

**VOLUME 2**

**DEPARTMENT OF DEFENSE  
CIVILIAN PERSONNEL**

**JOINT TRAVEL REGULATIONS**



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE  
COMMITTEE**

OFFICE OF THE SECRETARY OF THE ARMY  
WASHINGTON, D.C. 20310

1 July 1965

DOD CIVILIAN TRAVEL DETERMINATION NUMBER 1-65

TO: EXECUTIVE, PER DIEM, TRAVEL AND TRANSPORTATION  
ALLOWANCE COMMITTEE

SUBJECT: Change to Joint Travel Regulations

REFERENCES: (a) Department of Defense Civilian Personnel, Joint Travel Regulations,  
Volume 2  
(b) CPR T3, with all changes thereto  
(c) NCPI 4650, with all changes thereto  
(d) AFM 40-10, with all changes thereto

By virtue of the authority vested in the Army, Navy, and Air Force members of this Committee by reference (e), the attached regulations relative to travel and transportation allowances of Department of Defense civilian personnel are hereby promulgated as reference (a) effective on 1 July 1965. Concurrently therewith references (b), (c), and (d), and any other existing regulations pertaining to DOD civilian employee travel are rescinded.

The regulations contained in reference (a) have been drafted in such manner that they require no further entitlement implementation by DOD components and no such regulations shall hereafter be issued.

This determination is reproduced on the reverse of the title page of reference (a) for the information and guidance of all concerned.

STANLEY R. RESOR  
Under Secretary of the Army

KENNETH E. BELIEU  
Under Secretary of the Navy

LEONARD MARKS, JR  
Assistant Secretary of the Air Force

## JOINT TRAVEL REGULATIONS

## VOLUME 2

## CHANGE 501

Alexandria, VA

1 July 2007

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 July 2007 unless otherwise indicated.

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

LYNDA DAVIS  
Deputy Assistant Secretary  
of the Navy (Military Personnel Programs)

CHARLENE M. BRADLEY  
Assistant Deputy Secretary of the Air Force  
for Force Management and Integration

This change includes all material written in CAP Items 95-06(E), 39-07(I), and 42-07(I). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 500 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 501:

Title Page. Renumbers pages and corrects erroneous errors.

Cover Letter and Sheets-in-Force. Renumbers pages and corrects errors.

Introduction. Renumbers pages and corrects errors.

Table of Contents. Renumbers pages and corrects errors.

C3000. Add Field Operating Activities (FOA) and Direct Reporting Units (DRU) to par. C3000, Department of the Air Force table for delegation of authority to issue travel authorizations.

Chapter 4, Table of Contents. Corrects errors.

Chapter 5, Table of Contents. Corrects errors.

C5500. Clarifies that when an employee on a 12-month tour to a FEML area extends for a second 12-month tour, the employee is only eligible for one funded leave transportation program, either RAT or FEML, but not both programs.

C6700-A and B1. Clarifies that when an employee on a 12-month tour to a FEML area extends for a second 12-month tour, the employee is only eligible for one funded leave transportation program, either RAT or FEML, but not both programs.

App S. Establishes FEML for Tripoli, Libya with a relief destination of Frankfurt, Germany, effective 4 April 2007. Recertification date is 31 March 2009.

JOINT TRAVEL REGULATIONS

VOLUME 2

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

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501	CL-iii	500	C2D2-3	501	C4-ix	464	C4M-5	500	C5C-1
501	Intro-i	487	C2D3-1	500	C4A-1	458	C4M-7	500	C5C-3
501	Intro-iii	487	C2D4-1	459	C4B-1	458	C4M-9	500	C5C-5
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501	TOC-iii	494	C2D4-5	464	C4C-3	487	C4N-1	500	C5C-9
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## INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

### FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered under the Department of Defense (DOD). Its members are a Deputy Assistant Secretary for each of the DOD military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (MPP).

