the date acquired
2				No	Stop BAH at the without-dependents rate as of the day before acquired Start BAH at the with-dependents rate based on the PDS as of the date acquired
3			No	Yes	Start BAH at the with-dependents rate based on the dependent's location as of the date acquired
4				No	Stop the without-dependents allowance as of the day before acquired Start BAH at the with-dependents rate based on the dependent's location as of the date acquired Start FSH-B or FSH-O based on the PDS as of the date acquired
5		Outside CONUS, Alaska or Hawai'i (OHA Area)	Yes	Yes	Start OHA based on the PDS as of the date acquired
6				No	Start OHA at the with-dependents rate based on the PDS as of the date acquired Stop the without-dependents allowance as of the day before acquired
7			No	Yes	Start OHA at the with-dependents rate based on the dependent's location as of the date acquired
8				No	Start OHA at the with-dependents rate based on the dependent's location as of the date acquired Stop the without-dependents allowance as of the day before acquired Start FSH-B or FSH-O based on the PDS as of the date acquired

CHANGES WHEN A MEMBER ACQUIRES DEPENDENTS					
Table U10E-3 (continued)					
9	In CONUS	In CONUS, Alaska, or Hawai'i (BAH Area)	Yes	Yes	Start BAH at the with-dependents rate based on the PDS as of the date acquired
10				No	Stop BAH at the without-dependents rate as of the day before acquired Start BAH at the with-dependents rate based on the PDS as of the date acquired
11			No	Yes	Start BAH at the with-dependents rate based on the PDS as of the date acquired (NOTE 1)
12				No	Stop the without-dependents allowance as of the day before acquired Start BAH at the with-dependents rate based on the PDS as of the date acquired (NOTE 1)
13	In CONUS	Outside CONUS, Alaska or Hawai'i (OHA Area)	Yes	Yes	Start BAH based on the PDS as of the date acquired
14				No	Start BAH at the with-dependents rate based on the PDS as of the date acquired Stop the without-dependents allowance as of the day before acquired
15			No	Yes	Start BAH at the with-dependents rate based on the PDS as of the date acquired (NOTE 1)
16				No	Start BAH at the with-dependents rate based on the PDS as of the date acquired (NOTE 1) Stop the without-dependents allowance as of the day before acquired

NOTES:

1. In unusual circumstances, the member may request BAH/OHA be based on the dependents location through the Secretarial Process.

U10406 THE GOVERNMENT DEFERS DEPENDENT TRAVEL

A. General Rules

*1. When the Government defers dependents' travel at Government expense to a member's new CONUS/ OCONUS PDS pending housing availability, a with-dependent housing allowance continues to be paid at the old PDS rate, or at the dependents' location rate if the dependents relocated there at Government expense. In cases in which the Secretarial Process previously authorized a housing allowance based on the dependents' location, that rate continues.

2. FSH-O/FSH-B for the member's location starts when the member obtains private sector housing.

3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the member's PDS, and an extension to the 60-day period has not been granted through the Secretarial Process, the member is only authorized a with-dependents allowance at the with-dependents rate for the PDS location. ***A housing allowance is not authorized for the dependents' location.***

4. Table U10E-5 applies when an area within CONUS has been declared a concurrent dependent travel application area. See par. U5222-N.

U10408 MEMBER WITH-DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED OR UNUSUALLY ARDUOUS SEA DUTY TOUR**A. General Rules**

- *1. A member with dependents who serves an unaccompanied/dependent restricted tour (see DODI 1315.18) or unusually arduous sea duty is authorized a housing allowance at the with-dependent rate based on the dependents' location, or based on the old PDS if the dependents remained in the residence they shared with the member before PCS, did not relocate, and are not in Government quarters.
2. If single-type Government quarters are not available for assignment to the member at the OCONUS PDS, and dependents do not reside at or near the PDS, then FSH-O/FSH-B is also authorized. ***Member assigned to unusually arduous sea duty are not authorized FSH since Government quarters are available for assignment.***
3. Dependents may visit the member at the PDS for up to 90 consecutive days without affecting the with-dependent allowance or FSH. ***NOTE: If the visit exceeds 90 days, the dependents are deemed to be residing at the PDS and the dependent location housing allowance and FSH stop. In this event, the member is then authorized a with-dependent allowance based on the PDS.***
4. If dependents subsequently depart the PDS after day 90 to establish a residence elsewhere, FSH, if otherwise payable, and the with-dependents allowances previously authorized are reinstated as of the departure day.
5. When a member serves an unaccompanied/dependent restricted tour at the first (i.e., the initial PDS when coming on active duty) PDS, payment of a with-dependent housing allowance is based on the locations described in par. U5222-D1 if the dependents have been authorized/approved to reside at the locations described in par. U5222-D1.
6. A member transferred between unaccompanied/dependent restricted tours, whose dependents do not move, continues to be authorized a with-dependent rate based on the dependents' location.
7. A member transferred between unaccompanied/dependent restricted tours whose dependents move from the member's prior PDS (PDS before the member was assigned on the first unaccompanied/dependent restricted tour) to a designated place, or from a designated place to another designated place if the move is authorized/approved under par. U5222-F1, is authorized a with-dependent rate based on the dependents' new location.
- *8. If dependents relocate from a designated place at personal expense to any other OHA location that is not in the vicinity of the member's PDS, start OHA based on the new location effective the date private sector housing is obtained once the required documentation is provided. Stop the with-dependent allowance based on the designated place from which the dependents departed effective the day before dependents departed that location if an OHA area or the day before the dependents arrive at the new location if departing a BAH area.
9. When a member serves an unaccompanied/dependent restricted tour or is assigned to unusually arduous sea duty, the housing allowance for the dependents' location may be authorized/approved to be effective on the date of the lease.
- *10. If dependents relocate at personal expense from a designated place in a BAH area to a different location in a BAH area that is not at or near the member's PDS, continue BAH based on the previously authorized location (either old PDS or dependent location before the move). If the dependents relocate from a designated place in an OHA area to a location in a BAH area, start BAH based on the new location on the dependents' arrival date and stop the OHA the day prior to dependents' departure.

NOTE: If all of a member's dependents arrive at a member's OCONUS PDS and stay beyond 90 days, the member is not authorized OHA simply because the dependents are present. To be paid OHA the member must provide the required documentation (a completed and approved OHA report (DD Form 2367)) for private sector leased/owned housing. For BAH, see Table U10E-3.

*B. Decision Logic Tables

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR			
Table U10E-6			
R U L E	If a member	and	then (<i>NOTE 1</i>)
1	is assigned to an unaccompanied/dependent restricted tour at a PDS outside CONUS	dependents retain their permanent residence in the U.S.	If dependents remain at the member's old PDS, continue to pay BAH based on old PDS.
			If dependents are at a U.S. location other than the old PDS and are receiving BAH based on a Secretarial waiver, continue the BAH previously being paid.
			If dependents are at a U.S. location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop BAH based on the old PDS the day before the member's departure. Pay BAH Transit starting on the member's departure day until the day prior to the member's report day at the new PDS. Start BAH based on the dependents' location the day the member arrives at the new PDS.
2		dependents retain their permanent residence outside the U.S.	If dependents remain at the member's old PDS, continue to pay OHA based on old PDS.
			If dependents are at an OCONUS location other than the old PDS and are receiving OHA based on a Secretarial waiver, continue the OHA previously paid.
			If dependents are at an OCONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop OHA the day before the member's departure. Pay BAH Transit starting on the member's departure day until the day prior to the member's report day at the new PDS. Start OHA based on the dependents' location the day the member arrives at the new PDS.
3			If dependents travel with the member, start BAH based on the dependents' location the day one or more dependents arrive at the new residence location and stop BAH Transit the day before the dependents' arrival day.
			If dependents travel after the member, stop BAH based on the member's old PDS the day prior to the member's departure. Start BAH Transit on the member's departure day and pay it through the day prior to the member's report day at the new PDS. Start the member's old PDS BAH rate the day the member reports to the new PDS and continue it until the day prior to the dependents' arrival at the new residence location. Start BAH based on the dependents' location on the day one or more dependents arrive at the new residence location.

