

JOINT FEDERAL TRAVEL REGULATIONS**VOLUME 1****CHANGE 258**

Alexandria, VA

1 June 2008

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 June 2008 unless otherwise indicated.

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This change includes all material written in the following MAP items: 5-08(E), 8-08(E), 9-08 thru 11-08, 13-08, 19-08(E), 23-08(E), 32-08(I), 35-08(I), 36-08(I), 38-08(I), 40-08(I), 42-08(I), 44-08(I), 45-08(I), 47-08(I), 48-08(I), and 50-08(I).

Remove and replace the following: Ch1-TOC; Ch 1C; Ch3-TOC; Ch 3A; Ch 3D; Ch 5-TOC; Ch 5C; Ch 5D; Ch 5H; Ch 5J; Ch 7H1; Appendix F1; Appendix G; Appendix J2; Appendix O-TOC and Appendix Q.

Add the following: Appendix O-29.

Insert the attached pages and remove the corresponding pages.

This cover page replaces the Change 257 cover page.

BRIEF OF REVISION

These are the major changes made by Change 258:

U1415, U1425, APP G, Item 4. Authorizes/approves reimbursement for biometric data collection expenses required for passport or visa issuance/renewal IAW Service's regulation.

U3015, APP G, Item 32. Authorizes excess accompanied baggage prior to the official travel as opposed to after-the-fact for an eligible traveler IAW Service regulations. The traveler should be financially prepared to pay the for excess accompanied baggage charges while traveling.

U3320. Aligns JFTR/JTR language for POC use to and from the transportation terminal or PDS.

U4175-A. Clarifies that JFTR, par. U4175 applies to active duty AND reserve components.

U5120-F, U5203-D, U5222-D, U5350-I. Clarifies that travel and transportation allowances for dependents and household goods may not be paid to the old home port after a home port change has been announced.

U5222, U5900-D2i, U7200-A. Corrects outdated references in JFTR, pars. U5222, U5900, and U7200.

U5242-A1. Expands the list of eligible relatives who may attend a deceased member's funeral at Government expense to include children, even if no longer dependents, and the deceased member's siblings.

U5345, U5390. Removes the word "home" from JFTR, par. U5390-B, table of footnotes to prevent confusion with similar language where the word "home" is used to describe specific authorized locations (i.e., home of record (HOR) or home of selection (HOS)).

U5710, item 5. Allows TLE for a maximum of 60 days (instead of 20) when the Secretaries Concerned prescribe a temporary increase for a PDS located in a major disaster area or to a PDS experiencing a sudden increase in members assigned. Adds Fort Drum, NY as a location TLE may be paid for up to 60 days.

U7150-C2a, U7160, U7180, 3rd Table, APP O, par. T4045. Authorizes reimbursement of travel expenses up to \$300 for certain Reserve Component members traveling to the inactive duty training location that is outside the normal commuting distance (at least 150 miles).

U7961, item 3, APP E, Part I, par. A2s. Deletes the requirement that the attendant must be included on the patient's travel authorization/order and also authorizes the attendant to be issued an ITA so Specialty Care travel may be implemented by DTS, along with the other Special Circumstances Travel, in the future. Otherwise, only the patient could be reimbursed for the attendant's expenses (which wouldn't work if the patient is a minor).

Table U10E-1, U10416-D, U10416-F, Table U10E-12, U10428-A. Authorizes a housing allowance based on the permanent residence location at the time called/ordered to active duty for a Reserve Component (RC) member without dependents during accession training if the member maintains a residence and continues to be responsible for rent or owns the residence.

U10018-A. Changes the expiration date for the authority to prescribe a temporary increase in BAH rates in areas declared as major disaster or installations experiencing a sudden increase in members assigned from 31 December 2008 to 31 December 2009 based on Section 603 of the FY 08 NDAA.

U10026-B4b. Clarifies that government refers to "foreign" government for MIHA Rent.

APP F: Updates consumable goods locations.

APP J, Part II. Clarifies that the Secretary Concerned or Secretarial Process may reimburse 'COLA Unique Expenses' for the authorized locations and specific expenses cited in APP J (Part II, par. C) with no further action by PDTATAC.

APP Q: Combines JFTR, App Q (OCONUS Tour Lengths) and JTR, App Q (OCONUS Tours of Duty).

APP R1. Adds DOD, Office Of General Counsel memorandum, 1 Sep 05, subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events as reference to APP R, Part I.

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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258	U7H1-11	252	U9D-1	257	A1-7	258	J2-1	258	Q4-1
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U1025	COMPTROLLER GENERAL (CG), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS
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PART C: MISCELLANEOUS REIMBURSABLE EXPENSES

U1400 GENERAL

A. Scope. This Part addresses reimbursement of the more commonly incurred miscellaneous expenses. *Incidental Expenses (defined as part of PER DIEM in APP A) are different than these expenses.* Finance regulations should be consulted regarding any required description of the expense on the travel voucher.

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

U1405 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services to include cellular phones may be used when Government services are not available. When cellular phones are used for official communication the member must be able to document each call showing the additional cost incurred outside of the normal usage covered in the cell phone contract. The AO may determine certain communications to a member's home/family are official. These communications must be only to advise of the member's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the member is aware of the limit. Charges for Internet connections used for computers for official Government business also are reimbursable. The AO may approve charges after the TDY is completed when appropriate (adopted from GSBCA 14554-TRAV, 18 August, 1998). See APP G, Part I, Item 21g.

NOTE: Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.

U1410 MISCELLANEOUS EXPENSES

See APP G.

*U1415 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISA (INCLUDING GREEN CARDS), FEES

1. A member is reimbursed the associated expenses (for member and/or dependents) if officially required to obtain a change of status. Examples of status changes are: passport renewal and visas (including green cards, mandatory biometric collection data necessary for passport/visa issuance, photographs for Gov't-funded OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)). A dependent's fee is reimbursable *except* ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

NOTES: A travel authorization/order should be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to:

1. A visa-issuing office located outside the member's PDS local area if the traveler's presence at that office is/was mandatory.

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the member's PDS local area.

3. A member who is serving an unaccompanied OCONUS tour and acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when par. U9000-A2 or U9000-A3 applies, and/or the dependents qualify for travel and transportation from the OCONUS PDS IAW par. U5222-G.

2. Expenses include fees/charges for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports, mandatory biometric visa requirements, visas (including green cards), or changes in status if local laws and/or customs require the use of lawyers in processing such applications.

3. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visas (including green card), are not reimbursable, except for inoculations as permitted in APP G, Item 6.

B. Reimbursement. Reimbursement authority is for a member who is:

1. Assigned to a foreign OCONUS area,

2. Required to obtain/renew passports, mandatory biometric visa requirements, and/or visas (member's and/or dependents') as a result of a continued assignment in a foreign OCONUS area, *or*

3. Described in par. U1415-C.

C. Emergency Technical Support Personnel. A command may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas (including green cards), may be reimbursed for the preparation expenses/fees paid for passports, mandatory biometric visa requirements, visas (including green cards, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).

NOTES: *A travel authorization/order should be issued to authorize/approve (see par. U2115) travel and transportation at Government expense to:*

1. A visa issuing office located outside the member's PDS local area if the traveler's presence at that office is/was mandatory.

2. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the member's PDS local area.

3. A member who is serving an unaccompanied OCONUS tour and acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when par. U9000-A2 or U9000-A3 applies, and/or the dependents qualify for travel and transportation from the OCONUS PDS IAW par. U5222-G.

D. Reimbursement when No Travel Is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. Voucher Submission. DODFMR, Vol. 9, Travel Policy and Procedures, at <http://www.dtic.mil/comptroller/fmr/> prescribes voucher submission requirements, with supporting authority. Funds are obligated IAW finance policy (ordinarily at the time the expense is incurred).

U1420 REGISTRATION FEE

Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under par. U4165-2b.

***U1425 PREPARATORY TRAVEL EXPENSE REIMBURSEMENT WHEN THE AUTHORIZATION/ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED**

Miscellaneous preparatory travel expenses, such as fees for traveler's checks, passports, mandatory biometric visa requirements, visas (including green cards) (see par. U1415), and communications service, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the Government's interest, and a refund is unobtainable.

U1430 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY Is Curtailed, Canceled or Interrupted for Official Purposes. When a member has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging cost reimbursement may be approved by the AO (APP G, Item 22k). See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981), and cases cited therein. ***Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***

B. Considerations. The AO should consider if the:

1. Member acted reasonably and prudently in incurring lodging expenses;
2. Member had a reasonable expectation of the TDY being completed as authorized;
3. Assignment was changed for official purposes or for other reasons beyond the member's control that are acceptable; and
4. Member took steps to obtain a refund once the TDY was officially canceled, or curtailed.

U1450 REGISTERED TRAVELER PROGRAM

1. The Registered Traveler (RT) program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for travelers who voluntarily enroll in the program.
2. Participation in this program is not required by the Government.
3. Fees for enrollment in this program are ***not*** reimbursable.

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PART A: APPLICABILITY AND GENERAL RULES

U3000 SCOPE

A. Applicability. This Chapter applies worldwide to travel incident to TDY and PCS by any transportation mode. It prescribes rules concerning accommodations a member or dependents may use on a specific mode, U.S. flag carrier use, travel agency use, transportation expense reimbursement, travel within and around a member's TDY or PDS location, and accompanied baggage transportation authorization.

B. Transportation Modes. Official TDY or PCS travel may be authorized/approved on any combination of the following:

1. Government (including foreign Government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial (including Government-contracted) aircraft, train, bus, or ship (ocean, waterway or ferry),
NOTE: The English Channel Tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.
3. POC,
4. Special conveyance,
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

NOTE: For the limited number of senior officials designated by Secretary of Defense as "required use" travelers on military aircraft see DODD 4500.56, DOD Policy on Use of Government Aircraft and Air Travel, Enclosure 2.

U3001 ALLOWABLE TRANSPORTATION EXPENSES

Transportation expenses include the cost of airline, train (including sleeping accommodations or parlor car seats), ship (including ocean, waterway or ferry), and bus tickets, transportation to/from carrier terminals and special conveyance cost. POC operating expenses ordinarily are reimbursed through a mileage allowance. Transportation expenses reimbursement and mileage are in addition to the per diem or actual expense allowances prescribed in Chapter 4, Part B or Chapter 4, Part C.

U3002 DIRECTING TRANSPORTATION MODE

NOTE: Throughout par. U3002, users must remember that it is MANDATORY DOD policy to use CTOs for all official transportation requirements.

A. General. The AO official may direct the use of one or more transportation modes for a member on TDY travel that does not involve a PCS move. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed (see par. U5107) for an individual PCS move. See par. U5108-A for transoceanic PCS travel. ***A member may not be directed to use a POC or a special conveyance, nor may dependent travel be directed by a particular mode.*** The member may select POC for overland PCS travel. If no mode is directed, the member may select a transportation mode that allows the mission to be completed within the prescribed time limits. The member is bound by all regulations pertaining to the directed or, if appropriate, the selected transportation mode.

B. Travel Reimbursement. Except PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation up to the cost of the directed mode. ***NOTE: This policy does not apply to pars. U5108-A, U7200-C1a, U7205-A, U7206, U7400, U7401, U7450-A, U7451, U7500 and U7551, items 3 and 4.*** See par. U3120 regarding mandatory CTO use.

C. Other Reimbursable Expenses. Reimbursement for additional TDY transportation expenses (e.g., taxicab, bus, streetcar fares) is allowable as authorized in Chapter 3, Part E.

U3003 AUTHORIZED MODES

The AO, when not required to direct the transportation mode, ordinarily determines the authorized transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations. If the AO fails to make a determination or direct the mode, air transportation is the authorized mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the member demonstrates that air transportation cannot meet the mission requirements efficiently or economically.

U3005 TRAVEL TIME

A. Travel by Government Conveyance and/or Common Carrier on Government-Procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carrier obtained by ***Government-procured transportation*** is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under par. U3005-C.

B. Travel by other than Directed Mode. A member, directed to travel by an available specific transportation mode but who elects to travel by another mode, is limited to the actual travel time used, NTE the allowable travel time for the directed transportation mode.

C. POC

1. TDY. Generally, 1 travel day is allowed for each 400 miles of official distance of ordered travel. If the excess distance is 1 or more miles after dividing the total official distance by 400, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. This applies to travel by:

- a. POC if to the Government's advantage, and
- b. Special conveyance (vehicle) as an authorized TDY transportation mode, and
- c. Government vehicle.

2. PCS. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. See par. U5160-E ICW additional travel time.

U3006 TRAVEL SCHEDULE

In determining a travel schedule, select the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission and the provisions of par. U3006. Consider:

1. Duty hours;
2. Duty requirements;
3. Lodging availability at points of origin, destination or intermediate stops;
4. The need for onward transportation;
5. The traveler's comfort and well being; and
6. The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless that is the only schedule available or is required by the mission.

U3010 SEPARATE JOURNEYS

When determining payable allowances, travel between any two points in the following categories is computed separately as a separate journey:

1. PDS,
2. TDY station,
3. Passenger port of embarkation (POE),
4. Passenger port of debarkation (POD),
5. First duty station,
6. Last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. A designated place,
11. A COT leave location,
12. POV loading port/VPC,
13. POV unloading port/VPC, and
14. POV storage facility.

***U3015 ACCOMPANIED BAGGAGE TRANSPORTATION**

A. General. Par. U3015 prescribes transportation authority for accompanied baggage (transported free on a transportation ticket) and excess accompanied baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier is excess accompanied baggage. See APP A definitions of baggage and baggage, accompanied. Excess accompanied baggage limitations are:

1. Does not include pets (see par. U5810-D); and
2. A traveler who purchases an airline tickets to accommodate circuitous or personal convenience travel in conjunction with official travel is not authorized reimbursement for excess baggage costs that would not be incurred if Government-procured airline tickets were available and used. See par. U2010.

B. Authorization/Approval for Excess Accompanied Baggage. Excess accompanied baggage may be authorized/approved by the Secretarial Process under official travel IAW Service regulations. ***The traveler should be financially prepared to pay for excess accompanied baggage while traveling.*** Examples of when excess accompanied baggage transportation may be necessary involving official travel only are:

1. Family size; or
2. A traveler with a disability/special needs (i.e., ambulatory or respiratory aids); or
3. Professional article(s)/materiel required for the performance of official duties at the TDY/next PDS location.

C. Baggage Cost Payment. See APP G, items 17, 18, 22h, and 32 regarding excess accompanied baggage expenses reimbursement.

1. Excess Accompanied Baggage Transportation Charges. Excess accompanied baggage transportation costs may be paid only when authorized/approved under par. U3015-B IAW a Service's policy. Excess accompanied baggage charges that have been authorized before travel occurs may be included in documents for Government-procured transportation, or the member may be reimbursed for the charges.
2. Accompanied Baggage Transfer. Itemized necessary accompanied baggage transfer expenses are reimbursable except when the member is receiving TDY mileage or MALT.
3. Accompanied Baggage Checking and Handling. Itemized accompanied baggage checking expenses are reimbursable except when the member is receiving TDY mileage or MALT. See APP G for accompanied baggage handling tip reimbursement.
4. Excess Accompanied Baggage Reimbursement. Excess accompanied baggage charges/fees reimbursement may be authorized prior to or approved after the completed official travel IAW Service regulations.

D. Return of Accompanied Baggage that Was Part of a Troop Movement to the Member. When a member's accompanied baggage is shipped as part of a troop movement but the member's name is later deleted from the movement authorization/order, an expedited transportation mode may be used to return or forward the accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

U3300 TDY BY POC

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

POC use cannot be directed

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

U3305 POC USE TO THE GOVERNMENT'S ADVANTAGE ON TDY

- A. TDY Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for POC travel over the most direct route between the official stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid TDY mileage.
1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized TDY mileage for the ordered official travel distance at a rate per mile for the POC type used. See par. U2600 for applicable TDY mileage rates.
 2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized TDY mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable official travel time computed under par. U3005-C.
 3. Extra Mileage to Transport Passengers. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

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

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and 'trip insurance' for travel in foreign countries (see App G, Item 21);
2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat: fuel, oil, and docking fees.

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

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

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

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

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

U3310 POC USE ON TDY (NOT TO THE GOVERNMENT'S ADVANTAGE)

A. Limitation

1. When, for personal preference, a POC is used instead of common carrier transportation for official travel, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus constructed per diem. ***NOTE: If a member uses a privately owned aircraft other than airplane or uses a privately owned boat, reimburse the actual transportation costs as described in par. U3305-C or U3305-D, instead of paying TDY mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***

2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. Par. U3310 does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

B. Mileage and Per Diem Computation

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

C. Constructed Transportation Cost and Per Diem Computation

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

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

E. Passengers

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

The lesser amount is reimbursed.

F. Mixed Mode Transportation

1. If the member is not authorized to travel by POC as being to the Government's advantage and travels partly by:
 - a. POC for personal convenience, and
 - b. Common carrier at personal expense,the member is authorized:
 - c. Appropriate TDY mileage plus per diem under par. U3305-A for the distance traveled by POC, plus
 - d. Transportation cost purchased with personal funds and per diem under Chapter 4, Part B, for actual travel.
2. The total amount is limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructed travel time for the official distance of the ordered travel.

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

NOTES:

1. A member performing TDY as an aircrew member, Armed Forces courier, or any other member whose primary duty makes the air terminal a regular duty place may not be reimbursed for POC operating expenses to and/or from the air terminal. See par. U2200.

2. If a member of the traveler's family drives, it is presumed that the traveler incurs the expense.

A. Round-trip Expenses Incurred for Drop-off/Pick-up at a Transportation Terminal. When a POC is driven round trip to drop-off and/or pick-up a TDY traveler at a transportation terminal, the member responsible for incurring the POC operating expenses is:

1. Paid TDY mileage for the round-trip distance, and
2. Reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal. When a POC is used for one-way travel from a residence or duty station to a transportation terminal to begin a TDY trip and then from the terminal to a residence/PDS when the TDY is completed, the member responsible for incurring the POC operating expenses is:

1. Paid TDY mileage and
2. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

NOTE: Transportation terminal parking fees while TDY may be reimbursed NTE the cost of two one-way taxicab fares, including allowable tips. In extenuating circumstances (for example, when a short TDY is unexpectedly extended after departure), the AO may waive this cost limitation.

C. Departure from PDS on TDY. When a POC is driven from a TDY traveler's residence to the PDS on the TDY traveler's departure day from the PDS on a TDY trip requiring at least one night's lodging, and from the PDS to the residence on the TDY traveler's return day, the TDY traveler who incurs the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Other Official Travelers Transported in the Same POC

1. When a TDY traveler transports another official TDY traveler to and/or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.
2. Only one TDY traveler (usually the driver) who incurs the expense is paid the TDY mileage for the trip.
3. *Terminal parking fees while TDY may be reimbursed to the official traveler who incurs the fees NTE the cost of two one-way taxicab fares, including allowable tips.*

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

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

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

A member who travels by POC for the entire journey and is paid mileage may not be reimbursed for:

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

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, a traveler may be eligible to submit a claim for repairs to a POC used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721 (2004)). See <http://141.116.74.201/regs/comp-gen-dec/31USCS3721-2004.PDF>.

U3340 POC USE IN AND AROUND PDS OR TDY STATION

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

U3345 POC USE INSTEAD OF GOVERNMENT VEHICLE

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

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

C. Government Vehicle Use Is to the Government's Advantage. When Government vehicle use is to the Government's advantage but the Government authorizes, and the member uses, a POC instead of using a Government auto, the rate in par. U2600 applies.

D. Government Vehicle Use Directed

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

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

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

2. Example 2. Per Diem Rate – GMR/PMR and POC TDY Mileage Computation

EXAMPLE 2			
Per Diem Rate – GMR/PMR and POC TDY Mileage Computation			
<p>A member is TDY to a U.S. Installation at which Government lodging (at \$6/night) and messing is available. The GMR is directed in the authorization/order. The AO approves the PMR on the 17th because breakfast was not available.</p> <p>POC use between the residence and TDY station is to the Government’s advantage and is authorized on the travel authorization/order. See par. U3305-B.</p> <p>The maximum per diem rate is \$109(\$70/ \$39). GMR (par. U4149-B) is \$9.80 and the PMR (par. U4149-C) is \$23 plus \$3.00, the CONUS incidental expenses rate, applies in this example.</p> <p><i>NOTE: Government mess deductions are never made for arrival and departure days. See par. U4147, item 1. The GMR and PMR rates used in this example are for illustrative purposes only – see APP A, GMR definition for the current Government meal rate.</i></p>			
ITINERARY			
Date	Depart	Arrive	POC Distance
10 March	Residence	TDY Station	325 miles
16-18 March		At TDY Station	
19 March	TDY Station	Residence	325 miles
REIMBURSEMENT			
15 March	\$39 x 75% = \$29.25 + \$6 =		\$35.25
16 March	\$9.80 (GMR) + \$3 (I) + \$6 =		\$18.80
17 March	\$23 (PMR) + \$3 + \$6 =		\$32.00
18 March	\$9.80 (GMR) + \$3 + \$6 =		\$18.80
19 March	\$39 x 75% =		\$29.25
1 round trip of 650 miles (official distance) x \$0.505/mile =			\$328.25
Total Reimbursement			\$462.35

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

*A. General

1. Authorized Member. Par. U4175 applies to an active or reserve component member.
2. Authorized Allowances. Based on the transportation expenses incurred, a member who voluntarily returns to the PDS, or residence from which the member ordinarily commutes daily to the PDS, during a TDY period, for personal reasons, is authorized the lesser of:
 - a. Per diem or AEA for the actual travel time (*no per diem or AEA while at the PDS*) to and from the PDS/residence and transportation expenses for the travel from the TDY point to the PDS/residence and return; or
 - b. The per diem or AEA that would have been allowed had the member stayed at the TDY point.

NOTE: Lodging tax is not included in the constructed cost for a CONUS/non-foreign OCONUS location as it is a separately reimbursable miscellaneous expense. OCONUS foreign lodging tax is not a separately reimbursable expense.

3. Allowances not Authorized. No per diem is credited for any day the member was in a leave status.
4. Contingency Operation. See par. U7225 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

B. Computation. Following are examples of computing per diem and making cost comparisons under par. U4175:

NOTE: *The GMR used in the following example(s) is for illustrative purposes only. Check APP A (GMR) for the current Government meal rates.*

1. Example 1

EXAMPLE 1			
Per Diem and POC TDY Mileage Computation			
<p>A member performed TDY and returned to the PDS while TDY on the weekend for personal reasons. TDY location lodging cost is \$65/night. The maximum per diem rate is \$112(\$73/ \$39). A Government mess is not available at the TDY point. AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the member is at the PDS. See par. U4102-D.</p>			
<p>POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.</p>			
<p>The member is due \$1,387.75 (constructed cost since it is less than the actual cost for this example).</p>			
<p><i>AEA is not used for this example but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Chapter 4, Part C).</i></p>			
ITINERARY			
Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24-26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June-2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 to 26 June	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
27 June	$\$39 \times 75\% =$		\$29.25
28 June	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
29 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
30 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
3 July	$\$39 \times 75\% =$		\$29.25
2 round trips of 650 miles (official distance) = 1,300 miles x \$0.505/mile =			\$656.50
Actual Cost Total			\$1,527.75
Constructed Cost			
23 June	$\$39 \times 75\% = \$29.25 + \$65 =$		\$94.25
24 June-2 July	$\$39 + \$65 = \$104/\text{day} \times 9 \text{ days} =$		\$936.00
3 July	$\$39 \times 75\% =$		\$29.25
1 round trip of 650 miles (official distance) x \$0505/mile =			\$328.25
Constructed Cost Total			\$1, 387.75

CHAPTER 5

PERMANENT DUTY TRAVEL

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*F. PCS Involving a Unit with a Home Port or PDS Location. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service Concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, and/or personally drive the member's POC.

*1. Home Port Changed. When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY station(s). If the unit is at the old home port, the member may be paid PCS allowances from the old home port to the new home port and return to the unit via any TDY station. This travel must begin within 1 year from the home port change effective date, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose home port is changed, the PCS allowances accrue from the leave point to the new home port via the old home port, NTE the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)). For dependent and HHG travel and transportation allowances after a home port change announcement, see pars U5222-D6 and U5350-I.

2. PCS from a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS from a unit that is away from its home port/PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and/or any TDY station(s).

3. PCS to a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS to a unit that is away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).

4. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date. A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port either before or after the home port change effective date, may be paid PCS allowances from the old PDS to the unit via the new home port and/or any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship with a Home Port Assignment Effective upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to the old PDS (or home port), then to the ship's announced home port via any TDY stations, and then to the place at which the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the ship's commissioning effective date (60 Comp. Gen. 561 and 564 (1981)).

6. PCS from a Unit Undergoing a Home Port Change. A member, ordered PCS from a unit undergoing a home port change and who detaches after the home port change effective date, may be provided PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place other than the New/Old Home Port. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

- a. A place other than the old home port to the new home port,
- b. The old home port to a place other than the new home port, or
- c. A place other than the old home port to a place other than the new home port.