### PURPOSE AND AUTHORITY

These regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of DOD civilian employees.

With the exception of DOD civilian employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended (22 USC §2385(d)), who are authorized per diem, travel, and transportation allowances in accordance with Volume 14, State Department Foreign Affairs Manual (FAM), these regulations are the sole travel and transportation allowances regulations for DOD components.

If there is a headquarters dispersal, the authority for prescribing the allowances in these regulations becomes vested in each DOD Committee member. Each DOD Committee member may issue necessary regulations prescribing allowances applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized ***NOTE: The JTR remain as the governing regulations for OSD and Defense Agency employees.*** At that time, regulation-issuing authority again becomes vested in the Committee.

The JTR is issued under the following authorities:

1. Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) (CFR, title 5);
2. The United States Code, primarily sections found in title 5 (especially chapter 57, concerning allowances for travel, transportation, and subsistence) and title 10;
3. Executive Orders, General Services Administration (GSA) Commuted Rate Schedule, and DOD directives; and

#### ***Effective 6 January 2007***

4. Decisions of the U.S. Comptroller General (GAO), the GSA Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) and the OSD General Counsel (OSDGC).

#### ***Effective 6 January 2007***

### CLAIMS AND ADVANCE DECISIONS

Under 31 USC §3702, the Comptroller General of the United States settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the office of Management and Budget (OMB). OMB delegated this authority to the General Services Administration (GSA), who assigned it to the GSA Board of Contract Appeals (GSBCA). Effective 6 January 2007 Congress established the Civilian Board of Contract Appeals (CBCA) within GSA (Section 847 of Pub. L. 109-163) and transferred the claims settlement function from GSBCA to CBCA.

A civilian employee who disagrees with a claim settlement by a paying office may submit the claim to CBCA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through the PDTATAC.

Correspondence to CBCA should be addressed to:  
The Civilian Board of Contract Appeals  
1800 F Street, NW  
Washington, DC 20405-0002

Phone Number of the Clerk of the Board (202) 606-8800  
FAX (202) 606-0019  
Internet address of the CBCA: <http://www.cbca.gsa.gov>

Throughout the JTR, Comptroller General (Comp. Gen.) Decisions from the Government Accountability Office (GAO – formerly the General Accounting Office) and decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. GSBCA decisions on their website are listed by category and case number (the case number includes the date the decision was issued), e.g., Travel Cases, GSBCA 14401-TRAV issued 06-01-98. In JTR, these decisions are cited by GSBCA case number, category, and date, e.g., (GSBCA 14515-TRAV, 22 July 1998).

For GSBCA decisions visit their website at: <http://www.gsbca.gsa.gov/>.  
For CBCA decisions visit their website at: <http://www.cbca.gsa.gov>.

**PARAGRAPH NUMBERING SYSTEM**

The paragraph numbering system of the JTR is coordinated with that of the Joint Federal Travel Regulations (JFTR). The volume letter "C," precedes the 4- or 5-digit paragraph number (the first or first two digits indicate the chapter number) and subparagraph designators, as shown in the following breakdown. **NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., C1000, C1001, C1002); numbers may be skipped (e.g., C5001, C5005, C5010) so that new paragraphs can be added without changing the numbers of existing paragraphs.**

Paragraph C1052-B2b(3)  
JTR . . . . .  
Chapter 1 . . . . .  
Paragraph 052 . . . . .  
Subparagraphs . . . . .

References and citations to the JTR should be in the following format:

JTR, par. C1052  
JTR, par. C1052-B2  
JTR, par. C1052-B2b(3)  
JTR, pars. C1052-C1058

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JTR, par. C1052-B2b(3)b  
JTR, par. C1055-A2

The most specific unit of reference should be used.

### CHANGES

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

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

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

### FEEDBACK REPORTING

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

#### *Effective 11 July 2005*

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

#### *Effective 1 June 2006*

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

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

***Effective 17 August 2006***

4. Air Force - Air Force Civilian Advisory Panel Member, HQ USAF/A1SF, 1040 Air Force Pentagon, (Room 4D236) Washington, DC 20330-1040.