**MEMBER WITH DEPENDENTS SERVES
AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR**

Table U10E-6 (continued)

R U L E	If a member	and	then (NOTE 1)
4		dependents relocate their permanent residence at Government expense from Outside U.S. to the U.S.	<p>If dependents travel in advance of the member, start BAH based on the dependents' location the day one or more dependents arrive at the new residence location. OHA based on the old PDS or BAH Transit continues through the day before the dependents' arrival day.</p> <p>If dependents travel with the member, stop OHA the day prior to member's departure. Start BAH Transit the day the member departs the old PDS through the day prior to the dependents' arrival at the new location. Start BAH based on the dependents' location the day one or more dependents arrive at the new residence location.</p> <p>If dependents travel after the member, stop OHA based on the member's old PDS the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start OHA based on the member's old PDS the day the member reports to the new PDS and continue it until the day prior to the dependents' departure. Start BAH based on the dependents' location on the day one or more dependents arrive at the new residence location.</p>
5		dependents relocate their permanent residence at Government expense from outside the U.S. to another location outside the U.S.	<p>If dependents travel in advance of the member, start OHA based on the dependents' location the day dependents incur permanent lodging costs at the new residence. OHA based on the old PDS or BAH Transit continues through the day before the day dependents' location OHA begins.</p> <p>If dependents travel with the member, stop OHA based on the member's PDS the day prior to the member's departure. Start BAH Transit the day the member departs the old PDS. Start OHA based on the dependents' location the day dependents incur permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependents' location OHA begins.</p> <p>If dependents travel after the member, stop OHA based on the member's old PDS the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start OHA based on the member's old PDS the day the member reports to the new PDS and continue it until the day prior to dependents' departure. Start OHA based on the dependents location on the day dependents start incurring permanent lodging costs at the new residence location.</p>

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR			
Table U10E-6 (continued)			
R U L E	If a member	and	then <i>(NOTE 1)</i>
6		dependents relocate their permanent residence at Government expense from the U.S. to a location outside U.S.	<p>If dependents travel in advance of the member, start OHA based on the dependents' location the day dependents incur permanent lodging costs at the new residence location. BAH based on the old PDS or BAH Transit continues through the day before the day dependents' location OHA begins.</p> <p>If dependents travel with the member, stop BAH based on the member's PDS the day prior to member's departure. Start BAH Transit the day the member departs the old PDS. Start OHA based on the dependents' location the day dependents incur permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependents' location OHA begins.</p> <p>If dependents travel after the member, stop BAH based on the member's old PDS the day prior to the member's departure. Start BAH Transit on the member's departure day and continue it through the day prior to the member's report day at the new PDS. Start BAH based on the member's old PDS the day the member reports to the new PDS. Start OHA based on the dependents' location on the day dependents start incurring permanent lodging costs at the new residence location and stop the old PDS BAH rate the day before the day dependents' location OHA begins.</p>
7		dependents relocate their residence at personal expense while the member is serving an unaccompanied/dependent restricted tour	<p>Pay the rate for the location in rules 1 or 2 through the day before one or more dependents arrive at the new permanent residence location if dependents move to an OHA area. OHA authorization at the rate applicable to the new permanent residence location begins on the day one or more dependents arrive at that location.</p> <p>If dependents relocate between BAH locations, continue BAH based on the rate for the previously authorized location (either old PDS or dependent location) before the move).</p> <p>If dependents relocate from a designated place outside the U.S. (OHA area) to a U.S. location, discontinue OHA based on the previously authorized location the day prior to the dependents' departure. Start BAH based on the new permanent residence location on the day one or more dependents arrive at that location.</p>

MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR			
Table U10E-6 (continued)			
R U L E	If a member	and	then (<i>NOTE 1</i>)
8	is assigned to an unaccompanied/dependent restricted tour at a PDS outside CONUS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied/dependent restricted tour	dependents continue to reside at the same location	Continue to pay the housing allowance based on the dependents' permanent residence location.
9	is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer to the U. S.		Continue to pay a housing allowance based on the dependents' permanent residence location through the day before the day the member reports to the new PDS. BAH or OHA authorization at the rate for the new PDS begins on the day the member reports at that PDS.
10	is assigned to an unaccompanied/dependent restricted OCONUS assignment or to unusually arduous sea duty	dependents are not OCONUS	Continue to pay BAH at the old PDS rate if the dependents do not relocate otherwise, the dependents' location rate.

NOTES:

1. A housing allowance must not be paid if a member is assigned adequate family-type Government quarters at the PDS. Do not start the housing allowance until the member terminates the family-type Government quarters assignment.

CHANGES WHEN A MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR AND DEPENDENTS VISIT				
Table U10E-7				
R U L E	Member on an Unaccompanied/Dependent Restricted Assignment	Government Quarters Available	Dependents Visit for More Than 90 Days	Then
1	In Alaska or Hawai'i (BAH Area)	Yes	No	No Action Required.
2			Yes	Stop with-dependents allowance based on dependent location on day 90. Start with-dependents allowance based on PDS on day 91. If dependents depart the PDS after day 91, to take up residence elsewhere, reinstate the with-dependents allowance based on dependent location as of the departure day.
3		No	No	Start FSH-B based on the PDS as of the date private sector housing is acquired at the PDS.
4			Yes	Stop with-dependents allowance based on dependent location on day 90. Stop FSH-B on day 90. Start BAH at the with-dependents rate based on PDS on day 91. If dependents depart the PDS after day 91, to take up residence elsewhere, reinstate the with-dependents allowance based on dependent location and FSH-B as of the departure day.
5	Outside U.S., (OHA Area)	Yes	No	No Action Required.
6			Yes	Stop with-dependents allowance based on dependent location on day 90. Start OHA at the with-dependents rate based on the member's PDS on day 91. If dependents depart the PDS after day 91, to take up residence elsewhere, reinstate the with-dependents allowance based on dependent location as of the departure day.
7		No	No	Start FSH-O based on the PDS on the date private sector housing is acquired.
8			Yes	Stop with-dependents allowance based on dependent location on day 90. Stop FSH-O on day 90. Start OHA at the with-dependents rate based on the member's PDS as of day 90. If dependents depart the PDS after day 91, to take up residence elsewhere, reinstate the with-dependents allowance based on dependent location and FSH-O as of the departure day.

U10410 EARLY RETURN OF DEPENDENTS

A. At Government Expense

1. When all of a member’s dependents are returned from an OCONUS PDS at Government expense not due to a PCS, regardless of the reason for the return, the member is authorized a housing allowance at the with-dependents rate based on the dependents’ permanent residence location effective on the arrival day. If the dependents’ location is in an OHA area, start OHA on the date private sector housing is acquired.

2. OHA, or BAH in Alaska or Hawai’i, at the with-dependents rate for the member’s OCONUS PDS stops on the previous day. If the member resides in private sector housing after dependents’ departure, FSH-O/FSH-B for the member’s PDS location is authorized effective on the same day that BAH at the with-dependents rate begins. If the member is assigned Government quarters following dependents’ departure, no housing allowance is payable for the member’s PDS.