Allowances must not exceed those payable for travel between the locations authorized in par. U5120-F.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. The new PDS via the designated place,
2. The designated place via any TDY station(s) and then to the new PDS, or
3. Any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in dependent relocation, the member may be paid PCS allowances for travel from the old PDS to the:

1. New PDS via any TDY station(s) and/or the designated place, or
2. Authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. In moving dependents,
2. Dependents with HHG shipment, or
3. Dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the subsequent PCS effective date and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. A unit member who is required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. This member is authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.
2. OCONUS PDS to CONUS PDS. A unit member who is required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. A member who does, is authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by Government-procured transportation.

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

U5200 PURPOSE

This Part prescribes a dependent's travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. See par. U5310 for HHG transportation and par. U5500 for mobile home transportation. Chapter 7 includes a dependent's travel and transportation allowances in other special circumstances.

U5203 BASIC AUTHORIZATION

A. General

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

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

B. When Dependent Travel and Transportation Allowances Are Not Payable. A member is not authorized dependent travel and transportation allowances:

1. When a member is:
 - a. A cadet or midshipman;
 - b. Assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);

- c. A Reserve Component enlisted member called (or ordered) to IADT for less than 6 months;
 - d. Called or ordered to active duty for training for fewer than 140 days; when the active duty for training period contemplated by an authorization/order is for fewer than 140 days (except as noted in par. U2146-B (“TDY” training 140 or more days, but not more than 180 days)), or active duty for training for 140 or more days when the active duty is at more than one location, but less than 140 days (except as noted in par. U2146-B) at any one location; or
 - e. Called to active duty (for other than training) for 180 or fewer days, or active duty for more than 180 days when the active duty is at more than one location, but 180 or fewer days at any one locations; or
 - f. Called to active duty (for other than training) for more than 180 days at one location but authorized per diem IAW par. U7150-A4b(3).
2. When a dependent:
- a. Is a member on active duty on the PCS authorization/order effective date (see par. U5215-I for travel and transportation allowances after the spouse is no longer on active duty);
 - b. Travels at personal expense before a PCS authorization/order is issued or before official notice is received that such an authorization/order is to be issued (see par. U5203-C) (***transportation-in-kind, including Government-procured transportation, must not be furnished before a PCS authorization/order is issued***);
 - c. Is not a dependent (except as provided in par. U5215-B) on the PCS authorization/order effective date (see APP A) (authorization for allowances in pars. U5215-I (spouse separates/retires from service after the member’s PCS authorization/order effective date) and U5240-G (dependent’s travel and transportation is incident to an IPCOT) is unaffected);
 - d. Receives any other Government-funded travel and transportation allowances for this travel;
 - e. Is a member’s or spouse’s parent, stepparent, or person in loco parentis (except as provided in par. U5215-B) as set forth in APP A, definition of Dependent item 9, who does not reside in the member’s household, unless otherwise authorized/approved through the Secretarial Process; or
 - f. Is a dependent child who is not under the member’s legal custody and control on the PCS authorization/order effective date (B-131142, 3 June 1957) (see par. U5215-J for travel authorization when legal custody and/or control changes after the PCS authorization/order effective date);
3. For dependent travel:
- a. Any portion of a journey they are transported by a foreign registered ship or airplane, if a U.S. registered ship or U.S.-certificated air carrier is available for the usually traveled route (however, per diem is payable);
 - b. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (***including pleasure trips***). For PCS travel of a student (see definition in par. U5243-D1b), the student’s permanent residence when not living with the member while at school is the member’s PDS, or the designated place of the member’s other dependents if they are not authorized to reside with the member);

- c. When transportation is made available (whether used or not) to a member for a dependent by a foreign government, at no cost to the U.S. or the member, under a contract or agreement with the U.S. (however, per diem is payable);
- d. For transoceanic or OCONUS land transportation when the member is 'without dependents' as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);
- e. To an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary Concerned grants an exception to the normal OCONUS tour on an individual case basis;
- f. To an OCONUS PDS when the dependent is not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependent is scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
- g. To CONUS when the presence of the dependent at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
- h. To a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
- i. When the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel before an Authorization/Order Is Issued. A member authorized dependent travel and transportation allowances is authorized the allowances in par. U5203-A for a dependent's travel performed during the period before a PCS authorization/order is issued and after the member is advised that such an authorization/order would be issued. General information furnished to the member concerning authorization/order issuance before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of service term expiration, retirement eligibility date, and expected rotation date from OCONUS duty) is not advice that the an authorization/order is to be issued (52 Comp. Gen. 769 (1973)). Any voucher must be supported by a statement by the PCS AO or a designated representative, that the member was advised IAW the requirements of par. U5203-C. Par. U5203-C does not apply to the travel contemplated in pars. U5240, U5900, and U6004.

*D. Time Limitation. Unless otherwise prescribed in this Volume, a member's authority for dependent travel and transportation allowances to a PDS may be used any time while the authorization/order remains in effect and prior to receipt of a new PCS authorization/order to another PDS, (includes home port change announcements) as long as the dependent's travel is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5205 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or a dependent child's parent/court appointed guardian may request relocation for personal safety and may be authorized travel and transportation under par. U5205 if it is determined by the Service-designated official that:
 - a. The member has committed a dependent-abuse offense against a dependent of the member;

- b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; *and*
 - d. Dependent relocation is advisable.
2. Dependent relocation must be in the best interest of the:
- a. Member or the member's dependent, *and*
 - b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of par. U5205, a member's dependent is
- a. A dependent/acquired dependent as defined in APP A; and
 - b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.
2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. *HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.*

D. Authorization

- 1. When an authorization/order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent, baggage, and HHG; transportation may be authorized for the member's dependent, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent is a foreign national to the country of the dependent's origin.
- 2. Transportation-in-kind, transportation reimbursement, or MALT PLUS, is authorized for the dependent(s).
- 3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.
- 4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, except DLA, are paid directly to the dependent instead of the member.

U5207 TRANSOCEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.
2. Maximum use should be made of Government air transportation.
3. A dependent is not required to use Government air transportation. However, if the dependent agrees to do so, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.
4. When appropriate Government air transportation is available, travel by aircraft is not medically inadvisable, but a dependent elects to travel at personal expense, reimbursement is IAW par. U5116-D1.

B. Air Travel Medically Inadvisable

1. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless military necessity requires the member to travel separately.
2. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See par. U3130-D concerning stateroom standards and required use of U.S. registry ships.
3. The provisions in par. U5116-D1 for directing a member to use Government/Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENT TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's actual travel ICW the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel ICW the PCS are not used in computing the per diem allowance for travel of any other dependent addressed in pars. U5210-B and U5210-C.

B. Dependent Accompanies Member. When a dependent travels with a member, the member is authorized per diem for each dependent while traveling, and at delay points, in an amount equal to the following percentage of the per diem to which the member is authorized:

1. Three-fourths for each dependent age 12 or older; and
2. One-half for each dependent under age 12.

NOTE: When more than one POC is used as provided for in par. U5015-A, and a dependent traveling in a POC travels along the same general route on the same days as the member, the dependent is accompanying the member. See par. U5210-C for a dependent 'not' accompanying the member. A member's TDY location is not a delay point for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent Travels Independently. A dependent is not ‘accompanying the member’ when the dependent travels separately from a member on different routes and/or at different times. The member is authorized per diem for this dependent as follows:

1. One Dependent Traveling Separately. The same per diem rate the member would have been authorized for travel.
2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is authorized per diem for one member-designated dependent, age 12 or older, in an amount equal to the per diem to which the member would have been authorized for personal travel. For each of the other dependents, age 12 or older, traveling with that dependent, the member is authorized per diem in an amount of three-fourths of the per diem to which the member would have been authorized for personal travel. For each dependent under age 12, the per diem is one half of the per diem to which the member would have been authorized.

D. Examples

EXAMPLE 1				
CONUS TO OCONUS PCS				
Member, spouse, and 4-year old child travel PCS.				
Family spends \$150 for lodging (single room rate is \$120) on 3 Aug.				
POE per diem rate is \$152 (\$110/ \$42).				
M&IE for new PDS is \$60.				
Standard CONUS per diem = \$109.				
See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpd-rates.pl or par. U2025 for the current Standard CONUS per diem rate.				
Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
1-3 Aug	Old PDS	POE	POC	600 miles
4 Aug	POE	POD	TP	
4 Aug	POD	New PDS	CA	Taxi - \$20.00
REIMBURSEMENT				
1-2 Aug	2 days x (\$109 + 81.75 + 54.50)/day =			\$ 490.50
3 Aug	\$110 + \$42 = (member)			\$152.00
	(75% x \$152) + (50% x \$152) = (dependents)			\$190.00
4 Aug	75% x \$60 =			\$45.00
	(75% x \$45) + (50% x \$45) =			\$56.25
PCS MALT	600 miles x \$0.19 mile =			\$114.00
Taxi				<u>\$20.00</u>
Total Reimbursement				\$1,067.75

EXAMPLE 2
OCCONUS TO CONUS PCS

Member, spouse, 14 year-old child and 10 year-old child travel PCS.
 Family spends \$220 for lodging (single room rate is \$100) on 15 Jul.
 POE per diem rate is \$188 (\$126/ \$62).
 M&IE for new PDS is \$39.
 Standard CONUS per diem = \$109.

See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

Date	Depart	Arrived	Transportation Mode	Travel Distance/Cost
15 July	Old PDS	POE	POC	600 miles
16 July	POE	POD	TP	
16 July	POD	New PDS	CA	Taxi - \$20.00
REIMBURSEMENT				
15 July	75% x \$62 = \$46.50 + \$100 (\$100 less than \$126) = (member)			\$ 146.50
	(75% x \$146.50 x 2) + (50% x \$146.50) = (dependents)			\$293.00
16 July	75% x \$39 =			\$29.25
	(75% x \$29.25 x 2) + (50% x \$29.25) =			\$59.02
PCS MALT	300 miles x \$19/mile =			\$57.00
Taxi				\$25.00
Total Reimbursement				\$609.77

NOTE: MALT & 'Lodgings-Plus' per diem are paid for the same day.

U5212 REIMBURSABLE EXPENSES

The member is authorized reimbursement for the expenses listed in APP G, Part I incurred incident to dependent PCS travel. Receipt requirements are the same as those in par. U2510.

U5215 FACTORS AFFECTING DEPENDENT TRAVEL

A. Member Attains Eligibility for Dependent Travel. A member, ineligible for dependent travel and transportation allowances to a new PDS under par. U5203-B who later attains eligibility, is initially authorized dependent travel and transportation allowances upon a subsequent qualifying PCS, as set forth in par. U5215.

1. While on Duty at a Station to which Dependent Travel Is Authorized. When a member attains eligibility for dependent travel and transportation allowances while at a PDS to which dependent travel ordinarily is authorized, the member is authorized travel and transportation allowances for their travel on the member's next PCS. Travel authorization from the dependent's location on the PCS authorization/order receipt date, NTE the authorization for travel from the PDS at which the member attained eligibility to the new PDS or to another place authorized under this Part. A dependent temporarily absent from the old PDS at the time an authorization/order is received is subject to par. U5215-F. No travel to an OCONUS PDS may be authorized/approved under par. U5215-A1 unless the dependent is command-sponsored before travel begins and the member has at least 12 months remaining on the OCONUS tour at that station after the dependent is scheduled to arrive.

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

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

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

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

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

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

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

D. Effect of an Age Change or Dependency Status on Allowances. Except as provided in U5215-B, authorization for dependent travel and transportation allowances is based on the dependency status on the PCS authorization/order effective date (see APP A). If dependency status no longer exists when travel begins, no authorization exists.

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

d. Begins more than 60 days after the PCS authorization/order effective date, authorization is based on the age on the 60th day after the PCS authorization/order effective date.

2. Delayed Travel to OCONUS Areas. When a member is transferred to an OCONUS area under a PCS authorization/order and dependent travel is not authorized at that time, authorization for travel to a designated place (see par. U5222-C) is determined under par. U5215-D1. Upon subsequent authorization for dependent travel to the OCONUS PDS, authorization is based on the dependent's age at that time.

3. OCONUS Travel. Authorization for travel to, from, or between OCONUS stations, is determined separately for each leg of the journey. For travel from the old PDS to the aerial or water POE, authorization is determined under pars. U5215-D1 and U5215-D2. For travel between the aerial or water POE and the POD, authorization is determined on the dependent's age on the embarkation date. For travel from the aerial or water POD to destination, authorization is based on the dependent's age on the date travel begins from the POD provided there is no undue delay for personal reasons. A member is liable for costs associated with undue delay for personal reasons.

4. TDY Directed ICW PCS to a Station to which Dependent Travel Is Authorized. When a member is directed to perform TDY en route by a PCS authorization/order to a PDS to which the dependent is authorized to travel, and the dependent travel is delayed until TDY completion, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the TDY ends, authorization is based on the dependent's age on the 60th day after TDY completion.***

5. TDY Directed ICW PCS to a Dependent-restricted Tour. When a member is directed to perform TDY en route by a PCS authorization/order to a dependent-restricted tour and the dependent does not travel until the TDY ends, authorization is based on the dependent's age on the date travel actually begins. ***NOTE: When travel begins more than 60 days after the PCS authorization/order effective date, authorization is based on the dependent's age on the 60th day after authorization/order effective date.***

E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins. When a PCS authorization/order is:

1. Amended or modified after the date the dependent begins travel (circuitously or otherwise) and a new PDS is designated, or
2. Canceled or revoked,

the dependent's travel and transportation allowances are authorized. Allowances are payable for the distance from the place from which the dependent began travel to the place at which notification was received that the authorization/order was amended, modified, canceled or revoked, and from that location to the new PDS or return to the old PDS, NTE the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Authorization/Order Is Received. When a dependent is temporarily absent from the old PDS, designated place or safe haven when the member receives a PCS authorization/order, the member is authorized dependent travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependent returns to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, 24 April 1980).

G. Change of Station while on Leave or TDY. When a member receives a PCS authorization/order while on leave or on TDY, the member is authorized dependent travel and transportation allowances for dependent travel NTE the authorization for travel from the old to the new PDS.

H. Dependent En Route to the New PDS at the Time of the Member's Death. When a member dies after a dependent begins travel under PCS authorization/order authority, the dependent is authorized dependent travel and transportation allowances for travel from the place travel began to the place at which notified of the member's death, NTE the travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For additional allowances, see par. U5241.

I. Spouse Separates/Retires from the Service after the Member's PCS Authorization/Order Effective Date. A member:

1. Who performs PCS travel, and
2. Whose spouse on the PCS authorization/order effective date is a member, but separates/retires from the Service thereafter,

is authorized dependent PCS travel and transportation allowances for that spouse NTE the cost for travel from the separated/retired spouse's last PDS to the member's PDS on that PCS authorization/order.

J. Legal Custody of Children Changes after the PCS Authorization/Order Effective Date. A member who is denied dependent travel and transportation allowances for a child by par. U5203-B2f, is authorized thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the member's PCS authorization/order effective date. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at age 18.

U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION

NOTE: Par. U5218 does not apply to travel to and/or from a designated place as defined in APP A. For this Part, the place at which the dependent resides and from which the member commutes daily to the PDS are treated as being the PDS.

A member in receipt of a PCS authorization/order is authorized dependent travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, NTE the authorization from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5207 and U5210.

U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE

A. General. When a dependent accompanies or joins a member performing TDY en route between two PDSs, authorization for dependent travel and transportation allowances is based on the travel actually performed using MALT and per diem rates prescribed in pars. U5220-B and U5220-C, limited to the greater of the following:

1. MALT for the official distance between authorized points at the rate prescribed in par. U2605 as if the dependent had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the constructed travel time between the authorized points; or
2. What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points.

If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the allowances.

B. MALT Rate

1. Dependent Travels Together with the Member in the Same POC. The MALT rate in par. U2605 applies for the official distance from the old PDS to the TDY location and then to the new PDS. There is no additional MALT for the dependent travel.

2. Dependent Travels in a Separate POC. The MALT rate in par. U2605 applies for the member's travel from the old PDS to the TDY location and then to the new PDS. The member is also paid the MALT rate for the dependent direct travel from the old PDS to the new PDS.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependent travels separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. U5210-B applies when the dependent travels with the member for the allowable travel time for that leg of the journey.

***U5222 VARIOUS UNIQUE PCS SITUATIONS**

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is authorized dependent travel and transportation allowances for dependent travel to the PDS, NTE the travel allowances from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a graduate of a Service academy is authorized dependent travel and transportation allowances for dependent travel, NTE the authorization for travel to the PDS, regardless of the point designated in the PCS authorization/order (Service academy or HOR) from which the officer's travel is directed to be performed. When a dependent is acquired after the officer's departure (detachment) date from a Service academy incident to an active duty PCS authorization/order, but on or before the PCS authorization/order effective date, the officer is authorized dependent travel and transportation allowances for dependent travel to the new PDS from one of the following:

a. HOR;

b. Service academy; or

c. Place at which the dependent is acquired. However, if the dependent travels from the place acquired to the HOR or Service academy before the active duty authorization/order effective date, then the place named in par. U5222-A2a or U5222-A2b, as appropriate, applies.

This authorization is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. A member assigned to a foreign service college on a PCS for 20 or more weeks is authorized dependent travel and transportation allowances. ***The tour length restrictions in par. U5203-B3e and U5203-B3f do not apply.***

C. Ordered to an OCONUS Station to which Dependent Travel Is Authorized

1. General. When a member is ordered to PCS to an OCONUS station to which dependent travel is authorized, the member is authorized the dependent travel and transportation allowances in par. U5222-C if they travel.

2. Dependent Authorized Concurrent Travel with Member. When a dependent is authorized concurrent travel to the OCONUS PDS (whether or not travel is actually with the member), the member is authorized allowances for dependent travel when performed from the place the dependent is located when the member receives the PCS authorization/order to the OCONUS PDS, NTE the allowances for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be used when available.

3. Concurrent Dependent Travel Denied

a. Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When concurrent dependent travel is denied by a competent authority for 20 or more weeks from the member's port reporting month, the member is authorized dependent travel and transportation allowances to a designated place in CONUS, or to a designated place in a non-foreign OCONUS area:

(1) If the member was a legal resident of that state, Commonwealth, territory or possession, before entering on active duty, or the member's spouse was a legal resident of that location at the time of marriage; or

(2) Provided the member was called to active duty from that place or it is the member's HOR.

A member is authorized dependent travel and transportation allowances from the designated place to the OCONUS PDS if authorized at a later date, provided the dependent is command sponsored before travel and the member has at least 12 months remaining on the OCONUS tour on the date the dependent is scheduled to arrive there.

b. Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When the anticipated dependent travel delay is less than 20 weeks from the member's port reporting month, dependent total travel and transportation allowances must not exceed the allowances from the last place to which transported at Government expense to the new PDS. Reimbursement for the authorized travel is made after travel to the OCONUS PDS is completed.

4. Member Elects to Serve an Unaccompanied Tour. A member who elects to serve an unaccompanied tour may leave the dependent at the current location, or move them to a designated place in:

a. CONUS,

b. A non-foreign OCONUS area; if:

(1) The member was a legal resident of that area before entering on active duty;

(2) The member's spouse was a legal resident of that area at the time of marriage;

(3) The member was called to active duty from that area;

(4) It is the member's HOR; or

(5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS authorization/order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour. The member must have sufficient obligated service to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at Government expense until a subsequent PCS authorization/order is issued or the member is selected to serve an IPCOT. A member moving a dependent to a designated place under par. U5222-C may move the dependent to the OCONUS PDS at personal expense. If the dependent is command-sponsored at the OCONUS PDS after arrival, they may be moved from that PDS at Government expense when a subsequent PCS authorization/order is issued.

5. **Reimbursement for Transoceanic Travel.** *Par. U5116-D, pertaining to a member's authorized transoceanic travel, also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.*

D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty under Unusual Circumstances

*1. PCS on a Dependent-restricted Tour. When transferred by a PCS authorization/order on a dependent-restricted tour, a member may elect to move a dependent from the old PDS (or HOR/PLEAD based on the location if it is the member's first PCS on active duty) to a designated place in:

a. CONUS;

b. A non-foreign OCONUS area; if:

- (1) The member was a legal resident of that area before entering on active duty;
- (2) The member's spouse was a legal resident of that area at the time of marriage;
- (3) The member was called to active duty from that area;
- (4) It is the member's HOR; or
- (5) Authorized/approved through the Secretarial Process;

c. An OCONUS location at which the PCS authorization/order states the member is scheduled to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour falling under par. U5222-D2 or U5222-D3 below. The member must have sufficient obligated service to complete the dependent-restricted tour and either the tour falling under par. U5222-D2 or U5222-D3 below, or the subsequent accompanied tour; or

*d. An OCONUS location justified under unusual conditions or circumstances and authorized/approved by the Secretary Concerned;

(1) This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures;

* (2) For an Armed Forces' member, this authority may be used only to return a foreign-born dependent to the spouse's native country per DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>;

(3) The Commandant of the Coast Guard (CG-12) may make an exception for a Coast Guard member; and

(4) *A dependent residing in the same country as the member cannot be command-sponsored, if moved there under this authority.*

2. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit. When a member is transferred by a PCS authorization/order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS (except for a dependent-restricted tour) or to a designated place as specified in par. U5222-D1. A member is authorized dependent travel and transportation allowances under par. U5222-D when the old home port or PDS is identical to the new home port or PDS (57 Comp. Gen. 266 (1978)).

3. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More. When a member is permanently assigned to a ship or afloat staff specified through the Secretarial Process as in an OCONUS area for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified, or the member is thereafter transferred by a PCS authorization/order to such ship or afloat staff, the member is authorized dependent travel and transportation allowances from the PDS to a designated place as specified in par. U5222-D1.

4. Subsequent Authorization. When a member is:

- a. Transferred by PCS authorization/order from a dependent-restricted tour to an area to which dependent travel is authorized;
- b. Transferred by PCS authorization/order from a specified ship, afloat staff, or afloat unit referred to in U5222-D2 or U5222-D3 except when serving a dependent-restricted tour at the new PDS (par. U5222-D1) or another specified ship, afloat staff, or afloat unit (par. U5222-D2 or U5222-D3);
- c. On permanent duty aboard a ship or on a staff referred to in par. U5222-D2 or U5222-D3 when such ship or staff is relieved from unusually arduous sea duty or the specified continuous overseas duty of 1 year or more; or
- d. On permanent duty on a dependent-restricted tour on the date the restriction against dependent travel to the member's PDS is removed;

except as provided in par. U5215-F, dependent travel and transportation allowances are authorized from the place the dependent is located on receipt of the PCS authorization/order involved in par. U5222-D4a or U5222-D4b or on the date of change of conditions in par. U5222-D4c or U5222-D4d, or from the place to which the dependent was moved at Government expense under par. U5222-D1 or U5222-D3, whichever results in the least reimbursement, to the member's PDS. Dependent travel and transportation allowances are authorized from the place to which the dependent was moved under par. U5222-D or from the home port for a ship, afloat staff, or afloat unit if the dependent is located there on receipt of the PCS authorization/order involved in U5222-D4b, to the new PDS. A member is authorized dependent travel and transportation allowances even though the home port of the old ship, afloat staff, or afloat unit specified under par. U5222-D2 or U5222-D3 and the new PDS are identical (57 Comp. Gen. 266 (1978)).

*5. Home Port Change. When on duty with a unit specified as unusually arduous on the home port change effective date, a member is authorized dependent travel and transportation allowances from the old home port:

- a. Or designated place to the new home port if the home port change is incident to commencement of an overhaul to be performed at the new home port. If travel is from the old home port to a location other than the new home port, par. U5218 applies. If travel is from a designated place to a location other than the new home port, the authorization is limited to that from the designated place to the new home port.
- b. To the new home port or to a designated place if the home port change is incident to completion of an overhaul. If travel is from a location other than the old home port to the new home port, par. U5218 applies. If travel is from a location other than the old home port to a designated place, the authorization is limited to that from the old home port to a designated place.
- c. Or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not incident to an overhaul. Travel from one designated place to another is not authorized.

*6. Homeport Change Announcement. When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port ICW a PCS authorization/order to the unit at that old home port. The home port change announcement is an authorization/order modification until such time as the PCS authorization/order is later amended, modified, canceled or revoked. Provisions apply to, but are not limited to a member who has:

- a. Delayed dependent travel or transportation to the old home port or
- b. Been issued a PCS authorization/order to the unit naming the old home port after the home port change has been announced.

Exception: A dependent transported after a PCS authorization/order is received and who is in a transit or in an otherwise irreversible transportation status on the date the announcement was made.

E. Reassigned OCONUS due to Base Closure or Similar Action before the Prescribed OCONUS Tour Is Completed. A member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS due to base closure or similar action between OCONUS PDSs, is authorized dependent travel and transportation allowances to the new PDS, if dependents are authorized thereat, or IAW par. U5222-D, if the member is to serve an unaccompanied tour at the new PDS. Upon subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized regardless of the length of time served at the PDS from which the member last departed. If the move is within the same theater, the tour length restrictions in pars. U5203-B3e and U5203-B3f do not apply.