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

***Effective 22 June 2006***  
**HOW TO GET THE JTR**

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

**JOINT TRAVEL REGULATIONS (JTR)**

**VOLUME 2**

**DEPARTMENT OF DEFENSE (DOD) CIVILIAN PERSONNEL**

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2/ Officials authorized to issue TDY travel authorizations and ITAs may delegate in writing to a subordinate official the authority to sign such authorizations “by direction.” Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ Officials authorized to issue agreements or permanent duty travel authorizations may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the agreement or travel authorizations as “acting.”

4/ Prior approval of the Echelon I Command is required for all TDY assignments in excess of 12 months.

5/ The heads of Navy commands/activities have authority to authorize long-term TDY for up to 12 months.

## DEPARTMENT OF THE AIR FORCE

(“x” INDICATES TRAVEL AUTHORIZATION ISSUANCE DELEGATION)

*Effective 4 May 2007*

Authorizing and Approving Officials	TDY Travel 1/	Permanent Duty Travel	Invitational Travel
Secretary of the Air Force	X 3/	X 6/	X
Chief of Staff, U. S. Air Force	X 4/	X 6/	X
*Commander, Major Air Command/FOA/DRU	X 5/	X 6/	X
Commander, Intermediate Echelon	X 2/, 5/	X 6/	X 7/
Commander, Activity, Wing, Group, or Squadron	X 2/, 5/	X 6/	X 7/
Commander, North American Air Defense Command	X	X 6/	X
National Guard Adjutants General of the respective State	X 8/	X 8/	X

1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

\*2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.

3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue blanket TDY travel authorizations for employees of the Office of the Secretary of the Air Force. ***NOTE: Blanket travel authorizations are not used in DTS.***

4/ Prior authorization by AF/DALB is required to issue blanket TDY travel authorizations for Headquarters, U.S. Air Force civilian employees. ***NOTE: Blanket travel authorizations are not used in DTS.***

\*5/ Prior authorization by the major command concerned is required to issue blanket TDY travel authorizations. However, authority may be re-delegated to lower echelons if desired. Authorization may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***NOTE: Blanket travel authorizations are not used in DTS.***

\*6/ Responsibility for PCS travel authorization issuance belongs to commanders who have received delegated authority to fill positions, commanders who are responsible for filling requisition and processing appointments OCONUS, commanders of activities in which one individual is employed, or commanders of gaining activities, as appropriate, with regard to the PCS travel type involved.

7/ When delegated by the responsible major air command.

8/ Authority for travel authorization issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

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**CHAPTER 4**  
**EMPLOYEE TRAVEL**

**PART A: RESERVED**

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**PART B: RESERVED**

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**PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL**

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<u>Paragraph</u>	<u>Contents</u>
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C4107	NOT USED (SEE CHAPTER 5, PART M)
C4109	TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM
C4113	TDY STATION BECOMES PDS A. Per Diem Ends upon Notification of Transfer B. PCS Allowances C. Return to the Old PDS D. Per Diem at the Old PDS E. Guidance in Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee is Transferred to the Location at which the Employee is TDY

**PART D: RESERVED**

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**PART E: RESERVED**

**PART F: RESERVED**

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**PART G: RESERVED**

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**PART H: RESERVED**

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

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<u>Paragraph</u>	<u>Contents</u>
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<b>C4410</b>	<b>WHAT CONSTITUTES TDY TRAVEL</b>
<b>C4415</b>	<b>TDY ASSIGNMENT SELECTIONS</b>
<b>C4420</b>	<b>ADVANCE NOTICE, CLEARANCES, AND OTHER REQUIREMENTS</b> <ul style="list-style-type: none"><li>A. Advance Notice</li><li>B. Clearances</li><li>C. Employee Requirements</li><li>D. Other Requirements</li></ul>
<b>C4425</b>	<b>ITINERARY VARIATION</b> <ul style="list-style-type: none"><li>A. Variation Authorized in the Travel Authorization</li><li>B. Variation Not Authorized in the Travel Authorization</li></ul>