B. At Personal Expense. When all of a member’s dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized a second housing allowance and the with-dependents rate housing allowance based on the member’s PDS continues without change. If the member vacates family-type Government quarters that were occupied by the dependents before their departure, the member is authorized a with-dependents rate allowance for the member’s PDS.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS			
Table U10E-8			
R U L E	Dependents Returned from OCONUS PDS	Member Assigned Family Quarters at OCONUS PDS	Then
1	Return Is at Government Expense	Yes	*If the dependents’ location is in a BAH area, start with-dependent allowance based on dependent residence location as of dependent’s arrival date at the destination. If the dependents’ location is in an OHA area, start OHA on the date private sector housing is acquired for the dependents. If the member later terminates Gov’t family type quarters assignment, start FSH effective the termination date or date private sector housing for the member is acquired, whichever is later, if single type Gov’t quarters are not available.
2		No	*If the dependents’ location is in a BAH area, start with-dependent allowance based on dependent residence location as of dependent’s arrival date at their destination. If the dependents’ location is in an OHA area, start OHA on the date private sector housing is acquired. Stop the with-dependent rate based on the PDS on the day before the dependent location allowance rate starts. Start FSH-O/FSH-B the day dependent’s location allowance starts.
3	Return Is Not at Government Expense	Yes	*No housing changes required. If the member later terminates Gov’t quarters assignment: If in a BAH area, start with-dependent BAH based on the PDS as of the termination date. If in an OHA area, start with-dependent OHA based on the PDS as of the date private sector housing is acquired or the termination date, whichever is later.
4		No	No housing changes required.

U10412 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, the member's family may 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 at which 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 at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing quantities 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 U. S.;
3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;
4. The member is in receipt of a PCS order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U. S. if appropriate) before the effective date of the home port 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 PDSs located in the same proximity, and disallowed HHG transportation. 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.;
6. The member is assigned to indeterminate TDY, or TDY pending further orders; or
7. The member is assigned to a Professional Military Education (PME) or a training course that is scheduled for a duration of one year or less.

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C. Secretarial Determinations. The Secretary Concerned may determine that circumstances, not listed in pars. U10412-B1 through U10412-B7, require the dependents to reside separately and authorize/approve a housing allowance payment based either on the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents' new residence location is effective on the date one or more dependents arrive there.
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. A member is generally authorized a Transit Housing Allowance while on leave and travel between PDSs. However, in situations in which 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 Transit Housing Allowance if the member is still in transit. See par. U10416 for the Transit rate.

E. Decision Logic Tables

CHANGES WHEN DEPENDENTS TRAVEL IN ADVANCE OF THE MEMBER					
Table U10E-9					
R U L E	Dependents Perform PCS Travel in Advance of the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In U.S. (BAH Area)	New PDS In U.S. (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.
4				No	Stop BAH based on the current PDS as of the day before BAH starts based on dependent's location.
5		New PDS Outside U.S. (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.	

CHANGE WHEN DEPENDENTS TRAVEL IN ADVANCE OF THE MEMBER					
Table U10E-9 (continued)					
RULE	Dependents Perform PCS Travel in Advance of the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
8				No	Continue BAH based on current PDS until member's departure.
9	Old PDS Outside U.S (OHA Area)	New PDS In U.S (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	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. 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 Outside U.S (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.
14				No	Do not start OHA.
15			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. Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location.
16				No	Continue OHA based on current PDS until member's departure.

CHANGES WHEN DEPENDENTS TRAVEL AFTER THE MEMBER					
Table U10E-10					
RULE	Dependents Perform PCS Travel after the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
1	Old PDS In U.S. (BAH Area)	New PDS In U.S. (BAH Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Government quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
2				No	Start BAH based on the new PDS rate when Government quarters assignment is terminated if member has arrived or 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, the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.
4				No	Stop BAH as of the day before the member's departure.
5		New PDS Outside U.S (OHA Area)	Yes	Yes	Start BAH based on the higher of the old PDS or the dependent's location rates on the date Government quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if 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 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. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in-transit.
8				No	Stop BAH as of the day before the member's departure.

CHANGES WHEN DEPENDENTS TRAVEL AFTER THE MEMBER					
Table U10E-10 (continued)					
RULE	Dependents Perform PCS Travel after the Member	New PDS Location	Assigned Gov't Qtrs at the Old PDS	Has HA for Dependent's Location Been Authorized/ Approved by Secretarial Process?	Then
9	Old PDS Outside U.S (OHA Area)	New PDS In U.S (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 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.
					As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.
11					No
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.
					As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.
13			No	Stop OHA as of the day before the member's departure.	
14			Old PDS Outside U.S (OHA Area)	New PDS Outside U.S. (OHA Area)	Yes
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.				
	As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.				
16	No	Start OHA based on the new PDS rate when Gov't quarters assignment is terminated if member has arrived or 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.
			As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.		
18	No	Stop OHA as of the day before the member's departure.			

U10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

A. General. The FSH allowance is based upon a separation resulting from military orders and not the personal choice of the member and/or dependents. It is payable to a member-with-dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS, or to a PDS in CONUS to which concurrent travel has been denied. General conditions are:

1. Transportation of dependents to the PDS is not authorized at Government expense under 37 USC §406;
2. Dependents do not reside in the vicinity of the PDS; and
3. Government quarters are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. U10414 –B1 and U10414-B2 below. FSH-B is payable in a monthly amount *equal to* the without-dependents BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount *up to* the without-dependents OHA rate applicable to the member's grade and PDS.

1. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawai'i or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that Government quarters are not available and the member has obtained private-sector housing.
2. FSH – OHA Based Location (FSH-O) is payable for assignments at PDSs outside the United States and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. U10022), utility allowance (par. U10024), MIHA (par. U10026), and advances (par. U10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;
2. Member has no dependents other than a dependent for which the member is paying child support but does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §406, just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §406, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH; or
3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.
2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.
3. A member is authorized FSH-O/FSH-B, however, even though one or more (but not all) dependents visit for longer than 90 days, if the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member or do not live in the vicinity of the member's PDS.

4. For consistent action on FSH changes with other housing allowances see par. U10408.

E. Dependents Reside in the Member’s PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member’s dependents reside in the vicinity of the PDS. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. U10000-E for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. Acquired dependents. See par. U10404.
2. Delays caused by the Government. See par. U10406.
3. Early return of dependents. See par. U10410.
4. Evacuation. See par. U10426.
5. Concurrent Dependent Travel Denied in CONUS. See par. U5222-N.

G. Decision Logic Table

CONDITIONS AFFECTING FSH AUTHORIZATION		
Table U10E-11		
R U L E	When an eligible member	Then FSH
1	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the day before the date the member departs PCS (<i>Eff: 29 Dec 06</i>)
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Government quarters	Continues through the day before the day Government quarters become available for assignment
5	Enters a non-pay status for any reason, except as provided in <u>NOTE 1</u>	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member’s PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	Continues <u>NOTE 2</u>

NOTES:

1. See par. U10422.
2. Payment must be supported by member’s certificate that the member maintained private sector housing at the PDS.

U10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Government quarters. The Transit rate continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. *The new PDS or*

2. *A location near, but outside the limits of, the new PDS and per diem stops IAW par. U5120-D*

BAH for the new PDS begins the day of arrival in a "TDY" status at the new PDS in par. U10416-A1 or the day per diem stops in the case of par. U10416-A2.

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Government quarters at the old PDS, the member is authorized BAH as of the Government quarters termination date). See Tables U10E-12, U10E-16 and U10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Government quarters) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized the Transit rate (for rates see <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>) if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, the Transit rate applies.

D. New Accessions. The BAH-Transit rate applies to a member without dependents in the accession pipeline, to include a Reserve Component member undergoing initial training, when in a travel status, leave en route or proceed time while transferring from the initial entry training location, between training locations and to the first PDS. The BAH-Transit rate applies until the member reports to the new PDS. A member in the accession pipeline includes a:

NOTE: Service academy and ROTC graduates without dependents, who remain at the graduation/commissioning location following graduation and commissioning before proceeding to another duty station and are not assigned Government quarters, are authorized BAH at the without-dependents rate for the graduation/ commissioning location through the day prior to departure en route to the training location. If the officer acquires dependents, the officer's BAH with-dependent rate becomes based on the dependents' location effective the date dependents are acquired.

1. Member who is undergoing initial entry training, to include a Reserve Component member;
2. Student (includes ROTC and OCS) without prior Military Service; See ***NOTE*** above.
3. Service Military Academy graduate upon graduation, until arrival at the first PDS. See ***NOTE*** above.