*F. Consecutive Overseas Tours (COT). A member stationed OCONUS who is selected to serve a COT is authorized dependent travel and transportation allowances as follows:

1. Unaccompanied to Unaccompanied Tour. The dependent may be moved from a designated place to another designated place if authorized/approved by the Secretary Concerned and it is shown that the dependent's movement is in the Government's best interest. ***This authority may not be delegated.*** This movement is authorized only on a PCS.
2. Unaccompanied to Accompanied Tour. The dependent may be moved from a designated place to the member's new PDS, if the dependent is command sponsored prior to travel to the new PDS. For IPCOT allowances see par. U5240-G.

*3. From an Accompanied to an Unaccompanied Tour. When a member elects to serve an unaccompanied tour or receives a PCS to an unaccompanied tour, par. U5222-C4 or U5222-D1 applies. A member may leave a command-sponsored dependent at the old PDS (*this location is then a designated place*) if authorized/approved through the Secretarial Process (which in this case may not be delegated below the headquarters that directs dependent transportation policies or procedures for the Service concerned), and receive station allowances at the with-dependent rate (par. U9205-B1). ***A dependent is no longer command-sponsored once the member departs PCS per DODI 1315.18***, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>. For IPCOT allowances, see par. U5240-G.

4. Accompanied-to-Accompanied Tour. A dependent may be moved to the new PDS, if command sponsored there before travel, when a member elects or is required (i.e., assigned to a key billet) to serve an accompanied tour at the new PDS. A member, assigned to a key billet and electing to serve without dependents, is authorized allowances for dependent travel and transportation to a designated place. For IPCOT allowances, see par. U5240-G.

G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent. A member, ordered on a PCS between OCONUS PDSs, who has a non-command-sponsored dependent at, or in the vicinity of, the old PDS, is authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS. If the member was authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, authorization is for the travel performed NTE the allowances from the place the dependent was last moved at Government expense. If the member was not authorized dependent travel and transportation allowances at the time of transfer to the old OCONUS PDS, the authorization cannot exceed the travel and transportation allowances from the CONUS POE serving the old PDS to the new PDS. For IPCOT authorization see par. U5240-G.

H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty. When a member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS. ***Except for assignments involving duty under par. U5222-D, dependent travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, 1 June 1976).***

I. Change of Home Port for a Ship, Afloat Staff, or Afloat Unit Not Specified as Involving Unusual or Arduous Sea Duty. When a member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes. Dependent travel and transportation allowances are authorized from the old home port to the new home port. Home port change allowances involving units specified as unusually arduous are as prescribed in par. U5222-D.

J. Assigned to a Mobile Unit or Ship Based Staff. A mobile unit or a ship-based staff with an assigned home port (as opposed to an assigned permanent duty station location) has the same status as a ship with an assigned home port for determination of dependent travel and transportation allowances.

K. Member Ordered to a Hospital in CONUS. ***Par. U5222-K does not apply to a member not authorized dependent travel and transportation allowances under par. U5203-B.*** Except as provided in par. U5222-K2, authorization for dependent travel and transportation allowances incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and that a prolonged treatment period of the member in that hospital is expected.

1. From Duty Stations or Hospitals in CONUS. A member on active duty, who is transferred within CONUS from either a PDS or a TDY station to a hospital for observation and treatment, is authorized dependent travel

and transportation allowances (as for a PCS) from the last PDS, or the place the dependent was retained under par. U5203-A, to the hospital. Upon later transfer from one hospital to another in CONUS for further observation and treatment, and when the dependent traveled at Government expense incident to the member's transfer to the initial hospital, a member is authorized dependent travel and transportation allowances between such hospitals.

2. From OCONUS Duty Stations or Hospitals. A member on OCONUS active duty, who is transferred to a hospital in CONUS for observation and treatment, is authorized dependent travel and transportation allowances from the OCONUS PDS or a designated place, as applicable, to the first hospital to which the member is transferred for observation and treatment. When the dependent travels incident to the member's initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.

3. Transportation Not Restricted to the Hospital. Subject to the maximum set forth in pars. U5222-K1 and U5222-K2, a member is authorized dependent travel and transportation allowances to, from, and between other places (see par. U5218).

4. Completion of Hospitalization. A member who is released from observation and treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as follows:

- a. When a dependent did not travel at Government expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the last or any prior PDS or place the dependent was retained (par. U5203-A) or from a designated place to which previously transported (par. U5222-D), as applicable;
- b. When a dependent traveled at Government expense incident to the member's hospitalization--from the place at which the dependent is located upon hospitalization completion, NTE the authorization for travel from the hospital to which the member was transferred when the dependent traveled at Government expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided dependent transportation. Such transportation is provided only if authorized/approved through the Secretarial Process. Par. U5225-F applies. If restored to duty, the member is authorized dependent PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When a dependent travels at Government expense to the HOR or PLEAD, or to some other place under par. U5222-L, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

NOTE: Per diem or reimbursement for meals and lodging may not be paid ICW travel under par. U5222-M.

1. General. A dependent of a member on duty aboard a ship:
 - a. Being overhauled or inactivated at a place other than its home port or
 - b. If the home port is changed to the port of overhaul or inactivation and the dependent is residing in the area of the home port or former home port,

may be provided transportation under par. U5222-M4 in lieu of the member's authorization, to the overhaul or inactivation port, NTE the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later. A dependent must not be provided transportation under par. U2222-M unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorization. All travel authorized under par. U5222-M must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the home port from which personnel customarily commute daily to the home port.

2. Ship's Home Port Not Changed. When the ship's home port is not changed, dependent travel is authorized between the home port and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependent travel under par. U5222-M is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent, member, each time the authorization becomes available. The dependent travel under par. U5222-M may not exceed the cost of Government-procured round trip travel for the member.

3. Ship's Home Port Changed. When the ship undergoes a home port change to the overhaul/inactivation port, the dependent is authorized travel between the ship's former home port and the overhaul/inactivation port in lieu of PCS allowances, if because of personal situations, the dependent is not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependent Travel while the Ship Is Being Constructed. When the authorization conditions in par. U5222-M are met, the dependent of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than the:

- a. Ship's designated future home port; or
- b. Area at which the dependent is residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of the:

- a. Ship's future home port; or
- b. Area at which the dependent is residing;

unless the member has elected personal travel under par. U7115-B, in which case dependent transportation under par. U5222-M is not authorized. A member has the option to personally travel or substitute dependent travel each time the authorization becomes available. Authorization for this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes authorized to a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel under par. U5222-M must begin before the ship departs the construction port.

5. Transportation Allowances. A member whose dependent travel is covered by pars. U5222-M1 and U5222-M4, is authorized one, or a combination, of the following for the authorized round trip travel:

- a. Transportation-in-kind;
- b. Reimbursement for the cost of personally-procured commercial transportation (*CTO/TMC use is still MANDATORY*);
- c. The automobile mileage rate (see par. U2600) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under par U5222-M5b is subject to par. U5203-A1b, for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel NTE the cost of Government-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port. The reimbursement under par. U5222-M5b or the mileage under par. U5222-M5c must not exceed the cost of Government-procured commercial round trip air transportation for the member between the home port or former home port and the overhaul or inactivation port.

N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

NOTE: See pars. U5120-F and U5120-G when the member travels on a PCS authorization/order from the old PDS via the dependent's designated place prior to reporting to the new PDS. The member's PCS travel is completed on the reporting date at the new PDS. See par. U10205 and Tables U10C-2 and U10C-2A for housing allowance changes when a Service defers a dependent's travel.

1. General. The Services have limited discretionary authority (see pars. U5222-N1a and U5222-N1b) to request the designation of geographic areas within CONUS as "non-concurrent travel application areas" in the event of ordered evacuations and/or major disasters (42 USC §5121 *et seq*) subject to authorization/approval by PDUSD (P&R). This authority is used when military installations and/or the surrounding geographic areas infrastructure cannot support the dependents at the duty station.

*a. Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff/J1 for further coordination with the Services concerned (including Coast Guard) prior to submitting a recommendation to the PDUSD (P&R) for concurrence, approval, and adjudication (see DODI 1315.18). <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>.

b. Non-DOD Services are not subject to the DODI but should coordinate their policies with PDUSD (P&R) for transparency among members.

2. Designation of a CONUS Area as a Non-concurrent Travel Application Area. A Service must modify/amend the PCS authorization/order to prescribe dependent travel authorization separately from the member's directed travel.

a. Upon designation of a CONUS area as a non-concurrent travel application area, dependent travel to locations within the area is not authorized at Government expense until the authority designated by the Secretarial Process authorizes/approves the travel.

b. The member selects 'awaiting transportation' location for the dependent when par. U5222-N3c, U5222-N4b, or U5222-N5c applies. See Chapter 3, Part F, Chapter 4, Part B, and Chapter 5 for dependent travel and transportation allowances for the authorized delay en route and PCS travel and transportation allowances. The member's new commanding officer may authorize/approve additional travel time when appropriate per the Service's policy. See par. U5160-E. *Pars. U5120-F and U5120-G are not applicable when the designated place has not been declared.*

Par. U5222-N2b example: A dependent had departed the old PDS en route to the new PDS when the Service declared the new PDS a non-concurrent travel area and directed the dependent to remain at a delay location. The dependent travel and transportation allowances are authorized at the 'awaiting transportation' location are: TDY allowances and local transportation reimbursement at the 'awaiting transportation' location; and/or PCS allowances from that location to a designated place and/or the new PDS at Government expense.

3. Delayed Dependent Travel between CONUS PDSs. The member's PCS authorization/order must state that dependent travel to the new PDS under that authorization/order is not authorized until authorized/approved by the authority designated by the Secretarial Process. When further travel is authorized/approved, the PCS authorization/order must be modified/amended to authorize/approve dependent travel.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, the dependent is expected to remain at the old PDS and movement to any other location at Government expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the authority designated by the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to move from the old PDS to an authorized designated place at Government expense. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS authorization/order must be modified to reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. U2200-B3.

4. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS

a. Delay Travel to New CONUS PDS. When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old OCONUS PDS to an authorized CONUS designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location. The PCS authorization/order must state that dependent travel under that authorization/order to the new CONUS PDS at Government expense is not authorized until authorized/approved by the authority designated by the Secretarial Process. When travel to the new PDS is authorized/approved, the PCS authorization/order must be modified/amended to authorize/approve dependent travel at Government expense.

b. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. U2200-B3.

5. Delayed Dependent Travel within a Designated Non-concurrent Travel Area. Par. U5222-N5 applies when the old and new CONUS PDSs are non-concurrent dependent travel locations because of an ordered evacuation or natural disaster.

a. Delay Anticipated to Be for Less Than 20 Weeks from the Member's Reporting Date. When the anticipated dependent travel delay is less than 20 weeks from the member's reporting date, dependent movement to any other location at Government expense is not authorized.

b. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. When the Secretarial Process denies dependent travel for 20 or more weeks from the member's reporting date, the dependent is authorized to be moved from the old PDS to an authorized designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at that non-foreign OCONUS location desired as the designated place and the member or spouse continues to be a domiciliary of that non-foreign OCONUS location. The PCS authorization/order must reflect the authorized designated place.

c. Travel Delayed while the Dependent Is En Route to the New PDS. When the dependent is performing PCS travel and is en route to the new PDS within the designated non-concurrent travel area and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an awaiting further transportation status. See par. U2200-B3.

The PCS authorization/order must state that the dependent travel to the new PDS under that authorization/order is not authorized until authorized/approved by the Secretarial Process. When further travel is authorized/approved, the PCS authorization/order must be modified/amended to authorize/approve dependent travel.

6. Dependent Travels from a CONUS or an OCONUS PDS to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area. Par. U5222-N6 applies when dependent travels to a dependent-selected location not authorized by an official travel authorization/order or performs the travel prior to the issuance of an amended/modified PCS authorization/order. Travel and transportation reimbursement for the dependent travel is contingent on the issuance of a PCS authorization/order authorizing dependent travel to the new PDS.

a. Anticipated Delay in the United States or at a Non-foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6a applies to a dependent (separately or as a family) who elects to travel from the United States or a non-foreign OCONUS PDS from which the member is ordered, to a location, prior to the issuance of an amended/modified PCS authorization/order authorizing dependent travel to the new PDS, instead of remaining at the old PDS.

b. Anticipated Delay at a Foreign OCONUS PDS to Be for Less Than 20 Weeks from the Member's Reporting Date. Par. U5222-N6b applies to a dependent (separately or as a family) who travels from the foreign OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at the non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

c. Delay Anticipated to Be for 20 or More Weeks from the Member's Reporting Date. Par. U5222-N6c applies to a dependent (separately or as a family) who elects to travel, from the CONUS or OCONUS PDS from which the member is ordered, to a location other than the designated place. A non-foreign OCONUS designated place may be authorized by the Secretarial Process when the member's or spouse's domicile before entering active duty (or marriage to the member) was at a non-foreign OCONUS location desired as the designated place and the person continues to be a domiciliary of that non-foreign OCONUS location.

Reimbursement for dependent travel to the dependent-selected location and then to the PDS is limited to the Government's travel and transportation cost directly from the last place to which the dependent was moved at Government expense to the new PDS. ***Pars. U5120-F and U5120-G are not applicable when the authorized dependent designated place is unknown.*** Excess travel costs involving the dependent-selected location are the member's financial responsibility.

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in pars. U5225-B, U5225-C, U5225 D through U5225-E and par. U5230-A1, is authorized dependent travel and transportation allowances NTE the authorization for travel from the PDS or place to which the dependent was last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125. ***NOTE: See par. U5340-C for excess cost information and par. U5360-A for authorized HHG transportation.***

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. Being commissioned from an enlisted grade;
2. Being commissioned in the regular establishment while on active duty as a Reserve Component member; or
3. Accepting a new commission in a Reserve Component without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is authorized upon relief from active duty to dependent travel and transportation allowances to the correct HOR if the:

1. Member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
2. Certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. ***A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not authorized dependent travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.***

D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. ***A member who is separated from the Service or relieved from active duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized dependent travel and transportation allowances.***

E. Relief from Active Duty for a Reserve Component Member Called (or Ordered) to Active Duty for Less than 20 Weeks. A Reserve Component member who is ordered to:

1. Active duty (including active duty for training) for less than 20 weeks; or
2. Active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not authorized dependent travel and transportation allowances ICW relief from that active duty.

F. Member Serves Less Than the Initial Prescribed Period of Service. Par. U5225-F applies to a member separated from the Service or relieved from active duty who has not served at least 90% of an initial active duty enlistment or other initial period of active duty otherwise agreed to. A member may be provided dependent transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. Par. U5225-F does not apply to a member who is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 USC (see par. U5230-A1a);
2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1b);
3. Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
4. Separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
5. Discharged under 10 USC §1173 for hardship; or
6. Discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for authorization to exist under par. U5225. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit (see par. U5012-I) may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not authorized to select a home under par. U5130, but who, for the Government's convenience, is ordered to a place to await the results of the disability proceedings, is authorized dependent travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board will not be contested. Dependent travel under par. U5225-H must not preclude authorization for dependent travel when a disability separation authorization/order, or other authorization/order, ultimately is issued. Such authorization is subject to adjustment upon final disposition of physical disability proceedings so as NTE the authorization for the distance from the member's PDS at the time the member received an authorization/order to proceed in an awaiting-orders status to the point to which the member is authorized incident to release from active duty, etc., less any amount previously paid for dependent travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized dependent travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. Retired for physical disability or placed on the TDRL (without regard to length of service);
- b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, 14 February 1967);
- c. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
- d. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or U5130-C by traveling to the HOS within the time limits specified, and whose dependent travels to a home other than the member's HOS, is authorized dependent travel and transportation allowances for travel actually performed NTE the authorization for travel from PDS, or place to which the dependent was last transported at Government expense, to the member's HOS. Except as provided in par. U5230-B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved the dependent at Government expense during the current tour of duty, travel and transportation allowances for dependent travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependent travel under par. U5230-A to the member's HOR or PLEAD outside the U.S. under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is authorized dependent travel and transportation allowances under par. U5225-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

B. Time Limits

1. Member Undergoing Hospitalization or Medical Treatment

a. On Date of Termination of Active Duty. A member authorized dependent travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital on the active service termination date, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the date of termination of the hospitalization or treatment. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.

b. During 1-Year Period after Date of Termination of Active Duty. A member authorized dependent travel and transportation allowances to a HOS under par. U5230-A1 or U5230-C, who is confined in or undergoing treatment at a hospital for any period of time during the 1-year period after the date of termination of active service, is authorized dependent travel and transportation allowances to the HOS provided the travel begins within 1 year after the active service termination date, plus a period equal to the hospitalization or treatment period. A longer time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.

2. Member Undergoing Education or Training. A member authorized dependent travel and transportation allowances under par. U5230-A1 who:

a. Is undergoing education or training to qualify for acceptable civilian employment on the active service termination date; or

b. Begins such education or training during the 1-year period after active service termination, or during the longer period authorized/approved under par. U5230-B1 (if applicable);

is authorized dependent travel and transportation allowances to the HOS provided:

a. Travel begins within 1 year after completion of education or training, or 2 years after the active service termination date, whichever is earlier; and

b. The transportation is authorized/approved through the Secretarial Process. Further extension of this time limit may be authorized/approved by the Secretarial Process. See par. U5012-I.

3. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5230-B1 or U5230-B2 (if applicable), may be authorized/approved through the Secretarial Process in cases other than those described in pars. U5230-B1 and U5230-B2 when an unexpected event beyond the member's control occurs that prevents the member from moving to the HOS within the time limit. A time limit extension also may be authorized/approved through the Secretarial Process if it is in the Service's best interest, financially or otherwise, or substantially to the benefit of the member and not more costly or otherwise adverse to the Service. Such extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension through the Secretarial Process. An additional specific authorization time period may be authorized/approved through the Secretarial Process (B-126158, 21 April 1976). The delays authorized under par. U5230-B3 must be incident to separation of the member from the Service (B-207157, 2 February 1983).

NOTE: See par. U5012-I for restrictions to time limit extensions.

C. Recalled to Active Duty before Choosing a HOS. A member recalled to active duty before choosing and traveling to a HOS is authorized travel and transportation allowances for dependent travel to the member's HOS at the time of the last release from active duty under honorable conditions to resume the same or a different status. The time limits prescribed in pars. U5230-A and U5230-B apply from the date of last release from active duty. If the member dies after the last release, par. U5230-F applies.

D. Recalled to Active Duty after Choosing a HOS. A member recalled to active duty after choosing and traveling to a HOS is, upon ultimate release from active duty under honorable conditions to resume the same or a different status, authorized dependent travel and transportation allowances to that HOS or the PLEAD, whichever the member elects.

E. Member on TDRL Discharged or Retired. *A member who is on the TDRL at the time of discharge with severance pay or who is retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) is not authorized dependent travel and transportation allowances ICW such discharge or retirement. See par. U5230-A or U5230-B for authorization in conjunction with placement on the TDRL.*

F. Member Dies after Retirement or Release

1. After Choosing a HOS. When a member specified under par. U5230-A dies after claiming personal travel allowances under par. U5130 to a HOS and the dependent has not traveled to the HOS and the member has not shipped HHG there, the dependent is authorized travel and transportation allowances for travel to the member's HOS or to some other place selected by the dependent NTE the authorization for travel to the member's HOS from the place to which the dependent was last transported at Government expense.

2. Before Choosing a HOS. If a member, authorized to choose a HOS under par. U5230-A, dies before choosing a HOS or before submitting a claim for personal travel and transportation allowances to a HOS and the member has not shipped HHG there, the member's dependent is authorized travel and transportation allowances to a home of the dependent's selection at a place the member would have been authorized to select under par. U5130 from the place to which the dependent was last transported at Government expense.

G. Member Ordered to a Place to Await Disability Retirement. A member who has been found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered to a place to await a further authorization/order ICW disability retirement, is authorized dependent travel and transportation allowances to that place, in addition to any authorization for dependent travel and transportation allowances when retirement or another authorization/order later is issued. However, authorization upon final disposition of retirement proceedings is limited to the authorization for travel from the PDS at the time the member received the authorization/order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for dependent travel and transportation to the waiting point.

U5237 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN

A dependent traveling at Government expense, whether or not accompanied by the member, may be furnished transportation procurement documents when the dependent is stranded en route because documents or funds needed to purchase authorized transportation have been lost or stolen. The member's consent must be obtained IAW Service regulations before transportation procurement documents may be furnished. The cost of the documents issued must be charged to the member IAW Service regulations.

U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: For HHG transportation under unusual/emergency circumstances, see par. U5905-C2.

A. General

1. Par. U5240 covers dependent travel situations that are in:
 - a. Advance of the member's PCS, and
 - b. The Government's best interest.
2. These situations include changes in OCONUS duty station status; medical/dental travel; IPCOT PCS-like travel (for COT leave travel, see par. U7200); certain dependent travel ICW a member's court martial; tour extensions; and alerts.
3. An authorization/order authorizing dependent travel and transportation must cite the specific par. U5240 cite (below) under which the travel is authorized.
4. For dependent evacuation travel, see Chapter 6.
5. For early return of a dependent, including a dependent in CONUS whose member spouse is court-martialed OCONUS, see Part J.

B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. When a member receives a PCS authorization/order to a PDS to which dependent travel is authorized and that PDS is later changed to a dependent-restricted tour station, or when there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, authorization for dependent travel and transportation allowances to a designated place under par. U5222-D1c is as prescribed in par. U5240-B. In par. U5240-B, "appropriate POE" is the port used for sea travel, if there is one; otherwise it is the aerial POE.
2. Restriction or Change in Designation Imposed after an Authorization/Order Is Received. When the restriction or change in designation is imposed after the date the member first receives the PCS authorization/order but before the dependent begin travel from the member's old PDS, the authorization for dependent travel and transportation allowances is determined under par. U5222-D1.
3. Restriction or Change in Designation Imposed after a Dependent Begins Travel. When the restriction or change in the designation is imposed after a dependent begins travel, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from the old PDS to the place at which notification was received of the restriction or change in designation and from that place to a designated place authorized in par. U5240-B1. However, the authorization in such cases cannot exceed that accruing from the old PDS to the appropriate:
 - a. POE serving the member's OCONUS PDS and from the POE to a place authorized in par. U5240-B1 in the case of a change to a dependent-restricted tour, or
 - b. Home port of the ship concerned and from the home port to a place authorized in par. U5240-B1 in the case of a change in designation of the duty of a ship.

4. Restriction or Change in Designation Imposed while the Dependent Is at a Designated Location. If the dependent is at a designated place authorized in par. U5240-B1 where they were located under a prior authorization/order on the date they receive notification of the restriction or change in designation, no dependent travel and transportation allowances are authorized.

5. Restriction or Change in Designation Imposed after a Dependent Leaves the Designated Location. When the restriction or change in designation is imposed after the dependent begins travel from a designated place authorized in par. U5240-B1, circuitously or otherwise, on or after the date the member first receives the PCS authorization/order, dependent travel and transportation allowances are authorized from that designated place to the place at which they receive notification of the restriction or change in designation and from that place to the previous or a new designated place. However, the authorization in this case cannot exceed that from the designated place at which travel began to the CONUS home port or the appropriate POE serving the member's OCONUS PDS and from that home port or that POE to the designated place last chosen.

6. Restriction or Change in Designation Imposed while En Route from Old PDS or Home Port. When the restriction or change in designation is imposed after the dependent begins travel, but before the dependent arrives at or in the vicinity of the member's OCONUS PDS or home port, dependent travel and transportation allowances are authorized from the old PDS or home port where travel begins, to the place at which they receive notification of the restriction or change in designation and from that place to a:
 - a. Designated place in CONUS;
 - b. Temporary OCONUS location as may be authorized/approved through the Secretarial Process; or
 - c. Designated place in a non-foreign OCONUS area if authorized/approved through the Secretarial Process.

7. Restriction or Change in Designation Imposed after the Dependent Arrives at Member's Duty Station. When the restriction or change in designation is imposed after the dependent arrives at the member's OCONUS PDS or home port, or the restriction or change in designation is not made known to the dependent until arrival at or in the vicinity of that PDS, dependent travel and transportation allowances under par. U5240-B are authorized to the same locations and under the same conditions as set forth in par. U5240-B6. If dependent evacuation is necessary, par. U6005 applies.

8. Subsequent Authorization. A member, otherwise authorized dependent travel and transportation allowances under par. U5203-A:
 - a. Whose duty station is again changed from one to which dependent transportation is not authorized or to one to which dependent transportation is authorized, or
 - b. The duty of a ship, afloat staff, or afloat unit to which assigned is changed from unusually arduous sea duty, or
 - c. Who is transferred to a station to which dependent transportation is authorized,

is authorized dependent travel and transportation allowances to the PDS or home port of the ship concerned, up to those for travel from the place to which they were transported under par. U5240-B to the PDS or appropriate home port. *However, when the dependent is in CONUS, the return transportation to the same or another OCONUS PDS or appropriate home port may be authorized only when at least 12 months remain in the member's OCONUS tour following the dependent's estimated date of arrival at the PDS or home port concerned or on the date command sponsorship is granted, whichever is later.* If the member elects, the dependent may be retained at the place to which the dependent traveled under pars. U5240-B1, U5240-B2, U5240-B3, U5240-B4, U5240-B5, U5240-B6 and U5240-B7 until further transportation is authorized. ***NOTE: A dependent may be retained at a temporary OCONUS location to which transported under pars. U5240-B6 and U6005 only when authorized/approved through the Secretarial Process.*** Travel of the dependent of a member when the member is not authorized travel and transportation allowances under par. U5203-B is governed by par. U6005.