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  - C. TDY Periods in Excess of 180 Consecutive Days
  - D. Temporary Change of Station (TCS) instead of an Extended TDY
  - E. Income Taxation of Reimbursable TDY Allowances
  - F. Extensions
- C4435 TDY PRIOR TO REPORTING TO FIRST PDS**
- C4440 AUTHORIZED TDY TRAVEL WHILE ON LEAVE**
- A. General
  - B. TDY at Leave Point
  - C. TDY at other than Leave Point
- C4445 ROUND-TRIP TRAVEL BETWEEN RESIDENCE AND TDY LOCATION**
- C4450 OCONUS TDY TRAVEL IMPACT ON BALANCE OF PAYMENTS**
- C4455 NOT USED**
- C4460 TDY ASSIGNMENTS ON SUBMARINES**
- C4465 ILLNESS OR INJURY DURING OFFICIAL TRAVEL OR TDY ASSIGNMENTS**
- C4470 TDY ASSIGNMENT ABANDONED OR NOT COMPLETED**
- C4475 TDY DEPARTURE FROM DEPENDENTS' RESIDENCE**

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	C. Conferences/Training at the PDS as Training Expenses
<b>C4505</b>	<b>DEPENDENTS AND HHG TRANSPORTATION</b>
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<b>C4510</b>	<b>NO RETURN TO OLD PDS</b>
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	B. Mileage Reimbursement
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- C4515                                    INTERNS AND TRAINEES**
- C4520                                    TRANSPORTATION AND PER DIEM OR AEAS**
- C4525                                    LODGING AND/OR MEALS OBTAINED UNDER CONTRACT**
- C4530                                    PER DIEM FOR TRAINING ASSIGNMENTS**
  - A.   General
  - B.   Rates for Specific Training Courses
  - C.   Per Diem for Training Assignments of more than 30 Consecutive Calendar Days
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<b>C4552</b>	<b>GENERAL RULES REGARDING PER DIEM</b> <ul style="list-style-type: none"> <li>A.   Per Diem Beginning and Ending</li> <li>B.   Restriction in Establishing PDS</li> <li>C.   Per Diem at the PDS</li> <li>D.   TDY at Nearby Places Outside the PDS</li> <li>E.   Dependents Accompanying an Employee on TDY</li> <li>F.   Travel of 12 or Fewer Hours (12-Hour Rule)</li> <li>G.   Per Diem Relationship to Overseas Post Differential</li> <li>H.   Lodging and/or Meals Obtained under Contract</li> <li>I.   Extended TDY Assignments</li> <li>J.   Meetings and Conventions</li> <li>K.   Employee Dies or is in a Missing Status while in a Travel Status</li> </ul>
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- B. Detained in Quarantine
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## **PART R: RESERVED**

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## **PART S: RESERVED**

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**TRAVEL OF AN EMPLOYEE SERVING AS A LABOR ORGANIZATION  
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- B. Certifications

**C4979**

**TRAVEL TO RECEIVE NON-FEDERALLY SPONSORED HONOR AWARDS**

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- B. Allowable Expense
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**SECTION 2:**

**INITIAL AGREEMENTS**

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- B. Local Commander Negotiation Restrictions
- C. Eligibility Determination
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## CHAPTER 5

### PART K: RENEWAL AGREEMENT TRAVEL (RAT)

#### C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to employees serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

**\*NOTE:** *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

#### C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (see par. C5570-C and Appendix Q for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new agreement covers costs incident to travel to the employee's actual residence or alternate location (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

#### C5506 EMPLOYEES STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written agreement to serve another tour of duty in Alaska or Hawai'i.