For the purpose of BAH only, the initial entry-training site is defined as a PDS. A member without dependents is not authorized BAH since Government quarters are assigned. The BAH rate for a new accession with dependents is based on the dependents' location if they are located inside the U.S. If dependents are located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Government quarters at the old PDS, the member is authorized BAH on Government quarters termination date provided the member is still on active duty). See Table U10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S. who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Government quarters or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the location of the residence. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. U10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Government quarters) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized the BAH rate for the retirement/separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Government quarters) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

MEMBER IN TRANSIT			
Table U10E-12			
R U L E	If the member	And	then (<u>NOTES 1 and 2</u>)
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authorization begins on the day the member reports to the new PDS.
2		from a PDS outside the CONUS	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authorization begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Government quarters were assigned	from a PDS in the US.	Start the old PDS-based BAH beginning the day the member terminates Government quarters and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependents’ location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first duty station for other than training. Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first duty station for other than training. Start the PDS rate beginning the day the member reports to the first PDS.
7	new accession in the pipeline in a travel status, leave en route or proceed time while transferring from the initial training location, between training locations and to the first PDS	the member has no dependents	Start the Transit rate when the member is in a travel status between duty/training stations and the new PDS-based BAH rate the day the member reports to the new PDS.

MEMBER IN TRANSIT			
Table U10E-12 (continued)			
R U L E	If the member	and	then (<u>NOTES 1 and 2</u>)
8		the member is with dependents	For dependents located in the U.S., continue dependents' location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Government quarters	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. See rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependents' location-based BAH, continue that BAH rate through separation/retirement date.
13	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependents' location-based BAH, continue that BAH rate through separation/retirement date.
14		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependents' location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.

MEMBER IN TRANSIT			
Table U10E-12 (continued)			
R U L E	If the member	and	then (<u>NOTES 1 and 2</u>)
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start BAH/OHA based on the designated unit of assignment during scheduled school breaks or periods of leave (only when member is authorized BAH/OHA).
17	in receipt of an appropriate order associated with a prolonged hospitalization determination	member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start BAH (for member authorized BAH) based on the hospital location to which the member has been transferred.

NOTES:

- 1. The member is not authorized BAH/OHA if assigned Government quarters adequate for the member and dependents (if applicable). Start BAH/OHA effective the date of termination of quarters, if applicable.*
- 2. If the member has a Secretarial waiver to pay BAH based on the previous PDS, or the dependents' location, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependents remain at the OHA location.*

U10418 MEMBER IN A MISSING STATUS

A. Member without Dependents. A member without dependents carried in a missing status is authorized without-dependent BAH. For a member whose PDS is in the U.S., pay without-dependent BAH based on the PDS location. If the member had a Secretarial waiver to pay BAH based on a former PDS due to a low-cost or no-cost PCS (par. U10400-B), that Secretarial waiver-based BAH rate continues rather than being changed to the current PDS BAH rate. For a member whose PDS is outside the U.S., pay without-dependent BAH based on the HOR location. See DODFMR, Vol. 7A, par. 340302.

B. Member with Dependents. A member with dependents continues to receive the housing allowance to which authorized upon entering the missing status. If dependents relocate, pay the with-dependent housing allowance appropriate for the dependents' location.

Effective 5 March 2007

U10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See DODFMR, Vol. 7A, Chapter 1. For FSH, see JFTR, Table U10E-11, rule 9. For a member without dependents who is sentenced to confinement pursuant to a court-martial, see Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 for BAH-partial rules. Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 do not apply to a member in civil or foreign confinement. A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DODFMR, Vol. 7A, Chapter 1.

U10422 HOUSING ALLOWANCE FOR A MEMBER IN A NONPAY STATUS

A. Unauthorized Absence. For a period not to exceed 2 months from the first day of absence, a housing allowance at the rate being credited a member in grades E-1, E-2, E-3, and E-4 (4 or fewer years' service) at the time absence commenced may be paid to a dependent on whose behalf BAH or OHA was claimed prior to commencement of the absence, if all of the following conditions exist:

1. The member has been in an unauthorized absence status for more than 29 consecutive days.
2. The dependent applies for payment of BAH or OHA and the application is received by appropriate authority within 3 months after the date absence commenced. In the case of a dependent living outside the U.S. and claiming OHA, a copy of the current lease agreement must be included. Housing expenses must be incurred for OHA payment.
3. If the Service Concerned fails to provide timely notice to dependents of their right to apply for BAH/OHA, a waiver of the 3-month stipulation in par. U10422-A2 above, may be granted on a case-by-case basis by the authority specified in par. U10422-B1 below. If such a waiver is granted, payment may only be made on those applications received within 2 months after the dependents are properly notified of their right to submit such an application.
4. No positive information has been received that the dependent is residing with or has joined the member at the place of absence.
5. If a member is assigned Government family-type quarters (adequate or inadequate), no payment of BAH or OHA may be made. Payment of BAH or OHA may not be made directly to the member on behalf of a dependent. Payment must be made only to the dependents.

B. Pretrial Confinement in a Foreign Country. For a member in pretrial confinement in a foreign country, payment of BAH or OHA is authorized as follows:

1. An enlisted member in grade E-1, E-2, E-3, or E-4 (4 or fewer years' service). Payment is authorized for a period not to exceed 2 months under the conditions stated in par. U10422-A above. For any subsequent months there must be showing of hardship on the dependent and approval on a case-by-case basis as follows:

a. Army:

Director, DFAS-PMTA/IN
8899 East 56th Street
Indianapolis, IN 46249-2301

b. Navy:

Deputy Chief of Naval Operation (N130)
2 Navy Annex
Washington, D.C. 20370-2000

c. Air Force:

HQ USAF/A1SF
1040 Air Force Pentagon (Room 4E235)
Washington, D.C. 20330-1040

d. Marine Corps:

Commandant of the Marine Corps (MRP-1)
3280 Russell Road
Quantico, VA 22134-5143

2. An enlisted member in grade E-4 (over 4 years' service) or above (cases in which there has been a showing of hardship on the dependent). The approval authority for the initial and any subsequent payments is as in par. U10422-A1 above. No payment may be made without the approval of such authority on a case-by-case basis. Payments are subject to the conditions stated in par. U10422-B1a above. See Service regulations for procedures on processing claims.

C. Excess Leave. BAH or OHA may continue to be paid to a member in grade E-4 (4 or fewer years of service) or below, with dependents, for a period not to exceed 2 months during which an excess-leave status exists unless it is anticipated that member will not return to duty, for example, appellate leave. The 2-month period is computed from the first day of excess leave.

***U10424 HOUSING ALLOWANCE FOLLOWING A MEMBER'S DEATH**

A. General. Continuation, or payment, of BAH or OHA to the surviving dependents of an armed forces member who dies while on active duty is authorized for 365 days. It is paid to dependents of a member who dies in the line of duty when on the date of member's death the dependents:

1. Do not occupy Government quarters; or
2. Are occupying Government quarters on a rental basis; or
3. Vacate Government quarters within 365 days of the member's death;

B. Not Payable. The housing allowance is not payable to:

1. A dependent who killed the member, unless there is evidence which clearly absolves the dependent of any felonious intent and
2. A surviving dependent of a Reserve Component member if that member dies while on inactive duty.

C. Payment Priority. Payments to surviving dependents are made in the following order:

1. Current spouse
2. If there is no current spouse, the housing allowance is divided equally among the dependents on whose behalf the deceased member was receiving a with-dependent housing allowance.

D. Payment Amount and Method

1. General. The housing allowance is paid in the same amount and in the same manner as the deceased member would have been paid. The housing allowance may be paid quarterly as an advance payment but must be reconciled. Housing allowance payments to the dependents are not subject to collection of any debts owed by the deceased member to the United States. If the deceased member's spouse is also a member see par. U10424-E.