C. Dependent Travel and Transportation OCONUS for Medical Care

1. Dependent Definition. As used in par. U5240-C, a "dependent" is *any* dependent located OCONUS who has an active duty sponsor and who has been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement.

2. Local Medical/Dental Care Not Available

a. Authorization/Approval. The commanding officer/other Service designee for a member on OCONUS active duty may authorize/approve dependent transportation if the dependent:

- (1) Is accompanying the member for more than 30 days; and
- (2) Requires care not available in the member's OCONUS PDS area.

b. Medical/Dental Care. A dependent may be provided travel and transportation for medical/dental care to the nearest appropriate medical/dental facility where adequate medical/dental care is available, except as par. U5240-C2c.

c. Exceptions. A dependent participating under a dental plan established under 10 USC §1076a (currently TRICARE) may not be provided transportation to the nearest appropriate dental facility where adequate dental care is available *except for*:

- (1) Emergency dental care,
- (2) Dental care provided at an OCONUS location, or
- (3) Dental care not covered by the dental plan.

3. Elective Surgery. *Travel and transportation expenses are not authorized for a dependent who travels for elective surgery.*

4. Transportation to and from a Medical and/or Dental Facility. When practicable, Government transportation should be used for transportation authorized by par. U5240-C. When Government transportation is not available or its use is not practicable, dependent patients must be transported by:

- a. Government-procured commercial transportation,
- b. Personally procured commercial transportation, or
- c. POC.

When personally procured commercial transportation is used, reimbursement for the actual cost of the transportation used is authorized. When a POC is used, reimbursement for the actual expenses incurred (e.g., gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to POC use) is authorized. ***Mileage may not be paid.*** However, reimbursement for the travel performed by personally procured commercial transportation or by POC is limited to what it would have cost had the transportation had been furnished by the Government (i.e., Government or Government-procured transportation). ***NOTE: This limit does not apply when Government or Government-procured transportation is not available.*** If a dependent is transported by POC and an attendant is authorized a transportation allowance, no additional transportation expense on behalf of the dependent is authorized.

5. Return Transportation. Upon hospitalization/medical/dental care termination, the dependent's transportation is authorized to the member's PDS or to another place determined appropriate by the AO.

6. Outpatient Transportation. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical/dental facility, and lodging when the dependent is receiving outpatient care at a medical/dental facility outside the member's PDS area. Actual expenses incurred for transportation cost between medical/dental facility and lodging may be reimbursed for the number of trips the dependent 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 POC is the appropriate mode, reimbursement for the actual expenses incurred, as in par. U3305-B1, is authorized. ***Transportation expenses may not be paid using a mileage allowance (B-202964, 23 February, 1982).***

7. Actual Meal and Lodging Cost. The actual cost of dependent's lodging (including taxes (see ***NOTE***), tips, and service charges) and meals (including taxes and tips, but excluding alcoholic beverages) may be reimbursed NTE the locality per diem rate for the medical/dental facility location. This includes travel time to/from the medical/dental facility and time at the medical/dental facility for outpatients.

NOTE: The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see APP A definitions) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable. The maximum amount allowed for lodging in foreign OCONUS areas (see APP A definition) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for per diem rates.

8. Reimbursable Expenses. The dependent is authorized applicable reimbursable expenses in App G, Part I except that if a POC is used to and from the transportation terminal (App G, Part I, Item 18) reimbursement is for the actual expenses incurred, as in par. U3305-B1 and ***mileage is not authorized.***

9. Attendants for a Dependent. If a dependent is unable to travel unattended, round-trip travel and transportation allowances are authorized for necessary attendants as provided in Chapter 7, Part Q.

10. Advance. Funds may be advanced to cover expenses reimbursable under par. U5240-C.

11. Administrative Provisions. An authorization/order authorizing/approving dependent travel for medical or surgical care must cite par. U5240-C as authority. A statement by a competent medical official (military or civilian, as available) must support the authorization/order as to the seriousness of the condition and the absence of adequate military and civilian facilities for proper treatment. If a medical official is not available, the authorization/order must so indicate and the AO's statement in the authorization/order that proper medical facilities are not available then suffices. For non-emergency conditions, the receiving medical facility must agree to accept the patient before the authorization/order is issued.

12. Subsequent Travel and Transportation. A member otherwise authorized dependent travel and transportation allowances under par. U5203-A, whose dependent is transported to a place other than the member's PDS under par. U5240-C, is authorized, upon reassignment, travel and transportation expenses for that dependent for direct PCS travel between that place and the destination authorized in the reassignment authorization/order.

D. Dependent Travel and Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized dependent travel and transportation allowances, as though assigned to a dependent-restricted tour, under par. U5222-D (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice) to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned by a PCS authorization/order to a unit so alerted.

2. Member Not Transferred to a Dependent-restricted OCONUS Tour after Alert Notice Announcement. When a dependent has traveled to a designated place under par. U5240-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, dependent travel and transportation allowances are authorized from the designated place to the new PDS. This also applies to return transportation that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Dependent Travel and Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the dependent travel and transportation allowances upon assignment to that PDS, is authorized dependent travel and transportation allowances from the place the dependent is located to that PDS. ***NOTE: The authorization limit is up to that from the old to the current PDS.*** Authorization under par. U5240-E is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances, and
2. The needs of the Service.

Authorization under par. U5240-E also is limited to the situation where a member did not move a dependent to that PDS initially because of the anticipated short time of assignment (B-208861, 10 November 1982).

F. Dependent Travel and Transportation Incident to a Court Martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member Stationed in CONUS)

1. Travel and Transportation Allowances. A member (with dependent) stationed in CONUS who:

- a. Is sentenced by a court martial to:
 - (1) Confinement for more than 30 days,

- (2) Receive a dishonorable/bad-conduct discharge, or
 - (3) Dismissal from a Uniformed Service, or
 - b. Receives an administrative discharge under other than honorable conditions,
- is authorized dependent PCS travel and transportation allowances.
- 2. Travel Authorization. Dependent travel and transportation allowances (including the payment of per diem under par. U5210) are authorized by a Service-designated authority who determines:
 - a. The authorized destination, and
 - b. That a reasonable relationship exists between the conditions/circumstances in the specific case and the authorized destination.
 - 3. Travel Requests. Travel may be requested by:
 - a. The member,
 - b. The member's spouse, or
 - c. Another dependent (if the member has no spouse, or the spouse is not available).
 - 4. Travel Destination. The dependent destination must be a designated place, except that a dependent who is foreign-born may be returned to the dependent's native country.
 - 5. Travel and Transportation Reimbursement Payment. Travel reimbursement may be paid to the:
 - a. Member, or
 - b. Dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, 21 February 1979)).
 - 6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:
 - a. The court-martial is completed, or
 - b. Of administrative discharge.

G. Dependent Travel and Transportation Incident to an In Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependent travel and transportation allowances as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

- 1. Unaccompanied to Accompanied Tour
 - a. Dependent travel and transportation at Government expense from a designated place to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served.

b. A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of par. U5222-C4 apply.

3. Accompanied-to-Accompanied Tour. A member who acquires a dependent after the PCS authorization/order effective date, but before entering an IPCOT, is authorized dependent travel and transportation allowances to the current PDS at which the IPCOT is to be served if the dependent is command-sponsored prior to travel to the current PDS at which the IPCOT is to be served. Travel and transportation allowances in this case are from the place the dependent is located to the current PDS.

H. Travel and Transportation for a Dependent Relocating for Personal Safety. See par. U5205

U5241 DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. Par. U5241-A applies to a dependent of a member (without regard to command sponsorship (B-158661, 22 December 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), or who dies while entitled to basic pay (37 USC §406(f)).

B. Definitions

1. Dependent. See APP A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became age 21 while the member was serving at that PDS. See par. U5215-B.

2. Transportation. "Transportation," as used in par. U5241, includes transportation-in-kind or reimbursement therefore under pars. U5203-A1b, and MALT under par. U5015-A.

C. Limitations

1. Destination. No travel may be authorized/approved under par. U5241-C unless a reasonable relationship exists between the circumstances of the dependent and the requested destination, as determined by the Service concerned.

2. Time. Authorization for dependent travel and transportation allowances ends if the dependent does not begin travel to the final home within 1 year after the date of the official status report. However, travel at a later date may be authorized/approved through the Secretarial Process. See par. U5012-I. No travel and transportation allowances are authorized under par. U5241 when travel is delayed until after receipt of official notice that the member has returned to an active status. Effective for deaths occurring on or after 6 January 2006 the following apply:

a. A member dies on or after 6 January 2006 while serving in the active service and entitled to basic pay – the Secretary Concerned must give the dependent not less than 3 years, beginning on the date of the death of the member to select a "home of selection" for the purposes of travel and transportation allowances.

b. Retirees dying on or after 6 January 2006 who had not yet made their selection at the time of death -- dependent or the retiree's executor if there are no dependents gets 3 years from the member's date of retirement (when the member first accrued the right to select a home).

Examples:

Member retired 1 July 2005 -- Initial 1 year to make the move.
Member died 10 January 2006 -- Family now has until 30 June 2008 to make a HOS.

Member retired 1 July 2005 -- Initial 1 year to make the move.
Member died 3 January 2006 -- Family has until 30 June 2006 to make a HOS move.

Member on active duty died on 3 January 2006 -- Family has 1 year to make a HOS.
Member on active duty dies on 10 January 2006 -- Family has until 9 January 2009 for HOS.

3. Per Diem. A dependent authorized the transportation authorized in par. U5241-D pursuant to the death of a member entitled to basic pay (37 USC §406(f)), also is authorized per diem under par. U5210. Per diem is not payable ICW the other dependent transportation authorized in par. U5241.

D. When Authorized

1. General. A dependent may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when the dependent receives official notice that the member is:

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

When a dependent is residing OCONUS at the time the member on permanent duty OCONUS dies, the dependent may be transported to an interim location (within the limitation imposed in par. U5241-C1) to reside pending a decision on where to exercise the authorization to a final move at Government expense. That final move must be exercised within the time limit established in par. U5241-C2.

2. Additional Moves

a. Status Change. A dependent moved under par. U5241-D1 may again be moved under par. U5241-D1 when official notice is received that the member's status has changed from one to another of those listed in par. U5241-D1.

b. No Status Change Member Reported as Missing for more than 1 Year. A dependent moved under par. U5241-D1 may be moved again under par. U5241-D1 when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, authorization for dependent travel and transportation allowances under par. U5203 is determined IAW this Part.

E. Administrative Instructions. Each Service must issue regulations or instructions deemed necessary for the judicious administration of the authorization contained in par. U5241.

F. Attendant for a Dependent. See Chapter 7, Part Q, concerning an attendant for a dependent authorized travel under par. U5241.

U5242 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 USC §411f)

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

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. U5242, means:

a. The deceased member's surviving spouse (including a remarried surviving spouse);

*b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;

*c. The deceased member's parent or parents as defined in 37 USC §401(b)(2) (see ***NOTE 1*** below);

*d. The deceased member's siblings;

*e. The person who directs the disposition of the deceased member's remains under 10 USC §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct the disposition of the remains if individual identification had been made; and

*f. If no person described in par. U5242-A1a, U5242-A1b, U5242-A1c, or U5242-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are selected by the person referred to in par. U5242-A1e. A person provided travel and transportation under par. U5242-A1f. is in addition to the person referred to in par. U5242-A1e.

2. Attendant or Escort. An attendant or escort (pars. U7550-A and U7550-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and

b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. U5242-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

- a. The time necessary to travel to the location concerned, plus
- b. NTE 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) Transportation-in-kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5203-A1b, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement

is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodgings-Plus' method in Chapter 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The authorized traveler(s) is authorized reimbursement for expenses incurred incident to travel under par. U5242. See App G for authorized miscellaneous expenses on official travel.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

- (1) An interment of casketed or cremated remains;
- (2) A placement of cremated remains in a columbarium;

(3) A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see **NOTE 3** below); and

(4) A burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. **General.** Par. U5242-B applies to an eligible family member (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. (37 USC §406 (Note)).

2. **Definition of Eligible Family Member.** For purposes of par. U5242-B1, an eligible family member of the deceased member of the armed forces includes the following:

a. Surviving spouse (including a remarried surviving spouse) of the deceased member,

b. Child or children, including children described in section 37 USC §401(b)(1) (see **NOTE 4** below) of the deceased member,

c. The parent or parents of the deceased member as defined in section 37 USC §401(b)(2) (see **NOTE 1** below),

d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. **Allowances.** An eligible family member is issued an ITA under APP E, Part II, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term “burial ceremony” includes the following:

1. An interment of casketed or cremated remains;

2. A placement of cremated remains in a columbarium;

3. A memorial service for which reimbursement is authorized under 10 USC §1482(d)(2) (see **NOTE 3** below); and

4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

NOTE 1: For the purposes of par. U5242-A1c and U5242-B2c: 37 USC §401(b)(2), the term “parent” means:

a. A natural parent of the member;

b. A step parent of the member;

- c. A parent of the member by adoption;*
- d. A parent, stepparent, or adopted parent of the spouse of the member; and*
- e. Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became age 21.*

NOTE 2: *With reference to par. U5242-A1d(1): 10 USC §1482(c) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:*

- a. The surviving spouse of the decedent;*
- b. Blood relatives of the decedent;*
- c. Adoptive relatives of the decedent; and*
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.*

NOTE 3: *For the purpose of pars. U5242-A4e(3) and U5242-C3; 10 USC §1482(d)(2) reads as shown below:*

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later.”

NOTE 4: *For the purposes of par. U5242-B2b: 37 USC §401(b)(1), the term “child” includes a/an:*

- a. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);*
- b. Adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and*
- c. Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary concerned.*

U5243 DEPENDENT STUDENT TRANSPORTATION

A. General. A member permanently stationed OCONUS, who is authorized to have a dependent reside at or in the vicinity of the PDS or the home port of an OCONUS ship, and whose minor dependent (as defined in par. U5243) attend:

1. A dormitory school operated by the DOD or selected for the student by the cognizant DODEA Regional Director, or
2. Or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is authorized transportation of the minor dependent between such schools and the place of residence as provided in par. U5243-A. The transportation allowance authorized is transportation in kind, or reimbursement therefore as prescribed in par. U5203-A1b, or a MALT as prescribed in par. U5203-A1c. ***No per diem is payable unless otherwise indicated.*** Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to transportation procurement and U.S. transportation facilities use for travel authorized in par. U5243-A.

B. Dependent Student Attending a Dormitory DODEA School

1. Definitions. The following definitions are specific to par. U5243.
 - a. Dependent. A "dependent" in par. U5243 (20 USC §932) is a minor individual who:
 - (1) Has not completed secondary schooling; and
 - (2) Is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and to whom the member provides one-half or more support.
 - b. DODEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 USC §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.
2. Five-Day-a-Week Dormitory DODEA School. A member is authorized a weekly round-trip between the DODEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DODEA school.
3. Seven-Day-a-Week Dormitory DODEA School
 - a. Travel to Member's Residence
 - (1) During the school year a member is authorized three round-trips between the DODEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DODEA school.
 - (2) Additional round trips may be authorized/approved when the DODEA school dormitory is closed.
 - b. Travel to other than the Member's Residence
 - (1) A member authorized transportation under par. U5243-B for a dependent may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the AO that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Government's transportation cost from the DODEA school to the member's residence by the authorized mode.

NOTE: For par. U5243-B, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is:

- a. Government-owned/procured (on a space-required basis),
- b. Reimbursed (see par. U5203-A2), or
- c. A MALT. See par. U5203-A1c.

NOTE: See Chapter 3, Part B, for transportation procurement.

5. Per Diem. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending a dormitory DODEA school (or DODEA-selected school) on the first and final trip of each school year.

C. Travel of a Handicapped DODEA Student for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

- a. A student diagnosis/evaluation under DODI 1342.12 for tuition-free handicapped DODEA students (see DODI 1342.12), and
- b. One or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.
- c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in JTR, Volume 2.

D. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to par. U5243-D.

a. Formal education is:

- (1) A secondary education;

- (2) An undergraduate college education;
- (3) A graduate education pursued on a full-time basis at an institution of higher education (20 USC §1001); and
- (4) Vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 USC §1002(c)). A "postsecondary vocational institution" means a school that:
 - (a) Provides an eligible program of training to prepare students for gainful employment in a recognized occupation;
 - (b) Has been in existence for at least 2 years; and
 - (c) Is accredited by an organization recognized by the Secretary of Defense.

NOTE: The definition of "DODEA school" in par. U5243-B1b does NOT apply to par. U5243-D.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in APP A, who is under age 23 and:

- (1) Enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or
- (2) Graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: A member who has a dependent student, who is separated from school in the U.S. and who has not previously traveled at Government expense to the member's OCONUS PDS, retains the authorization for the dependent's travel and transportation to the member's PDS.

2. Transportation Allowances. A member:

- a. Permanently stationed OCONUS; and
- b. Accompanied by a command-sponsored dependent at/or in the member's PDS vicinity (or the home port of an OCONUS homeported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a secondary or undergraduate college education;

is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however, reimbursement can not exceed the transportation allowances (*see NOTE below*) for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS.

3. Lodging. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of the reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. ***NOTE: If another entity (such as an airline) pays for the overnight lodging expense, no additional reimbursement is authorized (except for any lodging expense above that paid by the airline and within the per diem lodging ceiling for the location of the expense.)*** Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location.

NOTE: Authorization for a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 30 calendar days because of an unusual or emergency circumstance (i.e., an early or late holiday recess or school closing).

4. Limitations. Par. U5243-D does not apply to a member:

- a. Assigned to a PDS/ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a school in the PDS state;
- b. Who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if the:
 - (1) Child is eligible to attend a secondary school for dependents that is located at/or in the member's PDS vicinity and is operated under the Defense Dependents' Education Act of 1978 (20 USC §921); or
 - (2) Member is stationed in the Commonwealth of Puerto Rico or in Guam and the child is eligible to attend a DOD DDESS, formerly known as Section 6, secondary school, in the PDS/home port vicinity;
- c. Assigned to a PDS or ship homeported in Alaska or Hawai'i who has an unmarried dependent child attending a CONUS school to obtain a secondary education; or
- d. Who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

5. Travel to a Location other than the Member's OCONUS PDS/Home Port

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing to the AO, travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS/home port by the authorized transportation mode.

6. Transoceanic Travel

a. General. When AMC service is reasonably available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC service is not reasonably available, Government-procured air transportation (from a CTO/TMC) for the transoceanic travel portion is to be used.

b. Travel Performed at Personal Expense

- (1) AMC Service Available. ***No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.***

(2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for CTO/TMC-provided Government-procured transportation) is allowed for transoceanic (and other air and rail) travel at personal expense when AMC service is unavailable.

c. Government-procured Transportation Not Available

(1) Reimbursement is authorized for transportation costs NTE the policy-constructed airfare (see APP A) over the direct route between the origin and destination when:

(2) Pars. U3125-B and U3125-C apply to dependent student travel.

(3) Reimbursement is limited to the least costly CTO/TMC-provided first-class passenger accommodations on a commercial ship if air travel is medically inadvisable. See par. C3130.

7. Overland Travel

a. Overland travel should be by CTO/TMC-provided Government-procured transportation, or, if a CTO/TMC is not available at personal expense on a reimbursable basis.

b. CTO/TMC-provided Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.

c. Whenever CTO/TMC-provided Government-procured transportation is available, but transportation is personally procured, mandatory policy has been violated but reimbursement is authorized for the transportation cost up to what it would have cost the Government for CTO/TMC-provided Government-procured transportation between authorized points.

d. When a POC is used, mileage (see par. U2600) is authorized -- the mileage amount paid cannot exceed the Government's cost had CTO/TMC-provided Government-procured transportation been used between authorized points.

e. For travel to and from carrier terminals, reimbursement is authorized IAW Chapter 3, Part E, or par. U3320, as appropriate.

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

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

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

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

A. General. Ordinarily, not more than three family members (see par. U5246-B) of a member described in par. U5246-A1 or U5246-A2 may be provided transportation for one round-trip and per diem under par. U5246 as determined by appropriate authority. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. See par. U1010-B1 for claims and APP E, Part I, par. A2q for ITA authority. ***NOTE: Limitation for each family member is (1) transportation and per diem for one round-trip between the family member's home and the medical facility in which the member is hospitalized (37 USC §411h), and (2) per diem only at/in the vicinity of the medical facility when a family member travels to and from the medical facility at personal expense.***

1. Active Duty Member Including a Reserve Component Member on Active Duty

a. Seriously Ill or Injured. Transportation for one round-trip and per diem is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world.

b. Hospitalized as Result of Combat Injury. Transportation for one round trip and per diem, may be authorized for each family member authorized to visit a member not described in par. U5246-A1a who has an injury incurred in an operation or area designated by the SECDEF as a combat operation or combat zone under 38 USC §1967(e)(1)(A) and who is hospitalized in a medical facility in the U.S. for treatment of that injury. This allowance is initiated when there is a reasonable expectation by the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States. Per diem authorization must not exceed 30 days unless an extension is authorized/approved through the Secretarial Process.

2. Reserve Component Member Entitled to Disability Pay and Allowances. Transportation for one round-trip and per diem is authorized to visit a Reserve Component member entitled to disability pay and allowances under 37 USC §204(g), who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility anywhere in the world if that member became ill or injured or was diseased:

a. In the line of duty while performing inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and

b. While traveling directly to or from such training.

See DODFMR, Volume 7A, paragraph 80254, table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for a Coast Guard member at <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/g-wpm-2/PayMan.htm>

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

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

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

1. Uniformed Service member: The member is authorized TDY travel and transportation allowances.
2. Civilian Employee: A U.S. Government civilian employee is authorized allowances in regulation issued by the employee's agency or department for TDY. Allowances for a DOD civilian employee are in JTR, par. C7800 and a DOD civilian employee is issued a DD Form 1610 TDY travel authorization.
3. Other Persons: A person, other than a member or civilian employee, should be issued an ITA (APP E, Part I, par. A1). The individual is authorized the allowances in pars. U5246-C, U5246-D and U5246-E.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation (***CTO/TMC use is still MANDATORY***);
3. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A1b for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Per Diem. When a family member is authorized a round-trip to and from a medical facility at Government expense per diem may be paid for travel to the medical facility, while at the site during visits with a seriously ill or injured member, and for return travel to the family member's home. *Comparing costs as in par. U4175 for voluntary trips away from the medical facility site does not apply to par. U5246-D.*

1. Family Member Travels to the Medical Facility at Government's Expense but Returns Home at Personal Expense. If a family member travels to the medical facility at Government expense but returns home at personal expense, per diem stops on, and is not paid for, the departure day. When the family member returns to the medical facility at personal expense per diem resumes on the arrival day at the medical facility location. When the family member returns home at Government expense per diem is paid for the return travel.

2. Family Member Travels to and From the Medical Facility at Personal Expense. When a family member, who was authorized travel to and from the medical facility at Government expense, later travels to and from the facility at personal expense, per diem begins on the arrival day at the medical facility location and terminates on, and is not paid for, the departure day from that location. Per diem is not paid for travel to and from the medical facility.

E. Reimbursable Expenses. The member is authorized reimbursement for the expenses listed in App G incurred incident to travel under par. U5246. Receipt requirements are the same as those in par. U2510.

U5250 FUNDS ADVANCE

Travel and transportation allowances prescribed in this Part for a dependent may be paid in advance. See par. U1010-B5. A member failing to complete at least 90% of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75% of the amount for the least costly available transportation mode. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). Any other member authorized dependent transportation ICW separation or relief from active duty, may be advanced an amount equal to 75% of the MALT.

U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE

A. Definitions

1. "Eligible member" as used in par. U5258 is a member of a uniformed service who:
 - a. Is serving on active duty;
 - b. Was held captive, as determined by the Secretary Concerned; and
 - c. Is repatriated to a site inside or outside the United States.
2. "Family members" as used in par. U5258 are the member's spouse, children (including step, adopted, and illegitimate children), the member's siblings and the member's parents (includes fathers and mothers through adoption and persons who have stood "in loco parentis" to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

B. Family Authorized Travel and Transportation

1. Not more than three family members of a member (see par. U5258-A), or
2. Not more than two persons related to and selected by the member if no family members (as described in par. U5258-A) are able to travel to the repatriation site.

NOTE: The Secretary Concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances determined to be appropriate by the Secretary Concerned.