#### C5509 EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DOD component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DOD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of well-qualified employees or

those employees with special skills and knowledge who are not otherwise available in the local area, and to fill remote area positions.

3. DOD component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DOD component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. ***An employee must be advised in writing of this limitation.***
6. These provisions do not affect the provisions governing OCONUS assignments and return for an employee transferred/new appointee assigned to a post of duty in Alaska or Hawai'i.

***NOTE: The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.***

#### **C5512 ALLOWABLE TRAVEL AND TRANSPORTATION**

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT. See par. C5506. ***See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.*** See par. C5530 for per diem.

#### **C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY**

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

***NOTE: Delay may not be imposed on DODEA teachers.***

1. General

#### 4. Administrative Arrangements

- a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.
- b. The transportation officer is responsible for storage arrangements.
- c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.

#### 6. Consecutive School Terms in Different Locations

- a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.
- b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.
- c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

### **C5545 DEPENDENT TRANSPORTATION**

#### A. When Authorized

1. Dependent transportation may be authorized ICW the employee's RAT.
2. Subject to the conditions in Chapter 5, Part K, the dependent transportation costs must not exceed the Government's cost for transportation to the employee's authorized destination.
3. In these cases, dependent transportation may be as provided in par. U5545.

B. Dependent Eligibility. Dependents are authorized round trip transportation ICW the employee's renewal agreement, provided that they:

1. Traveled to the OCONUS PDS within the prescribed 2 year limit, or
2. Became dependents at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement,

C. Authorization Limitations. Dependents:

1. At the OCONUS PDS may:
  - a. Accompany the employee, and/or
  - b. Travel before/after the employee *but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.*
2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS ICW the employee's renewal agreement.
3. Use RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
4. Travel, performed after RAT, must be completed within 6 months of the employee's RAT start date.
5. *May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).*

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on RAT but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When the employee:

1. And dependents travel to the actual residence for leave before beginning a new OCONUS tour, and
2. performs TDY or attends a training course after the leave but before returning to the OCONUS PDS,

the dependents may return to the OCONUS PDS after the leave.

## CHAPTER 6

## PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

## C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

\*A. Policy. FEML policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16, (<http://www.dtic.mil/whs/directives/corres/html/13276.htm>). This policy is being used as the policy for FEML for DOD civilian employees.

B. Eligibility

\*1. Employee. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more.

**\*NOTE:** *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

2. Dependent. A dependent is eligible for FEML if the:

- a. Employee is authorized to have dependents at the PDS, and
- b. The dependent resides with the employee at the FEML PDS.

A dependent may travel independently of the employee and may travel even if the employee does not.

C. Limitation1. Number of FEML Trips

a. The number of FEML trips an eligible employee/dependent may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
(1) Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months	2
(1) Tour <i>extended</i> for any length of time	0 additional

b. *No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.*

c. An employee signing a renewal agreement is authorized FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by an employees/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a employee/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

***Effective 1 December 2006***

3. FEML May Be Combined with Other Travel. ***FEML may be taken ICW any other funded leave transportation program or official travel.***

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). ***NOTE: Changes made to the JTR, but not in print may be found at <https://secureapp2.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.***

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

**Example 1:**

An employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

There is no city-pair airfare to Frankfurt, Germany and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$1,200.

The employee desires to utilize FEML to Boston, MA.

The city-pair airfare to Boston is \$1,400.

The least cost non-city-pair airfare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

**Example 2:**

An employee's PDS is in Brazil and the authorized destination is Miami, FL.

The city pair airfare cost is \$980.

The employee desires to utilize FEML to St. Louis, MO.

The city-pair airfare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami, FL, the employee is authorized to use the city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.

b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date.