2. Examples

a. A member dies on 16 March 2006, and the member's dependents do not occupy Government family-type quarters. Pay a housing allowance to the dependents from 17 March 2006 through 16 March 2007, a total of 365 calendar days.

b. A member dies on 5 January 2007, and dependents vacate Government quarters on 12 February 2007. Pay a housing allowance to the dependents at the appropriate monthly rate for 12 February 2007 through 5 January 2008, which is the 365th calendar day after the date of the member's death. Had the member died 5 January of a leap year, the housing allowance termination date would be 4 January of the following year.

(Effective 1 October 2006)

E. Payment to a Deceased Member's Spouse Who is also a Member (Surviving Member Spouse) (37 USC §403(1)). The allowance in par. U10424-A may be paid to a deceased member's spouse even though the spouse is also a uniformed service member entitled to basic pay. For a member who dies on or after 1 October 2006, the allowance is paid to the surviving member spouse in addition to any other pay and allowances to which the surviving member spouse is authorized as a member. The rules in pars. U10424-A, U10424-B, U10424-C and U10424-D apply.

TRANSITION RULE: New payment rules for surviving member spouses are effective 1 October 2006. Payment is authorized under the new authority for that portion of the 365 day period following the date of the member's death that occurs on/or after 1 October 2006. The payment rules in par. U10424-E1 below apply to these payments; however, since payments under prior rules may have been made in advance and in some cases dependency of children for housing allowance purposes automatically changed to the surviving spouse, claims for retroactive periods must be individually submitted to and adjudicated by each Service.

1. Payment Rules. The following rules apply:

a. Dual housing allowance payments are authorized for a surviving member spouse.

b. When dependents other than a surviving member spouse are involved, the housing allowances are paid in the same manner that was provided for prior to the member's death. If the surviving member spouse was drawing the without dependent housing allowance on the member's date of death, that rate would continue for 365 days. On day 366, the surviving member spouse's housing allowance could change to the with-dependent rate.

c. If the family vacates Government quarters, the surviving member spouse is paid the housing allowance that would have been paid to the deceased member as well as the housing allowance to which the surviving member spouse is authorized. In this case, the surviving member spouse may determine on whose behalf the with-and without-dependents housing allowances are paid (i.e., which member 'claims' the dependents for housing allowance purposes).

d. If the deceased member was receiving a with-dependent rate housing allowance solely for dependents who may not be claimed by the surviving member spouse, the surviving member spouse is only authorized housing allowance continuation at the without-dependent rate. The remainder, the difference between the with- and without-dependent rates, is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent rate. For example, this rule would apply the deceased member and surviving member spouse who lived in separate locations and each received a with-dependent housing allowance for children from previous marriages, but claimed no children from the current marriage. Each would have been drawing a with-dependent housing allowance.

2. Examples

- a. A member dies on 1 April 2007 while stationed OCONUS. The surviving member spouse is stationed at Location A in CONUS and receiving without-dependent rate BAH. The couple had no other dependents. Continue the surviving member spouse's BAH at the without-dependent rate for Location A. Also pay the surviving member a without-dependent Location A BAH at the rate the deceased member would have received from 2 April 2007 through 31 March 2008 (2008 is a leap year). If 2008 had not been a leap year, the housing allowance termination would be 1 April 2008.
- b. A member dies on 3 May 2007. The deceased member was drawing BAH at the with-dependent rate. The surviving member spouse was drawing BAH at the without-dependent rate. The couple had children from the current marriage. The surviving member spouse continues to receive BAH at the without-dependent rate and also receives a with-dependent rate BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year). On 3 May 2008 the surviving member spouse begins receiving BAH at the with-dependent rate.
- c. A member dies on 3 May 2007. The deceased member was drawing without-dependent rate BAH. The surviving member spouse was drawing the with-dependent rate BAH. The surviving member spouse continues to receive the with-dependent BAH and also receives a without-dependent BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year).
- d. A member dies on 30 January 2007. The deceased member was drawing with-dependent BAH for payment of child support for children from a previous marriage. The deceased member was married to another service member and there were no children of that marriage. The surviving member spouse was drawing without-dependent BAH. The surviving member spouse continues to receive the without-dependent BAH and also receives a without-dependent rate BAH that the deceased member would have received from 31 January 2007 through 30 January 2008. The remainder of the deceased member's BAH (the difference between the with-and-without-dependent BAH rates) is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent BAH.
- e. A member dies on 15 January 2007. The deceased member was not in receipt of BAH at the time of death because the deceased member was living in family-type government quarters with the surviving member spouse and children. The surviving member spouse and children vacate Government quarters on 1 March 2007. The surviving member spouse elects to receive without-dependent BAH and also receives a with-dependent BAH that the deceased member would have received from 1 March 2007 through 15 January 2008. On 16 January 2008 the surviving member spouse begins receiving only with-dependent rate BAH.
- f. A member died on 15 June 2006. The deceased member was drawing with-dependent BAH. The deceased member was married to another service member and there were children from that marriage. The surviving member spouse was receiving without dependent BAH but began receiving a single with-dependent BAH for the children on 16 June 2006 under policies in effect at the time. Under the new payment rules, on 1 October 2006 change the surviving member spouse's BAH to the without dependent BAH and also pay the with-dependent rate BAH that the deceased member would have received from 1 October 2006 through 15 June 2007. On 16 June 2007 the surviving member spouse begins receiving only the with-dependent BAH.

*F. Decision Logic Table

RATE DEFINING LOCATION			
Table U10E-13			
R U L E	If a member with dependents	and	then the payable housing allowance rate the dependents receive is that which is prescribed for the
1	dies on active duty while assigned to a U. S. PDS		deceased member's PDS regardless of the location at which the dependents choose to reside (unless the dependents are in receipt of a Secretarial waiver).
2	dies on active duty while assigned to a PDS outside the U. S.		location at which the dependents reside or choose to reside in the U. S. If the dependents stay overseas, the housing allowance is based on the OHA rate (and documented cost) for the location at which the dependents reside and then reverts to BAH at the U.S. location at which the dependents later decide to reside, on the date one or more dependents arrive at the U.S. location at which they choose to reside or the date all dependents have departed the PDS location, whichever is later. Authorization exists for 365 days after the member's death.
3	dies on active duty	dependents reside in Government quarters	dependents' location the day the Government housing facilities were vacated and that rate continues for 365 days less the number of days the Government housing facilities were occupied following the date of the member's death. If Government housing was outside the U.S., pay the housing allowance based on the location at which the dependents choose to reside.

U10426 EVACUATION OF A MEMBER'S PDS**A. Member-with-dependents****1. OCONUS PDS - 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 and OHA/BAH based on the OCONUS PDS stops on the day before.
- 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. OCONUS PDS - 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. U10408, 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.

3. CONUS PDS

- a. A member, whose dependents are evacuated and who was authorized a with-dependents BAH 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 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 and BAH based on the PDS stops the day before.

B. Member 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 or be sent TDY. 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/BAH concurrent with the private sector housing termination.

C. Decision Logic Tables

CHANGES INCIDENT TO AN EVACUATION FROM AN OCONUS PDS				
Table U10E-14				
RULE	Dependents Evacuated from PDS	Member Assigned Quarters at the PDS	Dependents Authorized to Return to the PDS	Then
1	Dependents Are Command Sponsored for OCONUS COLA	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		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. Stop with-dependents allowance based on the PDS as of day prior to the day the allowance based on the designated place starts. Start FSH-O/FSH-B on the day the allowance based on the designated place starts.
5	Dependents Are <i>Not</i> Command Sponsored for OCONUS COLA	Yes	N/A	If a with-dependents allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.
6				If the with-dependents allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependents allowance based on dependent's designated place on the day the dependents depart the PDS. 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-dependents allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.
8	If the with-dependents allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependents allowance based on dependent's designated place on the day the dependents depart the PDS. b. Stop with-dependents allowance based on the PDS as of day prior to the day dependents depart the PDS. 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.			

CHANGES INCIDENT TO AN EVACUATION FROM A CONUS PDS				
Table U10E-15				
RULE	Dependents Evacuated from PDS	Member Assigned Quarters at the PDS	Dependents Authorized to Return to the PDS	Then
1	Yes	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		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. Stop with-dependents BAH based on the PDS as of day prior to the day the allowance based on the designated place starts.