C. Attendant. In addition to family members or other persons authorized to travel in pars. U5258-B1 and U5258-B2, the Secretary Concerned may provide travel and transportation allowances to an attendant to accompany a family member (see par. U5258-B1) if the Secretary Concerned determines that:

1. A family member is unable to travel unattended because of age, physical condition, or other reason determined by the Secretary Concerned; and
2. No other family member or person related to and selected by the member who is eligible for travel and transportation is able to travel to the repatriation site of the member.

D. Transportation. One, or a combination, of the following round-trip transportation methods may be provided between the family member's home (or home of the attendant or person provided transportation) and the repatriation site location at which the member is located:

1. Transportation-in-kind.
2. Automobile mileage rate (see par. U2600) for the official distance traveled by POC.
3. Reimbursement for the commercial transportation cost NTE the cost of Government-procured round-trip air travel.

E. Per Diem. A per diem allowance or AEA, whichever applies, as prescribed in Chapter 4, Part B or Part C, for the allowable travel time computed under par. U3005-C is authorized for travel to, from, and while at the repatriation site for travel under par. U5258. Per diem rates are prescribed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

F. Funds Advance. An allowance under par. U5258 may be paid in advance. See par. U2300.

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

U5300 GENERAL

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

U5305 ELIGIBILITY

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

U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in par. U5310, a member ordered on a PCS is authorized HHG transportation. See par. U5310-9 below. See par. U5203 for dependent transportation. See par. U5500 for mobile home transportation.

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see par. U5310-B) in one lot between authorized places at the lowest overall cost (except for a personally procured transportation move) to the Government. For information about HHG authorized locations for PCS, see the table at par. U5390 and for TDY, see the table at par. U4780.
2. As used in par. U5310, a "former PDS" includes an individual's HOR.
3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of authorizations/orders if the HHG:
 - a. Were in the member's possession before the PCS authorization/order effective date from the PDS from which the HHG were not transported, and
 - b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS authorization/order effective date from the former station.
4. Example of a Combination of Authorizations/Orders HHG Computation
 - a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS authorization/order was 8,000 lbs. The member actually transported 6,000 lbs to PDS B. The unused HHG weight balance is 2,000 lbs.
 - b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS authorization/order is 10,000 pounds.
 - c. The member may ship NTE 10,000 lbs at Government expense to PDS C of which 2,000 lbs of HHG owned while at PDS A may be shipped from PDS A using authorizations/orders in combination. Excess cost may apply per par. U5340.
5. HHG transportation includes SIT unless specifically prohibited. See par. U5375.

6. For cases involving mobile home allowances, see par. U5330-F and Part F.
7. *UB weight is part of the member's authorized HHG weight allowance.*
8. For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited in writing through the Secretarial Process.
9. Delivery out of storage is authorized at Government expense, regardless of time in storage as long as the member's authorization/order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

Effective for an authorization/order issued on/after 1 October 2007

B. Prescribed Weight Allowances

1. Higher Weight Allowance Authorization

- a. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 pounds) of a member below pay grade O-6, but only on a case-by-case basis;
- b. No general policy statements are permitted; and
- c. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

2. Authorized PCS Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade 1/ & 3/	With Dependents 2/	Without Dependents
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 4/	13,000 4/
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

1/ Includes a Uniformed Service regular and Reserve Component member, and an officer holding a temporary commission in the U.S. Army/Air Force.

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

- a. The death(s) of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at Government expense, the member has the weight allowance of a member "with dependents".

3/ A Uniformed Services member appointed from an:

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

is authorized the grade's weight allowance:

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

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

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

whichever is greater.

4/ A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

- a. 17,000 pounds with dependents or,
- b. 14,000 pounds without dependents.

for a PCS authorization/order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E)

1. A member is authorized PBP&E transportation, when the member certifies the PBP&E as necessary for official duty.

2. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B.

3. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E.

4. Articles which lose their identities as PBP&E continue as HHG, if otherwise qualified.
5. PBP&E must be declared at origin and documented IAW transportation policy and procedures.

D. Additional Consumable Goods

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

E. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

F. Excess Costs for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG.

1. The following examples outline excess cost determination, using various rates available from SDDC, ICW transportation of a boat and personal watercraft exceeding 14 feet (including the trailer) as HHG.
2. All rates used in the following examples are for illustrative purposes only. Cost factors change periodically. The examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat or personal watercraft exceeding 14 feet as HHG.
3. If a boat is under 14' in length and no boat trailer is involved, or if it is a dinghy or scull of any size, the usual JFTR method of computing excess cost applies. See par. U5340.
4. **NOTE 3:** The member is responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.
5. **NOTE 4:** A personal watercraft (e.g., a jet ski) and associated trailer for which the total length do not exceed 14 feet. A personal watercraft exceeding this standard is classified, and shipped, as a 'boat' IAW par. U5310-F.

6. Examples

a. Example 1

<u>EXCESS COST COMPUTATION</u>	
Member on PCS from San Diego, CA, to Washington, DC (2,595 miles).	
Member is an O-6 with a PCS HHG weight allowance of 18,000 lbs.	
Member transports HHG weighing 12,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a boat (no trailer) weighing 20,000 lbs.	
The lowest applicable tariff rate for transporting 12,000 lbs is \$30,124.19.	
The lowest applicable tariff rate for transporting 18,000 lbs is \$43,145.57.	
The SDDC one-time-only (OTO) rate for movement of a boat between authorized points is \$9,617.50.	
Step 1: Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the boat's weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	12,000 lbs.
Weight of boat	+ <u>20,000 lbs.</u>
Total weight of HHG and boat exceeds member's maximum weight allowance of 18,000 lbs.	32,000 lbs.
Lowest applicable tariff cost to ship 18,000 lbs.	<u>\$43,145.57</u>
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	\$ 9,617.50
Weight of HHG actually transported (12,000 lbs.)	
Lowest applicable tariff rate to ship 12,000 lbs.	+ <u>\$30,124.19</u>
Total	<u>\$39,741.69</u>
Step 3: Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is less than the cost in Step 1. The member is not financially responsible for excess costs but is financially responsible for boat-related accessorial costs:	
Total Step 2 (Actual cost to ship HHG and Boat)	\$39,741.69
Less Step 1 (Gov't's obligation)	- <u>\$43,145.57</u>
Difference (if negative amount enter zero)	\$ 0
Additional accessorial costs member owes (lift on/off charges)	+ \$ <u>300.00</u>
Total transportation cost for which the member is financially responsible	<u>\$ 300.00</u>

b. Example 2

EXCESS COST COMPUTATION	
Member on PCS from Scott AFB, IL, to Andrews AFB, MD (790 miles). Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 8,000 lbs. (net is tare weight less PBP&E and less 10% for packing) and a 17' bass boat and trailer weighing 2,800 lbs. The lowest applicable tariff rate for moving 8,000 lbs. is \$14,041.18. The lowest applicable tariff rate for moving 10,800 lbs. is \$18,279.82. The SDDC OTO rate for movement of a boat/trailer between authorized points is \$2,025.25.	
Step 1: Compute the Government's Maximum Transportation Cost Liability. Add the weight of HHG transported (if any) plus the transported boat's actual weight. If the weight sum exceeds the member's authorized weight allowance, use the member's maximum weight allowance.	
HHG transported (net is tare weight less PBP&E and less 10% for packing)	8,000 lbs.
Weight of boat	+ <u>2,800 lbs.</u>
Weight of HHG actually transported (10,800 lbs.). Total weight of HHG and boat does not exceed member's maximum weight allowance	10,800 lbs.
Lowest applicable tariff rate to ship 10,800 lbs. is \$18,279.82	
Gov't's maximum transportation cost liability	\$18,279.82
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC OTO rate for the boat and the lowest applicable tariff rate for the HHG weight actually transported, other than a boat.	
OTO single factor (flat) rate for moving boat	\$ 2,025.25
Weight of HHG actually transported (8,000 lbs.) x \$42.05/cwt	
Lowest applicable tariff rate to ship 8,000 lbs.	+ <u>\$14,041.18</u>
Total	\$16,066.43
Step 3: Compare the results of Steps 1 and 2. <i>In this case, the cost in Step 2 is less than the cost in Step 1.</i> The member is not financially responsible for any excess costs.	
Total Step 2 (Actual cost to ship HHG and boat)	\$16,066.43
Less Step 1 (Gov't's obligation)	- <u>\$18,279.82</u>
Difference (if negative amount enter zero)	\$ 000.00
Additional accessorial costs member owes	+ \$ <u>000.00</u>
Total transportation cost for which the member is financially responsible	\$ 000.00

c. Example 3

<u>EXCESS COST COMPUTATION</u>	
Member on PCS from Ft Shafter, HI, to Ft. Benning, GA. Member is an E-6 (with dependents) with a PCS HHG weight allowance of 11,000 lbs. Member transports HHG weighing 7,000 lbs. (net is the tare weight less PBP&E and less 10% for packing) and a 22' sailboat and trailer weighing 1,834 lbs. The lowest applicable tariff rate (lowest applicable international tariff rate) for HHG transportation of 11,000 lbs. between authorized points is \$117.13/cwt. The SDDC OTO rate for movement of boat between authorized points is \$6,130.00. The OTO rate for moving 7,000 lbs. of HHG with that boat is \$104/cwt (moving HHG with the boat results in a cheaper overall cost).	
Step 1: Compute the Government's Maximum Transportation Cost Liability. Multiply the lowest applicable tariff rate times the sum of the HHG weight transported (if any) plus the boat's actual weight. If the weight sum exceeds the member's maximum authorized weight allowance, multiply the lowest applicable tariff rate, times the member's maximum weight allowance.	
HHG transported (net is the tare weight less PBP&E and less 10% for packing)	7,000 lbs.
Weight of boat and additive(s)	+ <u>1,834 lbs.</u>
Total weight of HHG and boat (including weight additive(s)) does not exceed member's authorized weight	8,834 lbs.
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt) x lowest applicable tariff rate x \$ 117.13/cwt	
Gov't's maximum transportation cost liability	\$10,347.26
Step 2: Compute the Actual HHG Transportation Cost. Add the sum of the SDDC international OTO rate for the boat and the lowest applicable international OTO HHG rate and multiply times the HHG weight actually transported, other than a boat. NOTE: When HHG including a boat are transported OCONUS together, the HHG are all transported using the OTO HHG rate.	
International OTO rate for moving boat	\$6,130.00
Weight of HHG actually transported (7,000 lbs. = 70 cwt) x lowest usable applicable international OTO HHG rate (\$104.00/cw)	+ <u>\$7,280.00</u>
Total	\$13,410.00
Step 3: Compare the results of Steps 1 and 2. In this case, the cost in Step 2 is more than the cost in Step 1. The member is financially responsible for the following excess costs:	
Total Step 2 (Actual cost to ship HHG and boat)	\$ 13,410.00
Less Step 1 (Government's obligation)	<u>- \$ 10,347.26</u>
Difference (if negative amount enter zero)	\$ 3,062.74
Additional accessorial costs member owes	+ <u>000.00</u>
Total transportation cost for which the member is financially responsible	\$ 3,062.74

G. Civilian Clothing of Recruits. A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 pounds of civilian clothing to the HOR.

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

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

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

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

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

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

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

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

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in par. U5315 and administrative weight, or item allowances (within the table of weight allowances in this Part), are established by the Services for specific locations using par. U5315-B weight allowances. Specified administrative weight limitation locations are subject to the conditions promulgated in Service regulations. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.B. Authorization. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place at which Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus UB transportation. See par. U5315-C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is authorized individually to UB transportation, PBP&E (see par. U5310-C), and required medical equipment. See par. U5310-L.

C. Exceptions

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

- c. Additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
- d. Circumstances exist that would cause undue hardship if the weight restriction were enforced.

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

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

U5317 HHG TRANSPORTATION DISALLOWED

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

HHG transportation authorization does not exist for a member:

1. Of a Reserve Component when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. On leave;
3. Who is in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H;
4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. U5370-B1, U5370-B2 (see also par. U5900-D2h), and U5370-H);
5. Under an authorization/order to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

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

U5320 TRANSPORTATION METHODS

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the best value to the Government.

B. UB. UB transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. UB in excess of 1,000 pounds (net) may be transported if authorized IAW Service regulations.

C. Government-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG IAW par.U5320-A.

D. Personally-procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Claims should be prepared and submitted IAW Service regulations. See par. U1010-B8. The Government's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) See par. U5385.

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

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

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

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

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

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

- a. Actual cost reimbursement NTE the Government's constructed transportation and/or NTS cost (see par. U5320-D6), or
- b. Payment of a monetary allowance equal to 95% of the Government's constructed cost

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

3. Establishing HHG Weight

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

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

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

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

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

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

6. Government Constructed Cost. For the Armed Forces and NOAA, the Government's constructed cost in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight NTE the member's authorized maximum HHG weight. OCONUS cost are constructed using the single factor rate. Rates can be obtained from the SDDC website at:

<http://www.sddc.army.mil>. Click on "Personal Property/POV".

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

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

U5330 FACTORS AFFECTING HHG TRANSPORTATION

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

1. In the new PDS vicinity of the member remaining on active duty from which that member is to commute to the new PDS, or

2. Being established by both retirees/separates at the HOS/HOR (limited by the lesser authorization.)

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

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

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

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

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

F. HHG and Mobile Home Allowances

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

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

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

- (1) UB and other HHG transportation to the OCONUS PDS, and

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

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

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

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

- (1) Whose dependents are returned to CONUS or Alaska under par. U5240 or U5900; and
- (2) Who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A and U5915;

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

b. A member:

- (1) Whose dependents are returned from Alaska to CONUS under par. U5900-D, and
- (2) Who elects mobile home allowances from Alaska to CONUS,

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

4. Mobile Home Delivery Not Completed

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

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

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

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

G. HHG Transportation before an Authorization/Order Is Issued

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

- a. Statement from the PCS AO or a designated representative that the member was advised before such an authorization/order was issued that it would be issued;
- b. Written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the authorization/order is different than that named in a statement prescribed in par. U5330-G1a; and
- c. Written agreement to pay the entire transportation cost (if a PCS authorization/order is not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS authorization/order is issued, during which a member may be advised that an authorization/order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the authorization/order is actually issued. General information furnished to the member concerning order issuance before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the authorization/order is to be issued (52 Comp. Gen. 769 (1973));

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

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

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

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

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

U5335 THE NET WEIGHT DETERMINATION

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

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

C. DPM Transportation

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

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

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

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

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

U5340 EXCESS CHARGES

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

A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:
 - a. Exceeding the authorized weight allowance;
 - b. Transportation between other than authorized locations;

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

2. NTS. The Government's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS authorization/order. If the weight of the HHG in NTS plus the weight of the HHG transported on the same authorization/order exceeds the member's prescribed weight allowance, the Government may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. See par. U1010-B9.

B. HHG Transportation in Excess of Authorized Weight Allowance

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

2. Multiple Shipments Made on a PCS Authorization/Order

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

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

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

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

C. HHG Transportation other than between Authorized Locations

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

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

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

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

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

***U5345 TRANSPORTATION UNDER VARIOUS SITUATIONS**

A. Entrance into the Service

*1. Initial Reporting. A commissioned, reinstated or warrant officer appointed or reappointed in a regular service, and a person enlisted from civil life or a Reserve Component is authorized HHG transportation from the HOR or PLEAD to the first PDS. See par. U5345-A2.

2. A Member Who Reenters the Service within 1 Year of Discharge or Release from Active Duty. A member, who re-enters any Uniformed Service within 1 year from the date of discharge or separation under honorable conditions, is authorized HHG transportation to the new PDS from any combination of the following places:

- *a. HOR or PLEAD;
- b. The last or any previous PDS;
- c. An authorized storage place; or
- d. Any place to which HHG were transported at Government expense.

B. Called/Ordered to Active Duty

1. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. A Reserve Component member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. U5345-B2 is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

2. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station. An AO may authorize the TDY HHG weight allowance from HOR or PLEAD to the first and/or any subsequent duty station for a Reserve Component member called/ordered to active duty under the following conditions:

- a. Initial active duty for training for less than 180 days,
- b. Active duty for training for fewer than 140 days, or
- c. Active duty for training for 140 or more days with fewer than 140 days at any one location, or
- d. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. U2146-B.

HHG transportation under par. U5345-B is subject to the same limitations and requirements as in par. U4705.

3. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. A Reserve Component member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. U5345-B4 is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

4. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station. A Reserve Component member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

- a. Active duty for other than training for 180 or fewer days,
- b. Active duty for other than training for more than 180 days with 180 or fewer days at any one location, or

c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. U7150-A4b(3).

HHG transportation under par. U5345-B4 is subject to the same limitations and requirements as in par. U4705.

5. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. U5365-A and recalled to active duty, is authorized HHG transportation from the:

*a. HOS, or

b. PLEAD, if recalled after selecting a home, or

c. Place to which such HHG were last transported at Government expense (including place of NTS) in any event.

6. Commissioned or Appointed from the Ranks to Officer Status. For each officer commissioned/appointed from the ranks (including a graduate of officer candidate's school), HHG transportation is authorized from the home and/or the last PDS to the new PDS, including the place at which the member is commissioned or appointed if such place is, in fact, the member's first PDS as a commissioned or warrant officer.

7. Commissioned from Service Academies. A member of a graduating class of a Service academy commissioned as an officer is authorized HHG transportation from the:

*a. Academy to the officer's HOR,

b. Academy to the first PDS, and

*c. Officer's HOR to the first PDS. See NOTE immediately below.

****NOTE: HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the authorization/order under which they were shipped to the HOR. See par. U5318.***

C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment

1. PCS with TDY En Route or while on TDY. A member, ordered to make a PCS with TDY en route, or while on TDY is ordered to make a PCS without return to the old PDS, is authorized HHG transportation to the new PDS. The member may elect HHG transportation of up to the TDY weight allowance to the new PDS via TDY station(s) if such HHG are necessary for the member's personal use. This authorization TDY HHG transportation exists regardless of the provisions of par. U4705. The member also is authorized NTS under par. U5380-L, table item 1, for the TDY. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. U5375) to locations authorized under the basic authorization/order. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

2. PCS Following TDY Pending Further Assignment. A member, whose HHG were placed in NTS at Government expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period. When the new PDS is OCONUS or at a station to which HHG transportation is prohibited or restricted, or when for reasons beyond the member's control the HHG cannot be withdrawn during the first 90 days after the arrival date at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, or within 90 days following TDY completion, an additional 90 days of NTS may be authorized/approved as under par. U5375-B2. When the new assignment is to sea duty, OCONUS duty, or duty at a PDS to which HHG transportation is prohibited and the designated place under par. U5222-D is at or in the vicinity of the NTS location, HHG transportation from storage to the residence is authorized under par. U5310-I3.

D. Course(s) of Instruction of 20 or More Weeks at One Location

*1. When a member is on/ordered to active duty to attend a course(s) of instruction (including Foreign Service Schools) at a school/installation (at which the scheduled cumulative duration at one location is 20 or more weeks):

*a. HHG Transportation. HHG transportation may be authorized from the last or any previous PDS or place of storage or from the HOR or PLEAD to the place at which the course is conducted; and/or

b. NTS. Upon authorization/approval by the Service concerned, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an authorization/order, to transportation or NTS. The conversion is at Government expense. **However, any storage costs accruing for periods in excess of 180 days are the member's responsibility.** Unless otherwise provided in par. U5375-B3, no additional HHG storage is authorized before further PCS authorization/order is issued.

2. A member who, at the conclusion of the course is permanently assigned to the place at which the course was conducted, is authorized transportation of HHG placed in NTS to the PDS and to transportation of any HHG not placed in storage under par. U5370-G. A member, called/ordered to active duty under par. U5345-D, is authorized transportation of HHG in NTS from the place of storage to the HOR or PLEAD upon release from active duty, or to the PDS if retained on active duty. See par. U5317, item 7.

E. CONUS Area to Which HHG Transportation Is Prohibited. A member, ordered to duty at a CONUS location to which HHG transportation is prohibited or dependents are not permitted to join the member within 20 weeks, is authorized:

1. HHG transportation from the last PDS to a CONUS designated place; and/or
2. NTS.

When the restriction is removed or the member is ordered on PCS to a PDS where HHG transportation is permitted, transportation is authorized from the designated place and/or NTS to the PDS.

F. Ordered to a CONUS Hospital

1. General. Except when the PDS or hospital from which a member is transferred is OCONUS, the authorization for HHG transportation incident to a member's hospitalization is contingent on a statement by the commanding officer of the receiving hospital that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the opinion of the commanding officer at origin, circumstances require use of this mode. For HHG transportation on behalf of a member officially reported as injured or ill under 37 USC §554, see par. U5372.

2. From CONUS Duty Stations or Hospitals. A member on active duty, who's transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS. The HHG authorization must not exceed the cost from any of the combination of the last or any previous PDS, the place to which the HHG were last transported at Government expense, or the place of storage, to the hospital. In lieu of transportation, HHG may be placed in NTS. At the member's option, part of the HHG may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized may be continued in storage.

3. From OCONUS Duty Stations or Hospitals. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation from any authorized place(s) to the hospital or to NTS or, at the member's option, part may be transported and part placed in NTS. Any HHG in storage when a member is hospitalized, may be continued in storage. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, as prescribed in par. U5345-F1, is not required. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. U5345-F2 applies.

4. Transportation to Another Location. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS; cost may not exceed the cost of transporting the HHG to the hospital. When HHG transportation is from OCONUS, the authorization for CONUS transportation is limited to the cost of transportation to the hospital from the port through which transportation was made. For overland transportation from Canada and Mexico, the authorization is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

5. Completion of Hospitalization. A member, released from observation and/or treatment and restored to duty, separated from the Service, relieved from active duty, placed on the TDRL, or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Government expense, or any combination thereof, to a destination otherwise authorized in this Part. HHG previously transported incident to hospitalization may be transported from the place where located; cost may not exceed the cost from the hospital to the authorized destination.

G. Ordered from PDS to Await an Authorization/Order, Detail, Assignment, or Separation

1. Ordered from CONUS PDS. A member, ordered from a CONUS PDS, may place HHG into NTS. Upon receipt of an authorization/order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

2. Ordered from an OCONUS PDS. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown. If an authorization/order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS. Upon receipt of the authorization/order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the authorization/order involving detachment from the OCONUS PDS and the authorization/order naming the new PDS are one PCS authorization/order. ***However, if the member takes physical possession of the HHG, the Government must not transport the HHG. See par. U5318.***

3. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized. When a member is ordered from an OCONUS PDS to a CONUS or non-foreign OCONUS area for separation processing with HOS authorized under par. U5365-A, HHG may be:

- a. Transported from the PDS to the place to which ordered to report, and/or
- b. Placed in NTS.

These HHG later may be transported under par. U5365-A. *If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized. However, the member must agree to bear all costs in excess of HHG transportation in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Government's cost obligation) (44 Comp. Gen. 826 (1965)).* In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or at a designated location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station. ***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

H. Ordered on a PCS to a PDS in the Vicinity of Storage. A member, whose HHG are in NTS at Government expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS. HHG transportation from NTS to the residence also is authorized. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. U5375-B2. Additional NTS beyond 180 days may be authorized/approved as in par. U5375-B3.

***U5350 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY**

(See par. U5222 for related dependent travel.)

A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted

1. General. The member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:

- a. The new PDS,
- b. A CONUS location specified by the member,
- c. NTS.

The Government expense for the combination of transportation under pars. U5350-A1a and U5350-A1b is limited to that which would have been allowed on a like HHG weight transported in one lot from the old PDS, or other authorized location, to the new OCONUS PDS. Excess costs due to a combination of shipment(s) are determined under par. U5340. Upon a subsequent PCS between OCONUS PDSs, HHG transportation from the CONUS location specified by the member under par. U5350-A1b or NTS to the new PDS, or to the place to which dependents are authorized to travel under par. U5222-D1, U5222-E, U5222-F or U5222-G, may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month. When a member is ordered to an OCONUS PDS and is advised in writing that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. When the total weight of UB plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility. If the member is required to vacate Government quarters at the old PDS upon receipt of this authorization/order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

- a. Or store the HHG not needed to establish the temporary residence; and
- b. At Government expense, the HHG the member may need to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

3. Ordered to an OCONUS PDS to Which HHG Transportation Will Not Be Authorized until 20 or More Weeks after the Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised in writing that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported. The remaining HHG may be transported for the duration of the OCONUS assignment to a CONUS location designated by the member or placed in NTS. In addition, HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

- (1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or
- (2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authorization from the old PDS to the designated place.

b. When HHG transportation is later authorized to the new PDS, and provided that the dependents are to be command sponsored and the member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive, HHG transportation is authorized from the designated place to the OCONUS PDS. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. U5340. If the member is required to vacate Government quarters at the old PDS upon receipt of such an authorization/order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

- (1) Or store the HHG not needed to establish the temporary residence; and
- (2) At Government expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the vicinity of the old PDS.

c. When HHG transportation is later authorized to the new PDS, HHG transportation is authorized from:

- (1) Storage and/or the place to which they were moved under item b to the new PDS; and
- (2) The place to which they were moved under item b to a combination of NTS and the location in CONUS or a non-foreign OCONUS area, as authorized above, designated by the member concerned.