Ivory Coast, (See Cote D'Ivoire)			
Jamaica	Southern	Miami	<b>30 Apr 2007</b>
Jordan	Central	Baltimore	31 Mar 2008
Kazakhstan, Almaty	Central	Baltimore	31 Mar 2008
Kenya	Central	Baltimore	31 Mar 2008
Kuwait	Central	Baltimore	31 Mar 2008
Kyrgyzstan, Bishkek	Central	Baltimore	31 Mar 2008
Laos, Vientiane	Joint POW/MIA	Honolulu	<b>31 Oct 2006</b>
Latvia, Riga	European	Frankfurt	31 Jul 2007
Lebanon, Beirut	Central	Baltimore	31 Mar 2008
*Libya, Tripoli ( <i>eff 4 Apr 2007</i> )	USEUCOM	Frankfurt	<b>31 Mar 2009</b>
Lithuania, Vilnius	European	Frankfurt	31 Jul 2007
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2007
Madagascar, Antananarivo	Pacific	Frankfurt	<b>31 Oct 2008</b>
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Oct 2008
Mali, Bamako	European	Frankfurt	31 Jul 2007
Mexico, Mexico City	Northern	San Antonio	31 Aug 2008
Moldova, Chisnau	European	Frankfurt	31 Jul 2007
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Oct 2008
Morocco, Rabat	European	Frankfurt	31 Jul 2007
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Katmandu	Pacific	Honolulu	31 Oct 2008
Nicaragua	Southern	Miami	<b>30 Apr 2007</b>
Niger, Niamey	European	Frankfurt	31 Jul 2007
Nigeria, Abuja	European	Frankfurt	31 Oct 2007
Nigeria, Lagos	European	Frankfurt	31 Oct 2007
Oman	Central	Baltimore	31 Mar 2008
Pakistan	Central	Baltimore	31 Mar 2008
Panama	Southern	Miami	<b>30 Apr 2007</b>
Paraguay	Southern	Miami	<b>30 Apr 2007</b>
Peru	Southern	Miami	<b>30 Apr 2007</b>
Philippines, Manila	Pacific	Honolulu	31 Oct 2008
Poland, Warsaw	European	Frankfurt	31 Oct 2007
Qatar	Central	Baltimore	31 Mar 2008
Romania, Bucharest	European	Frankfurt	31 Jul 2007

Russia, Moscow	European	Frankfurt	31 Jul 2007
Rwanda, Kigali	European	Frankfurt	31 Jul 2007
Saudi Arabia	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2007
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007
Singapore	Pacific	Honolulu	31 Oct 2008
South Africa, Pretoria	European	Frankfurt	31 Jul 2007
Sri Lanka, Columbo	Pacific	Frankfurt	31 Oct 2008
Suriname	Southern	Miami	<b>30 Apr 2007</b>
Syria, Damascus	Central	Baltimore	31 Oct 2008
Taiwan, Taipei	Pacific	Sydney	31 Oct 2008
Tajikistan	Central	Baltimore	30 Sep 2008
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007
Thailand, Bangkok	Pacific	Honolulu	31 Oct 2008
Thailand, Chiang Mai	Pacific	Honolulu	31 Oct 2008
Trinidad and Tobago	Southern	Miami	<b>30 Apr 2007</b>
Tunisia, Tunis	European	Frankfurt	31 Jul 2007
Turkey, Ankara	European	Frankfurt	31 Jul 2007
Turkmenistan, Ashgabat	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2007
Ukraine, Kiev	European	Frankfurt	31 Jul 2007
United Arab Emirates	Central	Baltimore	31 Mar 2008
Uruguay	Southern	Miami	<b>30 Apr 2007</b>
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela	Southern	Miami	<b>30 Apr 2007</b>
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2007
Zimbabwe, Harare	European	Frankfurt	31 Jul 2007

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

*Effective 31 May 2006*

**NOTE:** Locations shown are ‘authorized’ until removed from this list. Changes made to the list, but not in print, may be found at <https://secureapp2.hqda.pentagon.mil/perdiem/> under the ‘Travel Regulation’ tab in ‘immediate changes’.