U10428 RESERVE COMPONENTS

A. Duration of Orders

1. Active Duty Tour Begins before 6 January 2006. A Reserve Component member called or ordered to active duty for 139 or fewer days is authorized the Reserve Component rate (BAH-RC) (for rates see: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>) for the active duty period, except for contingency operations as provided in par. U10428-B below. A member called or ordered to active duty for 140 days or more is authorized BAH/OHA. However, if a Reserve Component member is initially on a tour of 139 or fewer days and receives an order modification or assignment extension:

- a. Before 6 January 2006 and the prospective (new) period of active duty is 140 or more days then BAH/OHA would start on the modification date.
- b. On or after 6 January 2006 and the prospective (new) active duty period is 31 or more days then BAH/OHA would start on the modification date.

Do not add periods of active duty previously served to obtain the 140/31 day requirement. See Tables U10E-16 and U10E-17 and par. U10428-D.

2. Active Duty Tour Begins 6 January 2006 or Later. A Reserve Component member called or ordered to active duty for 30 or fewer days is authorized the Reserve Component rate (BAH-RC) (for rates see: <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>), except for contingency operations as provided in par. U10428-B below. Effective 6 January 2006, a member called or ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized BAH/OHA. If a Reserve Component member is initially on a tour of 30 or fewer days and receives an order modification or assignment extension and the prospective (new) active duty period is more than 30 days then BAH/OHA would start on the modification date. Do not add periods of active duty previously served to obtain the more than 30-day requirement. See Tables U10E-16 and U10E-17 and par. U10428-D.

B. Contingency Operations. A Reserve Component member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the Reserve Component member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the permanent residence location at the time called/ordered to active duty.

C. Member Married to Member. Unless par. U10428-B above applies, a Reserve Component member married to another member on active duty, without dependents, not assigned to Government quarters, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such a Reserve Component member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependents rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

D. Location Rate – Called to Active Duty/ADT on/after 6 January 2006

1. Called/Ordered to Active Duty for More Than 30 Days on/after 6 January 2006. A Reserve Component member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized BAH/OHA for the location of the place of principal residence beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. Except as provided in par. U10428-D2 the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation because duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW JFTR, par. U2146-B, the member continues to receive BAH/OHA based on the member's principal residence (at the time called/ordered to active duty).

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-D2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. A Reserve Component member called/ordered to active-duty-for-other-than-training for more than 180 days

(1) At more than one location away from the member's principal residence (at the time called/ordered to active duty) and the duty is not more than 180 days at one location, or

(2) At one location away from the member's principal residence (at the time called/ordered to active duty) but authorized TDY allowances IAW par. U7150-A4b(3), or

(3) At a location to which the member commutes from the member's principal residence (at the time called/ordered to active duty),

and not authorized PCS HHG transportation IAW Chapter 5, Part D continues to receive BAH/OHA based on the principal residence.

HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this authorization.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA based on the principal residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

E. Location Rate – Called to Active Duty/ADT Before 6 January 2006

1. Called/Ordered to Active Duty for 139 or Fewer Days Before 6 January 2006. A Reserve Component member called/ordered to active duty (for other than a contingency) for 139 or fewer days is authorized BAH-RC beginning on the first active duty day and the rate continues for the tour duration unless the duty is in support of a contingency operation (see par. U10428-E3) or an extension changes the rate (par. U10428-A1).

2. Called/Ordered to Active Duty for 140 or More Days Before 6 January 2006. A Reserve Component member, called/ordered to active duty (for other than a contingency) for 140 or more days, is authorized BAH/OHA for the location from which called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at the duty location. A member called/ordered to ADT, for 140 or more days at one location, is authorized BAH/OHA in the same manner as a member already on active duty. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or a Reserve Component of any of the Uniformed Services on active duty for training was the place at which the training duty is performed.

b. Called/Ordered to Active-Duty-for-Other-Than-Training for 140 or More Days but Fewer Than 181 Days and Not Authorized PCS HHG Transportation. Except as provided in par. U10428-E2c, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at that location. Before 6 January 2006, the PDS for BAH purposes for a Reserve Component member ordered to active duty (other than training and for whom no PCS order was issued) was the member's monthly drill/training location. The PDS for a Reserve Component member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby Reserve Component member, a retired Reserve Component member, and an IRR) was the place from which called/ordered to active duty.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U10428-E2d, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for BAH/OHA for the PDS location begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized PCS HHG Transportation. Except when PCS HHG transportation is authorized, a Reserve Component member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member’s principal residence (at the time called/ordered to active duty) receives BAH/OHA as prescribed in par. U10428-E2b.

HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this authorization. BAH/OHA authorization begins on the day the member is authorized a housing allowance.

3. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA based on the principal residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the duty location rate would apply on the day the member reports to the PDS. A member without dependents on duty in support of a contingency is authorized BAH/OHA for a primary residence if the member continues to pay rent or owns a residence at the primary place of residence even if the member is assigned or occupies Government quarters suitable and adequate for the member’s grade at the duty location provided a PCS order has not been issued.

F. Decision Logic Tables

RESERVE COMPONENTS MEMBER Called/Ordered to AD/ADT on or after 6 January 2006				
Table U10E-16				
R U L E	If member is (<u>NOTES 1</u> and <u>2</u>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (<u>NOTE 3</u>)
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	Start BAH/OHA based on the principal residence at the time called/ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	Start BAH/OHA based on the principal residence at the time called/ordered to active duty beginning on first active duty day.
3	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	Start BAH/OHA based on the principal residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. BAH/OHA for the PDS location begins on the day member reports to PDS (<u>NOTE 4</u>).
4		Yes	Yes	Start BAH/OHA based on the principal residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. BAH/OHA for the PDS location begins on the day member reports to PDS (<u>NOTE 4</u>).
5		No	No	Start BAH/OHA based on the principal residence at the time called/ordered to active duty beginning on first active duty day.
6		No	Yes	Start BAH/OHA based on the principal residence at the time called/ordered to active duty beginning on first active duty day.

RESERVE COMPONENTS MEMBER Called/Ordered to AD/ADT on or after 6 January 2006				
Table U10E-16 (continued)				
R U L E	If member is (<i>NOTES 1</i> and <i>2</i>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (<i>NOTE 3</i>)
7	Called/Ordered to	No	No	Start BAH-RC beginning on first active duty day.
8	Active Duty for 30 or fewer Days	No	Yes	Start BAH/OHA based on the principal residence at time called/ordered to active duty beginning on first active duty day.
9	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DODD 1241.1 (<i>NOTE 5</i>)			Start BAH/OHA based on the member's principal residence beginning on the date the member becomes entitled to incapacitation pay (<i>NOTE 6</i>).

NOTES:

1. A DOD retired member ordered to active duty is authorized the same housing allowances as a Reserve Component member.
2. If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 30 days BAH-RC would stop the day before the amendment/modification and BAH/OHA based on the principal residence would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or BAH/OHA based on the principal residence would stop the day before the modification/amendment and BAH/OHA for the PDS would begin on the modification date.
3. A lease agreement or mortgage is required before OHA payment.
4. OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) Government quarters at the PDS.
5. The condition must be a result of an injury, illness, or disease incurred or aggravated In line of duty while performing:
 - a. Active duty;
 - b. 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 education institution under the sponsorship of an armed force or the Public Health Service).
6. Authorization for a BAH/OHA rate for an eligible Reserve Component member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. See USC §204(g) and (h), DODD 1241.1 and DODI 1241.2 for offsets.