B. Ordered from Shore Duty to Sea Duty. When a member is ordered on PCS from shore duty to sea duty (except unusually arduous sea duty), the member is authorized HHG transportation from the last PDS to:

1. The home port of the unit to which ordered;
2. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and
3. NTS.

When the home port is OCONUS, par. U5345-A or U5345-D also applies.

C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances. When a member is:

1. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;
2. Transferred by PCS to serve an OCONUS dependent restricted tour;
3. Transferred by PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. U5222-D2 for a member with dependents);
4. Permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or
5. Transferred by PCS to a ship or afloat staff referred to in par. U5350-C4 above after the ship or afloat staff has been so specified;

HHG transportation is authorized to:

1. NTS for items 1 and 2 of the first itemization and later to the member's PDS when the restriction is lifted or upon receipt of dependent entry approval; or NTS for items 3, 4, and 5 of the first itemization;
2. Any place in CONUS the member designates for items 1 and 2 of the first itemization, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or any place in CONUS the member designates for items 3, 4, and 5 of the first itemization;
3. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. U5222-C4b; U5222-D1b, or if authorized/approved through the Secretarial Process;
4. The OCONUS location to which dependent transportation has been authorized/approved under par. U5222-C4c or U5222-D1c or U5222-D1d. (Measure subsequent authorization from the location to which transported under this authority or from the place HHG are then located, whichever is less. For shipments related to par. U5222-D1d, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the member's new PDS.

Storage of any portion of the HHG is authorized under item 1 of the second itemization, and transportation of the remainder under items 2 through 5 of the second itemization. When the prohibition or restriction is removed, or when the member is transferred or assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG previously stored under item 1 of the second itemization or transported to a destination authorized in items 2, 3, or 5 of the second itemization may be stored in NTS. The remainder, or other HHG acquired before the authorization/order effective date may be transported to the member's OCONUS PDS. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. (Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.)

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances. When a member is transferred by PCS from an OCONUS PDS to:

1. An OCONUS PDS to which HHG transportation is prohibited or restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;
2. A unit specified in writing through the Secretarial Process as unusually arduous sea duty (par. U5222-D2);
3. A ship or afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship or afloat staff is so specified; or
4. A ship or afloat staff referred to in item 3 after it has been so specified;

the member is authorized HHG transportation from the last or any previous PDS or place of storage to any combination of the following:

1. NTS;
2. Any CONUS location the member may specify and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;
3. Designated place authorized/approved under par. U5222-C4b; U5222-D1b; or if authorized/approved through the Secretarial Process;
4. An OCONUS designated place authorized/approved under par. U5222-C4c; U5222-D1c or U5222-D1d; or if authorized/approved through the Secretarial Process;
5. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

When the restriction is lifted, or when

1. The member is ordered on PCS to an OCONUS to which HHG transportation is authorized;
2. The member is ordered on PCS from a unit referred to in item 2 or 3 of the first itemization; or

3. Such ship, afloat staff, or afloat unit is relieved from the OCONUS assignment.

HHG transportation is authorized to the member's current PDS from the place to which transported under par. U5350-D, items 1 through 4 of the second itemization. However, at least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process. HHG transportation, from the last PDS to which HHG transportation was limited or prohibited to the new PDS, should be within authorized weight allowances prescribed in Service regulations. That amount, plus the amount transported from the places listed in items 1 through 4 of the second itemization, may not exceed the member's weight allowance in par. U5310-B.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS. Except for cases under pars. U5350-C and U5350-D, when a member is ordered from sea duty or from OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or when transferred by PCS authorization/order from a unit referred to in par. U5350-C, items 3, 4, and 5 of the first itemization, the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. U5350-A through U5350-D, or U5350-H. If the member is transferred on a PCS from a station to which HHG transportation was limited or prohibited under par. U5350-C, item 1 of the first itemization, or par. U5350-D, item 1 of the first itemization, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. U5310-B.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior location specified by the member under par. U5350-A1b to the new PDS, or from the old PDS to another location specified by the member under par. U5350-A1b. ***In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.*** HHG may be transported to the new PDS from the old PDS, place of storage, or a prior location specified by the member under par. U5350-A1b, or from the old PDS to another location specified by the member under par. U5350-A1b. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior location specified by the member under par. U5350-A1b to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.
2. Home Ports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:
 - a. From old home port to the new home port;
 - b. From a former PDS to the new home port;

- c. From a previously designated place to new home port;
- d. From NTS to the new home port;
- e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.

*I. Unit Home Port Officially Changed. A member assigned to a unit:

*1. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. U5350-G2.

*2. Specified as unusually arduous sea duty (par. U5222-D2) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS.

****HHG transportation to a new home port must not be made when a member receives a PCS authorization/order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See U5203-D.***

*J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS authorization/order to that unit at that old home port.
2. The home port change announcement is a PCS authorization/order modification until such time as the PCS order is later amended, modified, canceled or revoked.
3. Provisions apply to, but are not limited to, a member who has:
 - a. Delayed HHG transportation to the old home port, or
 - b. Been issued a PCS authorization/order to the unit naming the old home port after the home port change has been announced.

Exception: HHG transported after a PCS authorization/order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made.

*K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

*1. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is authorized HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour.

*2. In lieu of transportation, HHG may be placed in NTS.

*3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. See par. U5317, item 7.

U5355 LOCAL SHORT DISTANCE MOVES

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances (unless otherwise noted in par. U5355) are authorized within the same city, town, or metropolitan area upon:

1. Reassignment or PCS (par. U5355-B),
2. Moving to/from Government quarters or privatized housing (par. U5355-C),
3. Vacating local economy housing under certain circumstances (par. U5355-D1),
4. Involuntary tour extension (par. U5355-D2),
5. Separation (par. U5360-F and par. U5355-B4),
6. Retirement (par. U5365-G and par. U5355-B4), or
7. Death of the midshipman or cadet owner (par. U5370-E).

B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2, U5355-B3 and U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS - NOT A PCS. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:
 - a. Mission essential,
 - b. In the Government's best interest, and
 - c. Not primarily for the member's convenience.

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

NOTE: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. Par. U5355-B also does not apply to retirement or separation from the Service.

2. PCS between PDSs Located in Proximity. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:
 - a. Mission essential,
 - b. In the Government's best interest, and

- c. Not primarily for the member's convenience.

Permanent duty stations are in proximity to each other if:

- a. Both are in an area ordinarily serviced by the same local transportation system, or
- b. A member could commute daily from home to either PDS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Member Directed by Competent Authority to Vacate Local Economy Quarters

a. A member is authorized a short distance HHG move, at Government expense, from local economy quarters to other local economy quarters (e.g., rental guarantee) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government's convenience.

b. Example: When the member is directed by competent authority to vacate local economy quarters because the commander has:

- (1) Determined the member's residence does not meet Service health/sanitation standards, or
- (2) Placed the housing area/complex "off-limits".

c. Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity/requirement (52 Comp. Gen. 293 (1972)).

d. For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is authorized a short distance move:

- a. To other local economy quarters,
- b. From NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE: See pars. U5125 and U5225 for related member/dependent transportation.

A. General. Except when a member is:

1. Separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);
2. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);
3. In a Reserve Component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);
4. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For a member stationed in CONUS who has dependents, see par. U5370-H; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, see par. U5370-B2.); or
5. Separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty under the conditions of par. U5125, is authorized HHG transportation to the location the member elects, from whichever of the following applies:

1. The last or any previous PDS,
2. A designated place, or

3. An authorized place of storage.

The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation from the authorized origin to the place the member elects under par. U5125. See par. U5340-C. ***NOTE: If, under par. U5340-C, the member elects HHG transportation to other than the place selected IAW par. U5125, excess costs are computed on the basis of the cost that would have been incurred by the Government for transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place.***

B. Storage

1. NTS. A member who is authorized HHG transportation under par. U5360-A, U5360-F or U5360-H is authorized NTS. The authorization begins on the date the authorization/order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. U5360-G.
2. SIT. SIT of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:
 - a. Necessary because of conditions beyond the member's control;
 - b. Such conditions arise after HHG transportation from NTS; and
 - c. Authorized/approved IAW Service regulations.

Any HHG not placed in NTS may be placed in SIT under par. U5375 ICW transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is authorized HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not authorized HHG transportation or NTS.

E. Relief from Active Duty for a Reserve Component Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training. A Reserve Component member who is ordered to:

1. Initial active duty for training for less than 6 months;
2. Active duty (including active duty for training) for less than 20 weeks; or
3. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized the HHG transportation (including SIT NTE 30 days) of the weight allowance in par. U4710-B, upon relief from such duty, from the:

1. Member's last duty station, or

2. Place to which such HHG were last transported at Government expense, to the:
 - a. HOR, or
 - b. PLEAD or active duty for training.

NOTE: NTS is not authorized.

F. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing upon Separation or Relief from Active Duty. A member authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate Government/Government-controlled quarters or privatized housing, is authorized a short distance HHG move from the vacated quarters/privatized housing to a local temporary residence in the vicinity of the vacated quarters/privatized housing. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Authorization for HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for SIT). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. Continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. The member agrees to pay all costs for NTS for any period in excess of the authorized (NTE 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Member Ordered Home to Await the Results of Disability Proceedings. A member, who is:

1. Found by a physical evaluation board unfit to perform the duties of the member's grade,
2. Not authorized a HOS move under par. U5130,
3. But who, for the Government's convenience, is ordered home or to a specific location to await the disability proceedings results,

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Authorization for HHG transportation when a separation or other authorization/order is ultimately issued is in addition to the transportation made under this par. U5360-H. However, the authorization upon final results of physical disability proceedings is for the cost for the distance from the member's PDS at the time the member received the authorization/order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS. For a member stationed in CONUS who has a dependent, see par. U5370-H; for a member stationed OCONUS, see par. U5370-B2.

J. Enlisted Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is authorized HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is authorized HHG transportation from:

1. The last or any previous PDS,
2. A designated place, or
3. An authorized place of storage

Transportation may be between other places. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations. The member is authorized storage as in par. U5360-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is recalled to active duty after separation from the Service or relief from active duty, and who has HHG in NTS under par. U5360-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service or relieved from active duty provided the member is otherwise authorized such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,
2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS authorization/order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service or relieved from active duty under honorable conditions, the member is authorized NTS under par. U5360-B and HHG transportation (par. U5360-A) to a location the member elects under par. U5125. However, the HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated or released from active duty, following the recall to active duty. If the member dies after separation from the Service or relief from active duty following the recall, par. U5360-L applies.

L. Member Dies after Separation from Service or Relief from Active Duty

1. After Selecting a Location for HHG Transportation. If a member, authorized HHG transportation by par. U5360-A to a location selected by the member under par. U5125, dies after making the selection, but before the HHG are transported, the HHG may be transported, at the dependents' request, to the member-selected location or a dependents'-selected location, or partly to each. The dependents are personally financially responsible for all costs in excess of the HHG transportation cost in one lot to the member-selected location. If there are no surviving dependents, the HHG may be transported to the location of the person legally authorized to receive them. That person is personally financially responsible for all costs in excess of the transportation cost in one lot to the member-selected location. Par. U5360-L also applies when the member completed travel to the location the member selected under par. U5125.

2. Before Selecting a Location for HHG Transportation. If a member, authorized HHG transportation by par. U5360-A to a location selected by the member under par. U5125, dies before making the selection, or if the member made a selection, before HHG transport and member's travel to the location selected, the HHG may be transported at Government expense upon dependents' request to the member-selected location or a dependents'-selected location which would have been authorized under par. U5125-A, or partly to each. The dependents are personally financially responsible for all costs in excess of the transportation cost in one lot to the dependents'-selected location. If there are no surviving dependents, the HHG may be transported to the location of the person legally authorized to receive them.

3. Time Limits. The same time limits as prescribed for a member in par. U5360 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

(See pars. U5130 and U5230 for related member/dependent transportation.)

A. HOS Authorized. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. U5340), from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. Retired for physical disability or placed on the TDRL (without regard to length of service);
2. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, 14 February 1967);
3. Separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or
4. Involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

Except for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, U5365-E, and U5365-F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. U5360 when the member:

1. Is retired without pay;
2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
3. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

C. Storage

1. General. A member or a dependent, authorized HHG transportation under par. U5365-A or U5365-K, is authorized NTS. The authority begins on the date the authorization/order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. U5365-D and U5365-H.
2. One-Year Period Extended because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is authorized NTS under par. U5365-D. Ssee par. U5012-I.
3. One-Year Period Extended because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:
 - a. Continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
 - b. The member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by par. U5365-D, if applicable.
4. SIT. SIT of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:
 - a. Necessary because of conditions beyond the control of the member, or dependent (if applicable);
 - b. Such conditions arise after transportation from NTS; and
 - c. Authorized/approved IAW Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in SIT under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Authorization for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. U5012-I.
2. During 1-Year Period after Date of Termination of Active Duty. A member, authorized HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization or treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process. See par. U5012-I. The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization or treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further extension of the time limit for NTS is not authorized.***

E. Member Undergoing Education or Training. A member authorized HHG transportation under par. U5365-A who:

1. On the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or
2. Begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under par. U5365-D (if applicable),

is authorized HHG transportation until 1 year after the education or training is completed, or 2 years after the active duty termination date, whichever is earlier, and continued NTS provided:

1. Such additional period for storage and transportation is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. The member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

A further extension of the time limit for HHG transportation and continued NTS at member's expense but under Government auspices, may be authorized/approved through the Secretarial Process (see par. U5012-I).

Notwithstanding the extension of the time limit within which HHG transportation must begin, the storage period at Government expense is as specified in par. U5365-C.

F. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5365-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the best interest of the Service, or substantially to the member's benefit and not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. U5365-D and U5365-E. These extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, 21 April 1976). These extensions do not extend the Government's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. U5365-D. The delayed HHG transportation under par. U5265-F must be incident to separation of the member from the Service (B-207157, 2 February 1983).

NOTE: See par. U5012-I for restrictions to time limit extensions.

G. Member Required to Vacate Government/Government-controlled Quarters or Privatized Housing before Selecting a Home. A member authorized HHG transportation under par. U5365-A, who is required by competent authority to vacate Government/Government-controlled quarters or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated quarters/privatized housing to a local temporary residence in the vicinity of the vacated quarters/privatized housing. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies for this short distance move. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home. A member, eligible to select a home under par. U5365-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. U5365-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage. If the member is ordered on:

1. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,
2. A PCS incident to the recall, continued NTS IAW an applicable item in par. U5380 may be authorized on the PCS authorization/order and provided to the member.

Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. U5365-C) and HHG transportation (par. U5365-A) to a HOS. However, the HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status). If the member dies after reversion to retired status, par. U5365-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS, or to the PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay or retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is not authorized HHG transportation ICW such discharge or retirement; but may be eligible for HHG transportation to HOS (par. U5365-A), to storage (par. U5365-C), or to extensions (see par. U5012-I) granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. U5365-D, U5360-E, and U5365-F).

K. Member Dies after Retirement or Release

1. After Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies after selecting a home under par. U5130, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, to a home or other place selected by the dependents, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the member's HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is liable for all costs in excess of the transportation cost to the member's HOS. Par. U5365 also applies when the member completed travel to the HOS.
2. Before Selecting a Home. If a member, authorized HHG transportation to a HOS under par. U5365-A, dies before selecting a home under par. U5130 or, if a home has been selected, before HHG transport and member's travel to the HOS, the HHG may be transported at Government expense at the dependent's request to the member's HOS or the home selected by the dependents which would have been authorized under par. U5130-A, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the home selected by the dependents. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.
3. Time Limits. The same time limits as prescribed for a member in par. U5365 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement. A member, found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the Government's convenience, is ordered home or to a specific location to await another authorization/order ICW disability retirement, is authorized HHG transportation to the home or specific location. Shipments transported under par. U5365-L may be re-transported when a retirement or other authorization/order is ultimately issued. The maximum authorization is for the distance from the member's PDS at the time the member received the authorization/order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

NOTE: See par. U5240 for related dependent transportation.

A. General. Situations in par. U5370 are of an unusual or emergency nature. Authorization for HHG transportation under par. U5370 is contingent on dependents' transportation under par. U5240, unless otherwise provided for in par. U5370. When dependent transportation under par. U5240 is involved, an authorization/order authorizing the dependent transportation also may authorize HHG transportation and should cite the specific par. U5370 authority under which the transportation is authorized. In other circumstances, an authorization/order issued under par. U5370 providing for HHG transportation (or consumable goods transportation under par. U5365-J) must cite the specific par. U5370 authority under which the transportation is authorized. For HHG transportation incident to an evacuation, see Chapter 6. Following are guidelines for administering the authorization for HHG transportation in par. U5370:

1. Ordinarily, authority to authorize/approve requests for transportation is exercised through the Secretarial Process.
2. HHG transportation authorized ICW dependents' transportation in advance of the member's PCS and under par. U5905-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. U6007.
3. When a non-command-sponsored dependent is present in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual or emergency circumstances of the particular case justify the expenditure of public funds for this purpose.

B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General. HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an authorization/order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. U5370-B2 and U5905-C2.
2. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an authorization/order, etc., may be provided HHG transportation when the member is:
 - a. Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge and dismissal);

- b. Sentenced to confinement in a foreign or U.S. civil confinement facility;
- c. Discharged OCONUS under other than honorable conditions;
- d. Returned to CONUS for discharge under other than honorable conditions;
- e. Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;
- f. Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;
- g. Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;
- h. Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or
- i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a not-to-exceed basis under par. U5370-B2, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

The officer exercising special or general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances. HHG transportation should be authorized/approved when in the Government's best interest. When authorized/ approved, the member is provided transportation of the authorized weight allowance of the grade held at the time the HHG are transported, or the authorized weight allowance of the grade held when ordered to OCONUS duty, whichever is greater. If the member has dependents, HHG transportation under pars. U5370-B2a, U5370-B2b, U5370-B2c, U5370-B2d, U5370-B2e, U5370-B2f, U5370-B2g, and U5370-B2h may be authorized up to the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country at which the dependents are to reside or are residing. The authorizing/approving official must determine the destination to which transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR or PLEAD (as selected by the member). The Government's cost for HHG transportation under par. U5370-B2i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last or former OCONUS PDS to the HOR or PLEAD (as selected by the member). If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Government or Government-controlled quarters, nor to NTS as an alternative to transportation.

3. Following Confinement without Discharge. If a member's HHG are transported under par. U5370-B2, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location where the HHG are located to the new PDS, up to the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on the effective date of that PCS authorization/order to the new PDS. If the member's HHG were not transported under par. U5370-B2, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on the effective date of that PCS authorization/order to the new PDS.

4. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported under par. U5370-B2i (that is, while awaiting appellate review completion), is restored to duty following the review, the member is authorized HHG transportation to the new PDS from the location to which transported when the member was placed on appellate leave.

C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty

1. General. Par. U5370-C applies when a member is ordered to a PDS to which dependent transportation is authorized which is later changed to a dependent-restricted tour PDS, when there is a change to a dependent-restricted tour PDS, or when there is a change in the designation of the duty from sea duty to unusually arduous sea duty. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

2. Change Imposed before HHG Are Turned over to a Transportation Officer. When the change is imposed before HHG are turned over to a transportation officer, the authorization is determined under par. U5350.

3. Change Imposed after HHG Are Turned over to a Transportation Officer. When the change is imposed after HHG are turned over to a transportation officer, the transportation officer, at the member's, must divert or re-consign HHG to NTS, to a CONUS designated place, or to a non-foreign OCONUS designated place if authorized/approved through the Secretarial Process. Part of the HHG may be placed/retained in NTS, and the remainder transported to the designated place.

4. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the member's PDS, the member may elect NTS and/or HHG transportation to a CONUS designated place, or if authorized/approved of through the Secretarial Process, transportation to a designated place in a non-foreign OCONUS area.

5. Subsequent Authorization. If the PDS is later changed from a dependent-restricted tour PDS to a PDS to which dependent travel is authorized, or the duty designation is reclassified from unusually arduous sea duty to regular sea duty, the member may elect NTS or HHG transportation from the place to which they were shipped under par. U5365-C, or from NTS, to the PDS. However, at least 12 months must remain on the OCONUS tour or sea duty tour following the date the HHG are scheduled to arrive at the PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. The member may elect to keep the HHG at the location to which transported under par. U5370-C2 or U5370-C3 until a later PCS at which time that location is the authorized origin of the later shipment to a duty station or NTS.

D. HHG Transportation Incident to an Alert Notice

1. General. A member of certain units is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. U5350-C (45 Comp. Gen. 208 (1965)). This applies to a member whose unit has been officially alerted for movement to an OCONUS PDS (within 90 days after the alert notice), to which dependent transportation is not authorized. This also applies to a member who is transferred or assigned to a unit so alerted.

2. Member Not Transferred to Dependent-restricted OCONUS Tour after Alert Notice Announcement. When HHG have been transported or stored under par. U5370-D1, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location or storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

E. Cadet or Midshipman Dies while Enrolled in Service Academy. The personal effects of a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally authorized to receive the effects.

F. Member Reduced in Grade. A member, reduced in grade after HHG have been transported on a PCS authorization/order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or
2. When ordered to that PDS,

whichever is greater. Authorization for NTS continues under par. U5380 without regard to the reduction in grade until the member's next PCS authorization/order effective date. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS authorization/order from that PDS must cite par. U5370-F as authority and state the weight allowance prescribed for the member's former grade. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

G. HHG Transportation Incident to Tour Extension. A member on a tour of less than the prescribed tour length at a PDS, who used the HHG transportation authorization upon assignment to that PDS, is authorized HHG transportation from the place where HHG are located to that PDS. ***NOTE: The authorization limit is up to the cost from the old to the current PDS.*** Authorization under par. U5370-G is limited to the situation in which a member's tour is extended due to:

1. Unusual circumstances and needs of the Service, or
2. Failure to transport all HHG to that PDS initially because of the anticipated short time of assignment to that station (B-208861, 10 November 1982).

H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member with Dependent Stationed in CONUS)

1. Transportation Allowance. A member (with dependent) stationed in CONUS who:

- a. Is sentenced by a court-martial to:
 - (1) Confinement for a period of more than 30 days,
 - (2) Receive a dishonorable/bad-conduct discharge, or
 - (3) Dismissal from a Uniformed Service, or,

b. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. U5240-F.

2. Transportation Authorization. HHG transportation is authorized by a Service-designated authority who determines:

- a. The authorized destination, and

b. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

3. Transportation Requests. HHG transportation may be requested by:

- a. The member,
- b. The member's spouse, or
- c. Another dependent (if the member has no spouse, or the spouse is not available).

4. HHG Destination. The HHG destination must be a designated place, except that dependents who are foreign-born may have HHG transported to a destination in their native country.

5. Transportation Reimbursement. HHG transportation reimbursement may be paid to the

- a. Member, or
- b. Dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

6. Transportation Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par.U5012-I), HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

- a. The court-martial is completed, or
- b. Of administrative discharge.

7. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

- a. Caused by moving out of Government/Government-controlled quarters or privatized housing, or
- b. As an alternative to shipment when dependents are returned from OCONUS (see par. U5900-D2h).

I. HHG Transportation Incident to IPCOT. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

NOTE: An IPCOT is not an extension; it is another full tour.

1. Unaccompanied-to-Accompanied Tour

- a. HHG may be transported from a designated place to the current PDS at which the IPCOT is to be served if dependents are command-sponsored at the current PDS at which the IPCOT is to be served.

b. A member who acquires dependents after the PCS authorization/order effective date, but before entering an IPCOT, is authorized HHG transportation to the PDS at which the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.

NOTE 1: *HHG acquired after a PCS authorization/order effective date but before starting the IPCOT may be shipped using par. U5370-I as authority.*

NOTE 2: *The HHG weight shipped on the original PCS authorization/order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.*

2. Accompanied-to-Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after a PCS authorization/order effective date, but before starting an IPCOT, is authorized HHG transportation.

NOTE 1: *Par. U5370-I authorizes HHG, acquired after a PCS authorization/order effective date but before starting the IPCOT, to be shipped.*

NOTE 2: *The weight of HHG shipped on the original PCS authorization/order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.*

3. Accompanied-to-Accompanied Tour. A member who acquires a dependent after a PCS authorization/order effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS at which the IPCOT is to be served.

NOTE 1: *Par. U5370-I authorizes HHG, acquired after a PCS authorization/order effective date but before starting the IPCOT, to be shipped.*

NOTE 2: *The weight of HHG shipped on the original PCS authorization/order is not deducted from the weight allowance authorized for the IPCOT move. The applicable PCS HHG weight allowance in par. U5310-B applies following the IPCOT.*

J. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in APP F may be authorized/approved through the Secretarial Process.