RESERVE COMPONENT MEMBER Called/Ordered to AD/ADT before 6 January 2006							
Table U10E-17							
R U L E	If member is (NOTES 1 and 2)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Member Assigned Single Govt Qtrs at the Duty Location	Then (NOTES 3, 4 and 5)		
1	Called/Ordered to Active Duty for Fewer Than 140 Days before 6 January 2006	No	No		No Housing Allowances for member without dependents – other than Partial BAH except BAH-RC beginning on first active duty day through day before arrival at duty location.		
2					BAH-RC for member with dependents beginning on first active duty day.		
3		No	Yes	Yes	BAH/OHA based on the principal residence at time called/ordered to active duty for member with dependents beginning on first active duty day. BAH/OHA based on the principal residence at time called/ordered to active duty for member without dependents if member continues to maintain a primary residence either owned by the member or for which the member is responsible for rental payments.		
4		No	No	No	BAH-RC beginning on first active duty day.		
5	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days before 6 January 2006			No	BAH/OHA based on the principal residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to duty location.		
6				Yes	No	Yes	No Housing Allowances for member without dependents– other than Partial BAH except BAH/OHA based on the principal residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through day before arrival at duty location.
7							BAH/OHA based on the principal residence at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to duty location if quarters are not adequate for dependents.
8				Yes	Yes	Yes	No Housing Allowances for member without dependents– other than Partial BAH except BAH/OHA based on the principal residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through day before arrival at duty location.

<p align="center">RESERVE COMPONENT MEMBER Called/Ordered to AD/ADT before 6 January 2006</p>					
<p align="center">Table U10E-17 (continued)</p>					
<p align="center">R U L E</p>	<p align="center">If member is (NOTES 1 and 2)</p>	<p align="center">PCS HHG Transport Authorized</p>	<p align="center">Duty in Support of Contingency Operation</p>	<p align="center">Member Assigned Single Gov't Qtrs at the Duty Location</p>	<p align="center">Then (NOTES 3 and 4)</p>
9	<p align="center">Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days</p>	Yes	Yes	Yes	BAH/OHA based on the principal residence at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to duty location if quarters not adequate for dependents.
10		No	No		No Housing Allowances for member without dependents – other than Partial BAH except BAH/OHA based on the principal residence at the time called/ordered to active duty beginning on first active duty day through day before arrival at duty location.
11		Yes			BAH/OHA based on the principal residence at the time called/ordered to active duty for member with dependents beginning on first active duty day beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if quarters not adequate for dependents.
12		No	Yes		BAH/OHA based on the principal residence at time called/ordered to active duty for member with dependents beginning on first active duty day. BAH/OHA based on the principal residence at the time called/ordered to active duty for member without dependents if member continues to maintain a primary residence either owned by the member or for which the member is responsible for rental payments.
13		No	No	No	BAH/OHA based on the principal residence at the time called/ordered to active duty beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if quarters not adequate for dependents.
14	<p>Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DODD 1241.1 (NOTE 6)</p>	No	No	No	BAH/OHA based on the member's principal residence beginning on the date the member becomes entitled to incapacitation pay (NOTE 7).

NOTES:

1. A DOD retired member ordered to active duty is authorized the same housing allowances as a Reserve Component member.

2. A Reserve Component member who is called or ordered to active duty for more than 30 days and begins serving on active duty on or after 6 January 2006, to include a member whose service is extended on or after 6 January 2006, through an amended or modified order, and the member serves more than 30 days from the date the order is extended. Examples:

Example 1: Member lives in Dallas, receives order dated 15 November 2005 to begin active duty on 3 January 2006 for 45 days at Atlanta – member is subject to the old rules and gets BAH-RC.

Example 2: The same member in example 2 receives an order extending the active duty period by 15 days. Extension order is dated 20 January 2006 – still subject to old rules through 19 January but changes to new rules on 20 January (BAH-RC through 19 January 2006, Dallas based BAH starting 20 January 2006).

Example 3: Member lives in Dallas, receives order dated 15 November 2005 to begin active duty for 50 days on 8 January 2006 in Naples, Italy – the member is under the new rules since active duty begins on or after 6 January 2006, also using the policy of basing the housing allowance on the location at which housing expenses are borne (member's principal residence), the member receives Dallas BAH starting 8 January 2006.

3. OHA payment requires a lease agreement or mortgage.

4. A member whose only dependents are those for which the member is paying child support is authorized BAH-DIFF if assigned Government quarters at the duty location (see par. U10030) or BAH/OHA with-dependent rate if not assigned Government quarters.

5. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or a Reserve Component of any of the Uniformed Services on active duty for training was the training duty location. Before 6 January 2006, the PDS for BAH purposes for a Reserve Component member ordered to active duty for other than training and for whom no PCS order was issued was the member's monthly drill/training location. The PDS for a Reserve Component member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby Reserve Component member, a retired Reserve Component member and IRRR) is the place from which called/ordered to active duty.

6. The condition must be a result of an injury, illness, or disease incurred or aggravated in line of duty while performing:

a. Active duty;

b. 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 education institution under the sponsorship of an armed force or the Public Health Service).

7. Authorization for a BAH/OHA rate for an eligible Reserve Component member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. See USC §204(g) and (h), DODD 1241.1 and DODI 1241.2 for offsets).

- (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) The AO for all other travel under this item is 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 Command Commander or designees for a request from a member and a civilian employee within the command. 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) Secretary of a Military Department, or designees, for requests from a staff member; and
 - (e) Service Chief or designees for a request from a member and a civilian employee within the Service. 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;

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)); or

q. A Service may authorize/approve per diem and one round-trip transportation between the residence to the medical facility for a limited number of family members of an ill or injured member (*not of a civilian employee*) per par. U5246.

*r. An auxiliary chaplain who is intermittently employed by the Government to provide religious services or emergency ministrations. *An ITA is not used to document attendance at, or payments related to, attendance by individual participating in an unofficial capacity for Chaplain-led programs. See par, U1008.*

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

1. A non-appropriated fund official or employee 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. A Federal Government employee or Uniformed Service member (A Federal employee and a Uniformed member 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 the 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 Mode. Authorization of a transportation mode, 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 a civilian competitor 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.

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
16. <u>Costs for Paper Tickets</u> a. Any additional costs of paper tickets when authorized/approved by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries) are authorized. b. Paying for paper tickets bought for personal convenience is the traveler's financial responsibility.	X	X	X	X	X	X
17. <u>Baggage Handling Tips (UNIFORMED MEMBERS ONLY)</u> . Customary tips for handling <u>any</u> baggage at transportation terminals are authorized.	X	X			X	
18. <u>Transportation to/from Terminal</u> . POC transportation costs to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.	X	X		X	X	X
19. <u>Terminal Parking Fees</u> . Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to and from the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
20. <u>Trip Insurance</u> a. Mandatory trip insurance in a foreign country to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC/rental car, and b. A Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976)).		X		X	X	X

<u>MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL</u>	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ

<p>21. <u>AO Authorized/Approved Expenses</u>. The following expenses are reimbursable when authorized/approved by the AO:</p> <ul style="list-style-type: none"> a. Services, including associated equipment needed for reports/correspondence preparation; b. Clerical assistance; c. Services of guides, interpreters, packers, or vehicle drivers; d. Storage of property used on official business; e. Room rental (used for official business) at a lodging/other place; f. Official phone calls (see JFTR, par. U1405 and JTR, par. C1405); g. Connections used for computers to perform official Government business (see JFTR, par. U1405 and JTR, par. C1405); h. Excess baggage transportation costs (see JFTR, par. U3015-C and JTR, par. C2302); *i. Conference registration fees when fees are a condition for attendance. When the registration fee includes meal costs, per diem is computed under Appendix R, Part II, par. J.; j. Dual lodging costs (see JFTR, par. U4135 and JTR, par. C4555-F). Reimbursement must <i>not</i> exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.; k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (see JFTR, par. U1430 and JTR, par. C1445). Reimbursement must <i>not</i> exceed the remaining amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.; l. Expedited charge card delivery; 	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
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- p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Office of Inspector General
Attn: Travel Office
400 Army Navy Drive
Arlington, VA 22202-4704
- s. National Imagery and Mapping Agency
Attn: Administrative Office
8613 Lee Highway
Fairfax, VA 22031-2137
- t. National Security Agency/Central Security Service
Attn: M6
Ft. George G. Meade, MD 20755-6000
- u. Office of Economic Adjustments
Attn: Administrative Officer
400 Army Navy Drive, Suite 200
Arlington, VA 22202-2884
- v. TRICARE Management Activity
Attn: TMA Budget Officer
5111 Leesburg Pike, Suite 810
Falls Church, VA 22041-3206
- w. Uniformed Services University of the Health Sciences
Attn: Vice President for Finance and Administration
4301 Jones Bridge Road
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces
Attn: Clerk of the Court
450 "E" Street, NW
Washington, DC 20442-0002

2. Army

- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Army Commands, Army Service Component Commands, and Direct Reporting Units listed below submit requests to the authority indicated for each. *These Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of the AO. If not listed the AEA authority has been delegated to the AO.;*
- b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//. Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;
- c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;
- d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;
- e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;
- *f. Headquarters, U.S. Army South (USARSO), DCS-G8, Attn: ARSO-RM, 2450 Stanley Road, Ste 303, Ft. Sam Houston, TX 78234;
- g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

APPENDIX R

PART II: CONFERENCE ATTENDANCE

- A. General. DOD civilian employees and Uniformed Service members may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employees'/members' work responsibilities.
- B. Authority. Title 5 USC §4110 and 37 USC §412 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the Uniformed Services/DOD Agency which contribute to improved conduct, supervision, or management of the component's functions and activities are authorized as a necessary expense. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959) and 55 Id. 1332 (1976)). This authority is independent of the training authority included in JTR, par. C4500 and JFTR, par. U1050 unless it is administratively determined that training is the primary purpose of attendance at a meeting.
- C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:
1. Conferences sponsored or cosponsored by a Federal agency at which a member's/DOD civilian employee's attendance is required in the performance of official duties;
 2. Conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the member's/DOD civilian employee's attendance is related to official duties or for the purpose of transacting Government business;
 3. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Uniformed Service's or DOD Agency's functions or activities and attendance is in the member's/DOD civilian employee's official performance; and
 4. Similar activities.
- D. Non-Government Sponsored Conferences
- *1. General. Conference attendance at non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in Appendix R, Part I.
 2. Attendance and Approval Requirements. Attendee selection and approval is subject to Uniformed Service/DOD Agency regulations consistent with the regulations on acceptance of payment from a non-federal source for travel Expenses (see the Joint Ethics Regulation (JER), DOD 5500.7-R, at http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html).
 3. Purpose. Uniformed members and DOD civilian employees may attend conferences at Government expense to:

- a. Further their Service or DOD Agency programs;
- b. Present scientific and technical papers which further the development of the U.S. resources; and
- c. Maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

4. Security. An appropriate security officer at the activity concerned should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Members/DOD civilian employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel Is Involved. Registration fees authorized in the travel order/authorization or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (JTR, par C4554-B and JFTR, par. U4165-2b). Information should be included on the travel order/authorization as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <https://www.secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> is paid.

2. When No Travel Is Involved. The registration fee may be reimbursed when attendance is authorized for a conference in the local area that:

- a. Does not involve travel,
- b. Does not involve per diem, and
- c. For which a travel order/authorization is not issued.

3. Limitation on Reimbursement for Meal Costs when Attending a Conference/Meeting Sponsored by a Uniformed Service or DOD Agency. The cost of each meal, whether included in a registration fee or contracted for separately, at a Uniformed Service or DOD Agency sponsored conference/meeting must be identified. The total amount paid by the Government for meals cannot exceed the locality meal rate prescribed for the TDY assignment location (if travel is involved) or the meeting location (when travel is not involved), unless AEA reimbursement for the meal(s) involved has been authorized/approved in accordance with JFTR, Chapter 4, Part C and/or JTR, Chapter 4, Part M. When travel is involved, the maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the PMR.

4. Miscellaneous Expenses. Independent charges/fees for light refreshments/snacks are not a reimbursable expense.

5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot 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. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

Charges/fees for light refreshments/snacks are reimbursable ONLY when included as part of the conference registration fee.

F. Membership Fees and Dues. The Secretary Concerned or DOD Agency Head may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the Uniformed Service's or DOD Agency's name (e.g., Per Diem, Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

H. Advance Payment of Discounted Conference or Training Registration Fee (adapted from FTR §301-74.25)

1. General. It is a general practice for conference planners to offer discounted "early bird" registration fees, which are available in the months prior to the beginning of the conference. If a GTCC IBA is to be used to pay this fee, to take advantage of such specials, a traveler should be given oral or written authorization to register early, charge the registration fee to the GTCC IBA, and claim reimbursement for the discounted registration fee as soon as a written authorization to attend the conference has been generated. When the authorization to register early is oral, the written authorization must reference the oral authorization for the early registration. This does not prevent other payment methods for advance registration fees (e.g., Government purchase card).

*2. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301-74.26). In all cases in which a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the Service concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the Service concerned or for reasons beyond the traveler's control that are acceptable to the Service concerned, e.g., unforeseen illness or emergency. *If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed un-excusable by the Service concerned, the traveler must repay the amount advanced.*

I. Comptroller General of the United States Guidance Concerning Reasonable Conference Costs Including Meals and Light Refreshments at a Formal Conference. Following is the Digest portion of the Comptroller General Decision (B-300826, 3 March 2005) rendered to the National Institutes of Health concerning reasonable conference costs. The complete decision is available at <http://www.gao.gov/decisions/appro/300826.htm>.

Decision

Matter of: National Institutes of Health - Food at Government-Sponsored Conferences

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein.

A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

- (1) Meals and refreshments are incidental to the conference,
- (2) Attendance at the meals and when refreshments are provided is important for the host agency to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference, and
- (3) The meals and refreshments are part of a formal conference that includes not just the meals and refreshments and discussions, speeches, or other business that may take place when the meals and refreshments are served, but also includes substantial functions occurring separately from when the food is served.

The NIH conference here satisfies these three criteria. Without statutory authority to charge a fee and retain the proceeds, NIH may not charge a registration or other fee to defray the costs of providing meals or light refreshments. An appropriation establishes a maximum authorized program level, and an agency, without specific statutory authority, may not augment its appropriations from sources outside the government.

In applying this decision, NIH should develop an agency policy specifying the types of formal conferences at which NIH may consider providing food. NIH also should develop procedures to ensure that the provision of meals and refreshments meet the criteria listed above.

We (GAO) expect agency counsels, as well as certifying officers, agency auditors, and Inspectors General, to apply these criteria. To the extent that agency officials are uncertain as to the applicability of the criteria in particular circumstances, they may request a decision from this office, pursuant to 31 USC §3529, before proceeding.

J. Proportional Meal Rate (PMR) Computation Examples. The following example shows how to compute the PMR and a PMR voucher. PMR is an amount based on the locality meal rate and the Government meal rate. Please check JFTR or JTR, Appendix A, for the current GMR.

1. The PMR example uses the Standard CONUS M&IE rate of \$39.00 and the Standard GMR of \$9.30 to compute the PMR amount.. The \$39.00 consists of \$36.00 for meals and \$3.00 for incidental expenses.

Disclaimer: The numbers in this example are for illustrative purposes only.

Example computation rules: the PMR is an average of two rates – (1) the locality meal rate and the GMR which are added, (2) averaged and rounded up to the nearest dollar. To compute the Proportional M&IE rate, (3) add the appropriate incidental expense rate, and (4) the total becomes the proportional M&IE amount.

Step 1	Add the locality Meal rate and Standard GMR	$\$36.00 + \$9.30 = \$45.30$
Step 2	Divide step 1 total in half (rounded up to the dollar)	$\$45.30 / 2 = \22.65 (Rounded to \$23.00)
Step 3	Add step 2 total to the CONUS incidental expense rate	$\$23.00 + \$3.00 = \$26.00$
Step 4	Proportional Meal and Incidental Expense Rate	\$26.00