K. HHG Transportation for a Dependent Relocating for Personal Safety. See par. U5205.

U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: *See par. U5241 for related dependent transportation.*

A. General. Par. U5372 prescribes the HHG transportation authority of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC §554), and of a member who dies while entitled to basic pay (37 USC §406(f)). For a member who dies after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under par. U5372 only if a reasonable relationship exists between the applicant's circumstances and the destination to which transportation is requested.
2. Weight. *The HHG weight limitations in par. U5310-B do not apply.* The HHG weight of a member of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 USC §406(b)(1)(D).
3. Time. The HHG transportation authority under par. U5372 terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process. See par. U5012-I. If the decedent's estate becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the final court decree date. Effective for deaths occurring on or after 6 January 2006 the following apply:
 - a. A member dies on or after 6 January 2006 while serving in the active service and entitled to basic pay – the Secretary Concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.
 - b. A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's date of retirement (when the member first accrued the right to select a home) to choose a "home of selection".

Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.

Member died 10 January 2006 -- Family has until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.

Member died 3 January 2006 -- Family has until 30 June 2006 to choose a HOS move.

Member on active duty died on 3 January 2006 -- Family has 1 year to make a HOS.

Member on active duty dies on 10 January 2006 -- Family has until 9 January 2009 to choose a HOS.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's dependents (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person authorized to receive custody of the HHG when official notice is received that the member is:
 - a. Dead,
 - b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or
 - c. Absent for a period of more than 29 days in a missing status.

Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person authorized to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS

dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the Authority for a final HHG move. Within the time limit established in par. U5372-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. U5372-B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

2. Additional Moves

- a. Change in Status. HHG transported under par. U5372-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. U5372-C1.
- b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under par. U5372-C1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under par. U5372-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. U5372-A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.
2. SIT. SIT of HHG turned over for transportation within the time limits in par. U5372-B may be authorized/approved under par. U5375. ***SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.***
3. NTS
 - a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. U5380-L17.
 - b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. U5380-L18.
 - c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. U5380-L19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L20. When the member is not returned to active duty, the authority to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in par. U5372 which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the requirement for additional time in par. U5372-B2 do not apply. This HHG transportation is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse. See par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. U5372-G.

U5375 SIT

A. General. SIT is part of HHG transportation (see par. U5375-H regarding intra-city moves). This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized/approved in the nearest available storage facility. The actual storage period governs, regardless of commercial billing practices. HHG SIT cannot begin before the date the HHG are released to a transportation service provider (TSP), or the Government for transportation. ***SIT is not authorized for:***

1. Intra-city HHG movement as authorized in par. U5355 ***NOTE: See par. U5375-H;*** or
2. HHG transportation on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

Except as provided in pars. U5375-D, U5375-F, and U5375-G, the member is financially responsible for all SIT costs when HHG placed therein under a PCS authorization/order are not transported under that authorization/order.

B. Time Limits

1. First 90 Days of Storage. A member is authorized 90 days' SIT for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90-day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the authorization/order or issues another change-of-station authorization/order while the HHG are in SIT, see pars. U5375-F and U5375-G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in SIT at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. A statement of all the facts from the member must accompany a request for authorization/approval of such additional storage. Among the reasons that additional storage may be authorized/approved are:

- a. Serious illness of the member,
- b. Serious illness or death of a dependent,
- c. Impending assignment to Government/Government-controlled quarters or privatized housing,

- d. Directed TDY after arrival at PDS,
- e. Non-availability of suitable civilian housing,
- f. Awaiting completion of residence under construction, and
- g. Acts of God.

3. Storage after the First 180 Days

a. Additional Storage when a Member on TDY or Deployed for more than 90 Days or for an Indefinite Period while HHG are in SIT. When, because of conditions beyond the member's control, the HHG in SIT at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the SIT time limit applies only to a member on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage under Circumstances beyond the Member's Control. SIT beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control, the member is unable to take possession of the HHG within the 180-day time limitation. For example, additional storage may be authorized/approved when assignment to Government quarters or privatized-housing is scheduled for a specific date after the 180-day limit. ***Additional storage may not be authorized/approved when a member elects to have a home built while other housing is available.*** Additional storage must not be authorized/approved in situations when a member elects to occupy private sector housing too small to accommodate all of the member's HHG.

C. SIT for HHG Transported from NTS to Destination. Unless otherwise prohibited in JFTR, a member whose HHG are in NTS is authorized SIT at any combination of origin (place of NTS), transit, or destination, ICW transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS authorization.

D. SIT Converted to NTS. Upon authorization/approval by the Service concerned, SIT at origin may be converted at the member's request to NTS, in whole or in part, if the member is authorized, under an authorization/order, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized until another PCS authorization/order is issued.

E. HHG Partial Lot Withdrawal and Delivery from SIT. A member is authorized one HHG partial lot withdrawal and delivery from SIT, if authorized/approved by the official designated by the Service. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from SIT, but the member is financially responsible to the Government for any cost in excess of the Government's cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Another PCS Authorization/Order Is Received after the Member Arrives at a New PDS. A member, who receives another PCS authorization/order after arrival at a new PDS, and whose HHG are in SIT at the time such authorization/order is received, is authorized continued SIT, regardless of the time limit prescribed in par. U5375-B, until the new PCS authorization/order effective date. Subsequent storage authorization is determined under the new PCS authorization/order.

G. Authorization/Order Amended, Modified, Canceled or Revoked

1. Authorization/Order Amended or Modified. A member, under a PCS authorization/order that is amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is authorized the type of storage authorized under the original PCS authorization/order until the amended or modified authorization/order effective date. Thereafter, the authorization for storage is determined under the amended authorization/order.

2. Authorization/Order Canceled or Revoked. A member, under a PCS authorization/order that is canceled or revoked after the HHG are released to a transportation service provider (TSP), or the Government for transportation or storage, is authorized the storage type authorized under the original PCS authorization/order until the cancellation or revocation date. Thereafter, the member is authorized SIT ICW return transportation or delivery of the HHG to an authorized place.

H. Short Distance Moves

1. Intra-city Moves. *SIT is not authorized for intra-city HHG moves as authorized in par. U5355.* Intra-city HHG moves are those short distance HHG moves within the PDS limits.

2. Inter-city Moves. The prohibition against SIT does not apply to short distance inter-city moves incident to PCS as described in par. U5355-B. Inter-city moves are moves between residences in the metropolitan area; both residences (as opposed to PDSs) may not be within the same PDS. SIT for these short distance moves is limited to special circumstances and must be authorized/approved by the same Secretarial Process as described in par. U5355-B2.

NOTE: SIT is not authorized for non-PCS short distance moves (e.g., moves to and from Government quarters).

3. Examples

a. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and SIT is not authorized.

b. A member is ordered PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. The member's HHG are moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize SIT.

c. A member is reassigned between activities in the Pentagon. The member currently resides in Reston, VA, but because of the member's new position is required to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized SIT because there is no PCS involved (regardless of what the authorization/order may call the transfer).

U5380 NTS

A. General. NTS is all storage other than SIT. See par. U4770-B. NTS includes any shipment, move, packing/unpacking, and crating/uncrating necessary to place the HHG in the designated storage facility. The total HHG weight transported plus the weight of the HHG in NTS at Government expense on the same PCS authorization/order should not exceed the weight allowance in par. U5310-B.

1. If the weight of the HHG in NTS plus the weight of the HHG transported on the same authorization/order exceeds the weight allowance, the member is financially responsible for the excess cost. See par. U1010-B9.
2. At the member's request, the Government may pay the total transportation cost and other charges applicable to any excess weight that exceeds the member's HHG weight allowance and collect reimbursement for the excess cost from the member. Payment for the shipment and collection from the member for excess charges are IAW Service regulations. See par. U5340.

NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any transportation cost to and from a selected storage facility is at Government expense. See par. U5320-D for personally-procured NTS.

B. Place of NTS

1. General. Except as otherwise provided in par. U5380, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS authorization/order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Government.
2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.
3. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior authorization/order at the time another authorization/order is issued which authorizes the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of par. U5380, a member is authorized NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government's best interest. However, NTS must not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is authorized NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized origin point from which transportation may be made when a member later becomes authorized HHG transportation.

D. NTS Converted to SIT. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to SIT, in whole or in part if the member is authorized, under an authorization/order, to transportation or NTS. The conversion is at Government expense. **However, any storage costs accruing for periods in excess of 180 days are the member's financial responsibility.** Unless otherwise provided in par. U5375-B3, no additional storage of the HHG converted from NTS to SIT is authorized before another PCS authorization/order is issued.

E. NTS of HHG Currently in SIT. When HHG are in SIT on the date another authorization/order is issued under which NTS is authorized, the authorized period of NTS begins on the latter authorization/order effective date. See par. U5375-F or U5375-G1.

F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at Government expense. No further transportation or storage of the withdrawn HHG is authorized before another PCS authorization/order is issued, except as otherwise provided in this Part (45 Comp. Gen. 771 (1966)).

G. NTS Incident to Occupancy of Government/Government-controlled Quarters or Privatized Housing and Incident to Vacating Local Private Sector Housing

1. Occupancy of Government/Government-controlled Quarters or Privatized Housing. The NTS provided for in pars. U5380-G1a and U5380-G1b applies to every member assigned to Government/Government-controlled quarters or privatized housing in CONUS; it may be applied to a member assigned to OCONUS Government/Government-controlled quarters if specifically authorized in Service regulations. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to par. U5380-G1. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under par. U5380-G1. See pars. U5360-F or U5365-G, respectively, for authority for a short distance move when a member is required to vacate Government/Government-controlled quarters or privatized housing incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service. See par. U5355-C for a short distance move incident to assignment/termination of Government/ Government-controlled quarters or privatized housing under other circumstances.

a. Moving to and from Government Quarters. A member is authorized NTS of HHG that cannot be accommodated in assigned Government quarters for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) Assignment to Government quarters to use idle housing facilities (par. U5380-L21);
- (2) Vacating Government quarters (i.e., authorization/order, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or
- (3) Reassignment to Government quarters when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to Government quarters assignment for the member's convenience or morale. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG moved from the Government quarters, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the Government quarters, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the Government quarters to the member's local residence are payable by the Government. NTS must not be authorized under par. U5380-G1 when Government quarters assignment termination is incident to the advance return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

b. Moving to and from Privatized Housing. A member is authorized NTS of HHG that cannot be accommodated in assigned privatized housing for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) Assignment to privatized housing to use idle housing facilities (par. U5380-L21);
- (2) Vacating privatized housing (i.e., authorization/order, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or
- (3) Reassignment to privatized housing when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to privatized housing assignment for the member's convenience or morale. If a member voluntarily vacates privatized housing for personal reasons or convenience, neither Government funded NTS of the HHG moved from the privatized housing, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the privatized housing, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the privatized housing to the member's local residence are payable by the Government. NTS must not be authorized under par. U5380-G1 when privatized housing assignment termination is incident to the advance return of dependents and HHG under par. U5370-B2 or early return of dependents and HHG under par. U5900-D2h.

c. Moving from Government-controlled Quarters. When a member occupying Government-controlled quarters is directed by competent authority to vacate the Government-controlled quarters because the Government-controlled quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized NTS within the time limits in par. U5380-L23. This includes a short distance move between the Government-controlled quarters and the NTS facility incident to vacating and reoccupying the Government-controlled quarters, or between the NTS facility and Government quarters if such quarters were occupied in lieu of reoccupying the vacated Government-controlled quarters. If vacating the Government-controlled quarters is for a temporary period, the member is authorized a combination of a short distance move under par. U5355-C and NTS under par. U5380-G1.

2. Incident to Vacating Local Private Sector Quarters

a. Member Is Directed by Competent Authority to Vacate Local Private Sector Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an authorization/order, the member vacates local private sector housing (52 Comp. Gen. 293 (1972)). See par. U5355-D1 for authorization for a short distance move in such situations.

b. Member Vacates Local Private Sector Housing Incident to an Involuntary Tour Extension. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change local private sector residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS authorization/order. A short distance move from NTS to Government or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

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

I. Successive NTS Authorization Periods. A member, whose HHG are in NTS when another authorization/order authorizing NTS is received, is authorized continued storage until the termination of authority under the latter authorization/order.

J. Authorization/Order Amended, Modified, Canceled or Revoked. For NTS authority when an authorization/order is amended, modified, canceled or revoked, see par. U5375-G.

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

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

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period NTE 1 year from the date of active duty termination. The authority and circumstances in par. U5365-C apply for extending the 1-year storage limit.

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

<u>Situation</u>	<u>Storage Termination</u>
1. PCS with TDY en route (par. U5345-C).	1. The member's departure date from the last TDY station to proceed to the new PDS.
2. Assignment by a PCS authorization/order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. U5345-D).	2. The member's departure date from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS authorization/order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await an authorization/order, detail, assignment or separation (par. U5345-G).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-H).	6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS authorization/order.
7. PCS to PDS located at or in the vicinity of the storage place (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS authorization/order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).

Situation	Storage Termination
8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).	8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS authorization/order to CONUS.
9. Assignment to duty under any of the conditions listed in par. U5350-B.	9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS authorization/order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty ICW such ship (par. U5350-D).	10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS authorization/order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).	11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS authorization/order to CONUS.
12. Involuntary tour extension (par. U5355-D2).	12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS authorization/order.
13. Separation from the Service or relief from active duty (par. U5360).	13. As prescribed in par. U5360-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).	14. As prescribed in par. U5365-C.
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C3).	15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).	16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order to CONUS.
17. Member dies while entitled to basic pay (par. U5372-D3a).	17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (par. U5012-I).
19. Member is declared dead while in a missing status (par. U5372-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. U5372-E).	20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order.

Situation	Storage Termination
21. HHG are stored as an alternative to transportation (par. U5380-C).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order.
22. Assignment or reassignment of Government quarters or privatized housing (par. U5380-G1a).	22. Date member is ordered to relinquish Government quarters/privatized housing.
23. Assignment to Government quarters or privatized housing is terminated or member is required to vacate Government quarters or privatized housing temporarily (par. U5380-G1a).	23. Date member is subsequently assigned to Government quarters, privatized housing or to other quarters under a Service's jurisdiction, is authorized to return to previously vacated or similar Government quarters/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order, whichever is earliest.
24. Required to temporarily vacate Government-controlled (par. U5380-G1b).	24. Date member is authorized to reoccupy these Government-controlled quarters, is assigned Government quarters/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order, whichever is earliest.
25. Installation of Government owned furniture and appliances that displace similar privately owned items in Government quarters/Government-controlled quarters, privatized housing (par. U5380-G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time NTE the member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS authorization/order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS authorization/order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

U5385 ADVANCE OF FUNDS

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.
3. 60% of the monetary allowance under par. U5320-D2b.

U5390 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

A. General. A member may have HHG transported between any points. However, the Government’s expense, *other than from* a previous PDS or other authorized location to the new PDS, other authorized point or home of legal heir, *is limited to* that allowed on a like weight of HHG within the weight allowance transported in one lot from the last PDS, or from the actual location of the HHG, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Government. This also applies to a member on an authorization/order from an administratively weight restricted areas. (See par. U5340-C1)

Example 1: A member has a PCS authorization/order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the ‘One Lot’ rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments is in excess of the member’s authorized PCS weight allowance, see par. U5340.

Example 2: A member has a PCS authorization/order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member’s parents’ house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the total weight of the two HHG shipments as if transported in one lot from the old to the new PDS.

Example 3: Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of the same HHG weight from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) is in excess of the member’s authorized PCS *weight* allowance, see par. U5340.

*B. Summary of PCS HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowances for HHG transportation under a PCS authorization/order. The references provide details and *should be reviewed for thorough understanding*.

*Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
*1. Entrance into the Service – Initial Reporting. See par. U5345-A1.	*9, 14, 16, 10
*2. A member who reenters the service within 1 year of discharge or release from active duty under honorable conditions. See par. U5345-A2.	*From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
*3. Called or ordered to active duty for 20 or more weeks at one duty station (other than for reasons listed under par. U5345-B2). See par. U5345-B1.	*9, 10, 14, 16, 17
*4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS. See par. U5345-B3.	*5, 9, 12, 14 (“if recalled after selecting a HOS”), 19
*5. Commissioned or appointed from an enlisted grade to become an officer. See par. U5345-B4.	*9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 10, 23,
6. Commissioned from a service academy. See par. U5345-B5.	9, 10 (“to first PDS”, however, see reference for restriction), 11 (“from Academy”), 16

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
7. A PCS with TDY/deployment en route (pars. U4745 and U5345-C1)	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area to which HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks (par. U5345-E)	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS (par. U5345-E)	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital (pars. U5345-F2 and U5345-F4)	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital (pars. U5345-F3 and U5345-F4)	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) (par. U5345-F5)	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await authorization/order, detail, assignment, or separation (par. U5345-G1)	5, 9, 18 (“upon receipt of authorization/order”), 23
16. Ordered to CONUS from an OCONUS PDS to await authorization/order, detail, assignment, or separation (par. U5345-G2)	5, 9, 18 (“to ordered place”), 23 (see reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized (par. U5345-G3)	5, 6, 9, 13, 18 (see reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)
18. Ordered on PCS to a PDS in the vicinity of storage (pars. U5345-H and U5375-B3)	From/to 5, 9
19. Ordered to an OCONUS PDS to which HHG transportation is permitted (par. U5350-A1)	5, 9, 18 and 20 (see reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS to which HHG transportation is to be authorized within 20 weeks of member’s port-reporting month (par. U5350-A2)	5 (“for duration of OCONUS assignment” and “HHG for OCONUS PDS may be placed in NTS until transported”), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS to which HHG transportation will not be authorized until 20 or more weeks after member’s port-reporting month (par. U5350-A3)	5 (“until transported to OCONUS PDS or for duration of OCONUS assignment”), 9, 20, 25, 28 (“if qualified”), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty) (par. U5350-B)	5, 9, 18 (“to the home port of the unit; or the ship, afloat staff, afloat unit or home port for UB”) (“When the home port is OCONUS, par. U5350-A1, U5350-A2, or U5350-A3; or par. U5350-D also applies”)

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
23. Ordered from a CONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-C)	5, 9, 20 (“or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location to which dependent transportation has been authorized”), 23 (“to OCONUS PDS in an amount authorized and later from OCONUS PDS to member’s new PDS”)
24. Ordered from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-D)	From/to 5, 9, 18, 20, 21 (“or place of storage”), 23 (“to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized”), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS (par. U5350-E)	9, 18, 19 (“except for limitations noted under pars. U5350-C and U5350-D, member is authorized HHG transportation from the designated place, location, or NTS to which HHG were transported under pars. U5350-A U5350-B, U5350-C, and U5350-D, or U5350-H”), 23
26. Ordered from sea duty to OCONUS shore duty PDS (par. U5350-F)	(See pars. U5350-D and U5350-E for limitations to the following) 5 (“but not NTS to NTS”), 9, 18 (“to new or specified location”), 19 (“from prior specified location or place of storage”; “authorized without cost limitation to new OCONUS PDS”)
27. Ordered from sea duty to sea duty – home ports identical (par. U5350-G1)	HHG transportation is not authorized except for cases under pars. U5350-D and U5350-E
28. Ordered from sea duty to sea duty – home ports not identical (par. U5350-G2)	5, 9 (“except where restricted – see pars. U5350-D and U5350-E”), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port (par. U5350-H)	“only UB transportation to/from deployed ship without regard to distance”
30. Ordered to/from sea duty/OCONUS duty – ship, afloat staff, or afloat unit home port officially changed. (par. U5350-I)	If not arduous sea duty, same as par. U5350-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Reassignment between OCONUS locations before the prescribed first OCONUS tour is completed due to base closure or similar action (par. U5350-J)	5, 9 (“regardless of time left in tour”), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov’t qtrs or privatized housing; (3) vacating local economy housing under certain circumstances; (4) involuntary tour extension (pars. U5355-B, U5355-C, U5355-D)	9 (“weight allowance does not apply”)
33. Separation from the service or relief from active duty except for discharge with severance or separation pay (pars U5360-A and U5360-B)	5 (“or authorized place of storage”), 6 (“very limited”), 9, 18, 21, 30
34. Separation or relief from active duty to continue in the service (par. U5360-C)	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation from active duty upon expiration of enlistment or prescribed term of service (par. U5360-D)	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
36. Member required to vacate Government or Government-controlled quarters or Privatized Housing upon separation or relief from active duty (pars. U5360-F and U5360-G)	5, 6, 9 (“Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. U5125”)
37. Member ordered home to await the results of disability proceedings (par. U5360-H)	9 (to the “home or specific location to await results. Then to the final separation point less the cost to waiting point”)
38. Member serving in CONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5360-I)	HHG transportation & NTS not authorized
39. Member ordered to a college (par. U5360-J)	From/to 5 (“or from authorized place of storage”), 6, 9, 11, 15 (“and/or college also”), 18, 21, 30
40. Recalled to active duty for PCS after separation from the service or relief from active duty (par. U5360-K)	5, 9 and authorized locations depending on the PCS authorization/order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.
41. Member dies after separation from service or relief from active duty (par. U5360-L)	9, 13 (“If a HOS is selected, NTE HOS”) (“If a HOS is not selected, NTE dependent selected location”)
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS AUTHORIZED (par. U5365)	To/from 5, 6 (“limited”), 9, 13, 18, 21, 26
43. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS NOT AUTHORIZED (par. U5365-B)	5 (“or from authorized place of storage”), 6, (limited) 9, 11, 15, 18, 21, 30
44. Member required to vacate Government/ Government-controlled quarters or privatized housing before selecting a home (par. U5365-G)	9 (“not limited on short move”) (“move from temporary to selected home is within the PCS weight limit”)
45. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions (par. U5365-H)	5, 9, 13
46. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions (par. U5365-I)	9, 13 (“previous HOS”) or 15 (“whichever member chooses – HOS or PLEAD”)
47. A member on the TDRL discharged or retired (par. U5365-J)	5, 6, 9 and 13 if still authorized from originally being put on TDRL
48. A member dies after retirement or release, after selecting a home but before HHG transportation (par. U5365-K1)	9, 13 (“or place selected by dependents NTE one lot to HOS”)
49. A member dies after retirement or release, before selecting a home (par. U5365-K2)	9, 13 (“NTE dependents’ choice”)
50. A member is ordered home to await disability retirement (par. U5365-L)	9 (“to the home or specific location; may re-transport to retirement location NTE PDS to HOS” less the cost to waiting point)
51. HHG transportation under unusual/emergency circumstances (par. U5370-A)	9 (“contingent on dependent transportation” in par. U5240)

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
52. A member serving in CONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-H)	9 (“directly related to dependent transportation” in par. U5240-F), 31
53. A member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9, 11, 15
54. A member serving OCONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
55. Early Return of Dependents from a foreign area -- due to official situations in par. U5900-B (par. U5905-A1)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
56. Dependents’ Return to Member’s OCONUS PDS when authorized due to official situations under par. U5900-B3 (par. U5905-A2)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported
57. Early Return of Dependents from an OCONUS PDS due to national interest (pars. U5900-C and U5905-B)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
58. Dependents’ Return to Member’s OCONUS PDS when national interest reasons no longer exist (pars. U5900-C and U5905-B)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported”
59. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. U5900-D and U5900-E (par. U5905-C1).	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
60. Dependents do not travel to OCONUS PDS (par. U5905-C2)	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
61. Death of Dependents in OCONUS Areas (par. U5905-C3)	5 (“up to prescribed weight limit”)
62. Dependents’ Return Is Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements (par. U5905-C6a) Member Serves an IPCOT (par. U5905-C6b)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported under either par. U5905-C6a or U5905-C6b”
63. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. (Authorization/Order authorizing dependent transportation under pars. U5900-D2h(1) through (8)) (par. U5905-C8)	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
64. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with or without Discharge. (Authorization/Order authorizing dependents’ transportation under pars. U5900-D2h(9)) (par. U5905-C8)	“HHG transportation may not be authorized for a distance greater than that from the member’s last or former OCONUS PDS to the HOR or PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)
65. Allowances following confinement without discharge (par. U5905-C9)	If transported under par. U5905-C8: 23 (“NTE from HOR or PLEAD to the new PDS”) If not transported under par. U5905-C8: From 19 (“to the new PDS based on the grade held on the effective date of the PCS authorization/order to the new PDS”)

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
/4	From Last TDY to New PDS
5	NTS
6	*SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance.” Par. U4715)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at Government Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	*Not Used
25	To CONUS Designated Place
26	From CONUS Designated Place
27	*Any Place to Which HHG were Transported at Government Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	*To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	*From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

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

U5700 PURPOSE

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

U5705 AUTHORIZATION

A. Authorized TLE. A member is authorized TLE reimbursement NTE the number of days authorized in par. U5710:

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

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

2. After arriving at the new CONUS PDS, designated place, and the member's first PDS, if the member is reporting there from HOR or initial technical school; or
3. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS); or
4. For the elapsed time between PDSs when per diem is not payable; and
5. When the member's PCS order is cancelled or revoked after the member occupies temporary quarters. The member is authorized TLE reimbursement up to the maximum number of days allowable; or
6. Upon initial arrival at a CONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available.

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

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

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

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

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

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

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

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

U5710 TIME LIMITATIONS

TLE reimbursement is limited to:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS); or
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS);
3. 10 days for a member reporting to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS; or
4. 5 days for a member reporting to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and designated place in CONUS; or

****Effective for TLE incurred 20 March 2008 through and including 31 December 2009 (30 May 2006 – 19 March 2008 maximum number of days TLE was 20 days)***

- *5. 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
 - a. a major disaster (PDS must be located in a Presidentially-declared disaster area), or

b. the PDS is experiencing a sudden increase in number of members assigned.

TLE has been temporarily increased for the following locations:

<u>Location</u>	<u>Effective for Dates</u>	<u>*Number of TLE days</u>
*Fort Drum, NY	*22 Mar 2007 – 19 Mar 2008	*20
*Fort Drum, NY	*20 Mar 2008 – 31 Dec 2009	*60

***NOTE:** A member paid 20 days TLE before 20 March 2008 who is still in temporary quarters on 20 March 2008 may be authorized up to an additional 40 days TLE if needed starting on 20 March 2008. No more than 60 days TLE may be paid to an individual member.

U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

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

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

U5720 REIMBURSEMENT

A. Member-Married-to-Member. When both spouses are members:

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

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

C. Maximum TLE Reimbursement. A member:

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

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

D. Reimbursement Example:

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

E. Reimbursement Computation

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

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

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

1. *For member-married-to-member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.*

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

Step 2: Determine lodging. Compare the actual daily lodging cost (including lodging taxes) to the lodging cost ceiling found in Step 1. Use the lesser.

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

Step 4: Determine applicable daily rate

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

EXAMPLE 1 -- TLE ALLOWANCE

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

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

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

EXAMPLE 2 – TLE ALLOWANCE

NOTE: Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cprates.pl> or par. U2025 for the current Standard CONUS per diem rate.

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). M&IE Lodging	 $160\% \times \$39 = \62.40 $160\% \times \$70 = \112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$\$80$ vs. $\$112$ $\$80$
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$\$62.40 + \$80.00 = \$142.40$
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$142.40.	$\$180$ vs. $\$142.40$; $\$142.40/\text{day} \times 8 \text{ days} = \$1,139.20$

EXAMPLE 3 -- TLE ALLOWANCE

NOTE: *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day. The \$100 lodging cost is halved between the two members. The members certify that Government quarters are not available. The members are authorized TLE, computed as follows:

Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$39 = \$39 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	\$39 + \$50 = \$ 89
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$180 vs. \$ 89; \$89/day x 6 days = \$534

Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	100% x \$39 = \$39 100% x \$70 = \$70
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$50 vs. \$70 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$39 + \$50 = \$ 89
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$89.	\$180 vs. \$ 89; \$89/day x 6 days = \$534

The daily rate paid to each member is \$89. The combined daily amount paid to both members is \$178.00 (\$89 + \$89). The combined amount paid to both members for 6 days is \$1,068.00 (\$178 x 6) or \$534 + \$534.

EXAMPLE 4 -- TLE ALLOWANCE

NOTE: *Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

A member-married-to-member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The locality per diem rate for the new PDS is \$110 (\$71/\$39). Before and after reporting at the new PDS, the members and dependents occupy temporary quarters off-post for 30 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE up to \$180 per day for 10 days. The \$100 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Government quarters are not available. **NOTE:** *In this example, each member claims the two dependent children BUT for different days. The members are authorized TLE, computed as follows:*

Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$39.00 = \$ 48.75 125% x \$71.00 = \$ 88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$100.00 vs. \$88.75 \$88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$48.75 + \$88.75 = \$137.50
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$137.50.	\$180.00 vs. \$137.50; \$137.50/day x 10 days = \$1,375.00
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	125% x \$39.00 = \$48.75 125% x \$71.00 = \$ 88.75
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	\$100.00 vs. \$88.75 \$88.75
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$48.75 + \$88.75 = \$137.50
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$137.50.	\$180.00 vs. \$137.50; \$137.50/day x 10 days = \$1,375.00

The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary quarters. Each member is authorized the maximum of 10 days (\$180/day x 10 days = \$1,800). The combined amount paid to both members for 20 days is \$2,750 (\$1,375 + \$1,375).

EXAMPLE 5 -- TLE ALLOWANCE

NOTE: *Locality per diem and the M&IE rates used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

A member with a spouse (not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary quarters off post for 2 nights at \$120 (\$105/night plus \$15 tax). The locality rate for the old PDS rate is \$115 (\$76/\$39). Before and after reporting to the new PDS, the member and dependents occupy temporary quarters off-post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality rate is \$109.00 (\$70/\$39). The member certifies that Government quarters are not available at either PDS. The member is authorized TLE computed as follows:

OLD PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$39.00 = \$ 62.40 160% x \$76.00 = \$121.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$120 vs. \$121.60 \$120
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$120 = \$182.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$180.	\$180 vs. \$182.40; \$180/day x 2 days = \$360
NEW PDS	
1. Determine maximum rate (given percent x locality rate). M&IE Lodging	160% x \$39.00 = \$62.40 160% x \$70.00 = \$112.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$85 vs. \$112 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$62.40 + \$85.00 = \$147.40
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$147.40.	\$180 vs. \$147.40; \$147.40/day x 6 days = \$884.40

The member is authorized a total of \$1,244.40 (\$360.00 + \$884.40) for TLE.

EXAMPLE 6 -- TLE ALLOWANCE

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

A member occupies temporary quarters at the new PDS for 12 days (1-12 April) at \$45.00 (\$40.50 per night plus \$4.50 tax). The new PDS locality per diem rate is \$116.00 (\$77/\$39). The member's dependents (spouse and one child) occupy temporary quarters at the old PDS for 12 days (18-29 April) at \$60/night (\$54.00 plus \$6.00 tax). The locality per diem rate for the dependents' location is \$116.00 (\$81/\$35). The member selected 1-10 April (member) and 18-27 April (dependents) for TLE. The member certifies that Government quarters were not available at either location. The member is authorized TLE, computed as follows:

	Member	Dependent(s)
1. Determine max rate (given percent x locality rate) M&IE Lodging.	65% x \$39.00 = \$25.35 65% x \$65.00 = \$42.25	100% x \$39.00 = \$39.00 100% x \$81.00 = \$81.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$45 vs. \$42.25 \$42.25	\$60.00 vs. \$81.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$25.35 + \$42.25 = \$67.60	\$39.00 + \$60.00 = 99.00
Combined Total:		\$67.60 + \$99.00 = \$166.60
4. Compare \$180 with the Step 3 combined total and pay the lesser amount for each day. Pay \$166.60.		\$180.00 vs. \$166.60; \$166.60/day x 10 days = \$1,666.00

**EXAMPLE 7 -- TLE ALLOWANCE
Two Rooms Occupied**

NOTE: *Locality per diem and the M&IE rate used in this example may not be the rates currently in effect and are for illustration purposes only. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem rate.*

A member (with a spouse (not entitled to basic pay) and three children (ages 14, 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$109 (\$70/ \$39) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary quarters off-post for 8 nights at \$80/night (\$72 plus \$8 tax) for each room (Total lodging cost \$160/night). The member certifies that Government quarters are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x \$39 = \$76.05 195% x \$70 = \$136.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$160 vs. \$136.50 \$136.50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$76.05 + \$136.50 = 212.55
4. Compare \$180 with the Step 3 amount and pay the lesser amount for each day. Pay \$180.	\$180 vs. \$212.55 \$180/day x 8 days = \$1,440.00

U5725 FUNDS ADVANCE

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

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PART J: EARLY RETURN OF DEPENDENT

U5900 DEPENDENT TRAVEL

NOTE: For HHG transportation ICW early return of dependents, see par. U5905.

A. **General.** Par. U5900 covers situations in which dependent early return travel, before the member's PCS under certain circumstances, is in the Government's best interest. An authorization/order authorizing dependent travel under par. U5900 must cite the specific paragraph (par. U5900-B, U5900-C, or U5900-D) under which the travel is authorized. The dependent must begin travel under par. U5900-B, U5900-C, or U5900-D before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, para. E4.5.5). Discussion or negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS. For dependent evacuation travel, see Chapter 6.

B. **Official Situations.** When a command-sponsored dependent becomes involved in an incident which:

1. Is embarrassing to the U.S. Government;
2. Is prejudicial to order, morale, and discipline in the command; or
3. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations;

dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born, to a designated place in the dependent's native country. The Secretary Concerned may delegate the authority in par. U5900-B:

1. (for travel to a foreign-born dependent's native country) to the headquarters that directs the Service dependent transportation policies or procedures, or
2. (for CONUS or non-foreign OCONUS designated places) to an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned.

In addition, while a member serves an OCONUS dependent-restricted tour, the dependent who was command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign-born dependent who moved at Government expense to the spouse's native country (par. U5222-D1d), are eligible for dependent travel and transportation allowances under par. U5900-B, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. U5900-B3. A dependent described in par. U5900-B, first item 1 and U5900-B, first item 2 may not be further moved at Government expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT. If those dependents return at personal expense and again are command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS. Dependent travel and transportation under par. U5900-B is in addition to, and has no affect on, the authorization for dependent travel and transportation allowances the member may have on the next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)).

C. National Interest

1. Dependent Travel Authorized to a Designated Place. When the Secretary Concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for command-sponsored dependents from the OCONUS area to a designated place, or, if the dependents are foreign-born, to a destination in the dependent's native country.

2. Subsequent Authorization. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of dependents from the OCONUS area, or a PCS authorization/order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. U5203-A is authorized dependent travel and transportation allowances from the designated place (or foreign OCONUS location) to the current PDS to which dependent travel is authorized.

D. Personal Situations and Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General. At the request of a member permanently stationed OCONUS, travel and transportation allowances for command-sponsored dependents may be authorized through the Secretarial Process under par. U5900-D to a designated place in the CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born, to a designated place in the dependent's native country, even though the member's PDS remains unchanged. In addition, while a member serves an OCONUS dependent-restricted tour, the dependent who was command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign-born dependent who moved at Government expense to the spouse's native country, are eligible for travel and transportation allowances under par. U5900-D, when applicable. Also a member stationed OCONUS, whose dependents reside in CONUS, is eligible for dependent travel and transportation allowances under par. U5900-D when the circumstances in par. U5900-D2h apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Travel under pars. U5900-D2e and U5900-D2h, may be authorized upon request of a dependent/former dependent if the member is not available or has declined to make such a request. Early return of dependents may be approved when return travel is for the reasons in pars. U5900-D2b and U5900-D2e (B-195708, 17 October, 1979). *Except for travel for the reasons in pars. U5900-D2b and U5900-D2e, when a dependent travels without an authorization/order under circumstances described in par. U5900, no reimbursement for such travel is authorized even though an authorization/order is later issued under par. U5905-C4 (B-157765, 15 November, 1965).*

2. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under par. U5900-D are limited to the following:

a. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's well-being;

b. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependents requires in the opinion of the authorizing/approving authority that those minor dependents be transported to a place at which proper care may be maintained;

c. Educational facilities or housing for dependents is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependents began to travel to the member's OCONUS PDS is required. (B-56558, 25 June 1965; 47 Comp. Gen. 151 (1967); and 57 id. 343 (1978));

d. Conditions in an OCONUS theater are such that, although the evacuation of all dependents is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and well-being. Such determinations must be made by the Combatant Commander and on the recommendation of the major commander of the Service concerned. (*Determination authority may be delegated no lower than general/flag officer rank in the headquarters of the respective Combatant Command.*);

e. The best interests of a member, and/or the dependents, and/or the Government are served by the movement of one or more dependents because of compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of close relatives, or for reasons of a humanitarian or compassionate nature; or because of other situations which have an adverse effect on the member's performance of duty. These determinations must be evidenced by the authorizing/approving official's statement. *This item must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978));*

f. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) Such early return is in the best interest of the member, or dependents, and the U.S.;

h. a member is:

(1) Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) Sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) Discharged OCONUS under other than honorable conditions;

(4) Returned to CONUS for discharge under other than honorable conditions;

(5) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

(8) Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review (63 Comp. Gen. 135 (1983)).

*i. In each of the above circumstances, it must be shown that dependent travel is in the Government's best interest. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move. ICW early return of dependents from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of dependents under par. U5900-D2 must be applied judiciously; it is a last resort.*** The Secretary Concerned may delegate the authority in par. U5900-D2 to:

(1) (for travel to a foreign-born dependent's native country) The headquarters that directs the Service dependent transportation policies or procedures, or

*(2) (for travel to CONUS or a non-foreign OCONUS location) An officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned (DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).

*j. For dependent travel under par. U5900-D2h, decision authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, a dependent must begin travel before a PCS authorization/order is issued which relieves the member from the OCONUS PDS. The AO must cite, in the dependent's travel authorization/order, the specific item above that applies. Travel and transportation allowances provided under par. U5900-D2h(1) through par. U5900-D2h(8) may not exceed the cost from the member's last or former OCONUS PDS or the place to which dependents were last transported at Government expense, as applicable, to the designated place or, if the dependents are foreign-born, to the dependent's native country. Under par. U5900-D2h(9), such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by par. U5900-D, must support the transportation procurement documents for allowances under par. U5900-D.

3. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at Government expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Authorization. Authorization for dependent travel and transportation allowances under par. U5900-D is in addition to, and has no effect on, the authorization for such allowances the member may have on the next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)). A member otherwise authorized dependent travel and transportation allowances under par. U5203-A, whose dependent was not returned to an OCONUS area under par. U5900-D3, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under par. U5900 to the destination authorized in the reassignment authorization/order.

E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command-sponsored dependent as defined in APP A who were residing with the member OCONUS as specified in par. U5900-E (53 Comp. Gen. 960 (1974)).

2. Conditions. Movement of former dependents under par. U5900-E must be in the best interest of the U.S., the member, and the former dependents concerned.
3. By Whom Authorized. Movement of former family members under par. U5900-E must be specifically authorized through the Secretarial Process.
4. By Whom Requested. The member, who was the former sponsor, should request movement of former family members. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.
5. Points between which Transportation May Be Authorized. Travel must originate at or in the vicinity of the member's present or former OCONUS PDS and must terminate in:
 - a. The U.S. or in a non-foreign OCONUS location, or
 - b. The native country if the former dependent is foreign-born.

The official referred to in par. U5900-E3 must determine that a reasonable relationship exists between the conditions and circumstances of the case and the destination.

6. Allowances. If transportation is not provided by the Government or by Government-procured means, reimbursement for personally procured commercial transportation is authorized under par. U5203-A, first itemization, item 2 and travel by POC as authorized in par. U5203-A, first itemization, item 3. Per diem is payable under par. U5210. The allowances authorized by par. U5900-E are payable to the member. Payment may be made directly to the former spouse when the member executes a statement authorizing such direct payment (B-193430, 21 February 1979).
7. Time Limits. Travel under par. U5900-E must be completed within 1 year after the effective date of the final decree of divorce or annulment (as applicable), or 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first (53 Comp. Gen. 960 (1974)). An extension of the 6-month time limit may be authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station at/near which the dependents or former dependents are located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed. If an extension to the 6-month time limit is authorized/approved, travel under par. U5900-E must be completed within 1 year after the:

- a. Effective date of the final decree of divorce or annulment, as applicable; or
- b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first. The extension of the 6-month time limit may be granted for reasons such as hospitalization, medical problems, and school year completion that requires that a family member remain OCONUS past the 6-month limit (61 Comp. Gen. 62 (1981)).

8. Return of an OCONUS Dependent

a. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement change, or other legal arrangements, a former family member again become dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

- (1) Member has not received a PCS authorization/order but otherwise would be authorized dependent travel and transportation allowances under par. U5203-A;
- (2) Dependent's return is for the Government's convenience;
- (3) Dependent is command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and
- (4) Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. U5905-E5.

b. Remarriage. *If, in the event of remarriage, a former family member again becomes a dependent of the former sponsor, dependent return to the member's OCONUS PDS at Government expense is not authorized.* If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Authorizations Not Affected. Travel of a former family member under par. U5900-E is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)).

U5905 HHG TRANSPORTATION

NOTE 1: *For dependent travel ICW early return of dependents see par. U5900.*

NOTE 2: *For HHG transportation for a dependent relocating for personal safety see par. U5920.*

A. From other than CONUS or a Non-foreign OCONUS Area due to Official Situations

1. General. An authorization/order authorizing dependent transportation from other than CONUS or a non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to the designated place. This member also is authorized NTS or continued NTS under par. U5380-C.

2. Dependent Return to the Member's OCONUS PDS. When a member is authorized dependent transportation to the member's OCONUS PDS under par. U5900-B3, and when in the Government's best interest, the official authorizing dependent transportation may authorize HHG transportation to the member's OCONUS PDS NTE the cost from the place to which the HHG were previously transported under par. U5905-A. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Through the Secretarial Process, exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authorization on the Next PCS Authorization/Order. Authorization for HHG transportation for dependents under par. U5905-A is in addition to, and has no effect on, the authorization for HHG transportation on the member's next PCS (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an authorization/order. For example a member early returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. An authorization/order authorizing dependent transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS due to Personal Situations

1. General. An authorization/order authorizing dependent transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowances in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315, as appropriate. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process to a destination in the dependent's native country if the dependent spouse is foreign-born. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an authorization/order may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependents Do Not Perform Authorized Travel to the OCONUS PDS

- a. A member, with dependents, on a PCS authorization/order to an OCONUS PDS, who transports HHG to the PDS in anticipation of dependents accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependents do not join the member.
- b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or dependents, and the U.S.
- c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location (65 Comp. Gen. 520 (1986)).

3. Death of Dependents in OCONUS Areas. After the death of a sole dependent, or of all dependents, authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. U5380-L15, NTE the prescribed weight limit.

4. Dependents Currently at Appropriate Destination – an Authorization/Order Is Not Issued. When dependents have traveled to an appropriate destination under circumstances which would have authorized their transportation under par. U5900-D had an authorization/order been issued, HHG transportation may be authorized provided an authorization/order is later issued approving dependent transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such an authorization/order must be supported by the member's commanding officer's determination that:

- a. The dependent traveled to an appropriate location to reside;
- b. The dependent travel meets the conditions in par. U5900-D, except that a travel authorization/order for transportation was not issued;

- c. The OCONUS status of dependents as command-sponsored remains unchanged (not applicable for a member's former dependents whose transportation could have been authorized under par. U5900-E); and
- d. It is in the Government's best interest to issue an authorization/order approving dependent transportation to an appropriate destination under par. U5900-D.

5. Transportation of a Former Family Member Incident to Divorce or Annulment. The official authorizing transportation of a former family member under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for their personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the effective date of the final decree of divorce or annulment, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the:

- a. Effective date of the final decree of divorce or annulment; or
- b. Date the member completes personal travel from the OCONUS PDS incident to a PCS;

whichever occurs first.

6. Dependent Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements. When a member is authorized dependent return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, return HHG transportation to the member's OCONUS PDS, NTE the cost from the place to which they were previously transported under par. U5905-C, when in the Government's best interest may be authorized through the Secretarial Process. However, at least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT, when dependents are returned to the member's OCONUS PDS at:

- (1) Government expense under par. U5900-D3, or
- (2) Personal expense and those dependents are subsequently command-sponsored,

HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Authorization on the Next PCS Authorization/Order. Authorization for HHG transportation for a dependent and a former family member under par. U5905 is in addition to, and has no effect on, the authorization for HHG transportation based on dependency status and grade on the member's next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)). A member is authorized to transport up to, but no more than, the full HHG weight allowance under such an authorization/order.

Example 1: A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

Example 2: A member divorces at the OCONUS PDS and transports 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the effective date of the next PCS authorization/order. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may transport NTE the authorized weight allowance of 8,000 pounds.

8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge. When an authorization/order authorizes dependent transportation under pars. U5900-D2h1, U5900-D2h2, U5900-D2h3, U5900-D2h4, U5900-D2h5, U5900-D2h6, U5900-D2h7, U5900-D2h8, HHG transportation may be authorized NTE the Government cost from the member's last or former OCONUS PDS or the place to which last transported at Government expense, as applicable, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependents are foreign-born. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances. When an authorization/order authorizes dependent transportation under par. U5900-D2h(9), HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD. *NTS may not be authorized.*

9. Authorization Following Confinement without Discharge. If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location at which the HHG are located to the new PDS, NTE the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on that PCS authorization/order effective date to the new PDS. If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at Government expense to the member's new PDS, based on the grade held on that PCS authorization/order effective date to the new PDS.

U5910 POV TRANSPORTATION

NOTE: For POV transportation for a dependent relocating for personal safety see par. U5920.

A. OCONUS Dependent Transportation Authorized. An authorization/order authorizing dependent transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which the dependent is authorized to travel. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date the dependent is authorized to travel. See pars. U5900-B, U5900-C, U5900-D, U5900-E, and U5900-F.

B. Dependent Currently at an Appropriate Destination – an Authorization/Order Is Not Issued. When a dependent has traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled an authorization/order to be issued authorizing the travel (see par. U5900-D), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an authorization/order is later issued:

1. Directing dependent travel under the conditions of par. U5900-D, and

2. Providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependent travel would have been authorized.

Such an authorization/order must be supported by the member's commanding officer's determination. See the guidance in par. U5905-C4.

C. Ex-Family Member Travel Incident to Divorce or Annulment. If ex-family member travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the effective date of the final decree of divorce or annulment, whichever applies.

D. Dependent Return to OCONUS Areas Authorized. Even if a dependent is permitted to return to the OCONUS PDS at Government expense (see par. U5900-B, U5900-C, or U5900-F), return transportation of a POV to the OCONUS is not authorized.

E. Authorization on the Next PCS. *A member who has transported a POV under par. U5910-A, U5910-B or U5910-C has no further POV transportation authorization from the last or any previous OCONUS PDS to CONUS.*

U5915 MOBILE HOME TRANSPORTATION

A. General. A member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

1. To a CONUS designated place, or
2. From a point outside CONUS and Alaska to a designated place in Alaska,

is authorized mobile home transportation to the designated place in CONUS or Alaska if the conditions in par. U5500 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The authorization/order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited paragraphs in par. U5905 authorizes the transportation. ***When a mobile home is shipped due to the early return of dependents, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.***

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the OCONUS PDS to the designated place. For example: Dependents early return from HI. 1,000 pounds of HHG are shipped from HI to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from HI to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from the:

1. Member's last CONUS PDS (or Alaska), or

2. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependents return early from the administrative weight restricted area, the mobile home may be shipped at Government expense from the point it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska. The constructed Government cost for this mobile home transportation is based on the member's PCS weight allowance on the authorization/order effective date from that station (see Example 2).

Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's authorization for mobile home transportation is computed based on what it would have cost to transport 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

Example 2. A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized transportation within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ, to Detroit.

U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

A. General

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under par. U5920 if it is determined by the Service-designated official that:
 - a. The member has committed a dependent-abuse offense against a dependent of the member;
 - b. A safety plan and counseling have been provided to the dependent;
 - c. The dependent's safety is at risk; *and*

- d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
 - a. Member or member's dependents, *and*
 - b. U.S. Government.

B. Definitions

1. Dependent Child. For the purposes of par. U5920, the following are dependents of the member:
 - a. Dependents/acquired dependents as defined in APP A; and
 - b. A member's unmarried child who was transported to the member's PDS at Government expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be a dependent of the member while the member was serving at that station.
2. Dependent-abuse Offense. A dependent-abuse offense is conduct by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

C. Restriction. *HHG/POV transportation may be authorized only if a written agreement of the member, or an order of a court of competent jurisdiction, gives possession of the HHG/POV to the member's spouse/dependent.*

D. Authorization

1. When an authorization/order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependents, baggage, and HHG; transportation may be authorized for the member's dependents, baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependents are foreign nationals to the dependent's native country.
2. Transportation-in-kind, transportation reimbursement, or 'MALT PLUS', is authorized for the dependent(s).
3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the personal use of the member's dependent.
4. Transportation of HHG in NTS to the designated relocation site may be authorized.

E. Reimbursement. IAW 37 USC §406(h)(4)(A), all monetary payments, *except DLA*, are paid directly to the dependent instead of the member.

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 - (b) Drill site,
 - * (c) Assigned unit city/town location, or in the
 - (d) Local area of assigned unit or home, or
- (2) Travel between home and the:
- * (a) Assigned unit except as provided in par. U7160,
 - * (b) Unit training assembly place, or
 - (c) Place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement may be authorized/approved under Chapter 3, Part F, for transportation expenses incurred on official business in and around the:

- (1) Training duty station,
- (2) Drill site, and/or
- (3) City/town.

When the member travels between home and an alternate duty/work site, the member may be paid only TDY mileage for the distance that exceeds the distance from home to the assigned unit since the member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and the assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to an alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles (38 miles – 18 miles) x \$0.505/mile = \$10.10.

Example 2: A member's home is St. Louis, MO, and the assigned unit is at the Pentagon (in VA) (842 miles one way). The member ordinarily flies to Ronald Reagan Washington National Airport and takes a subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local Washington, DC, area (DODD 4515.14). The member flies to Ronald Reagan Washington National Airport and takes a taxi to Andrews AFB, MD, (850 miles from St. Louis). The member is due reimbursement for 8 miles (850 miles – 842 miles) x 2 (round trip) x \$0.505/mile = \$8.08.

3. Travel from Home/Assigned Unit to TDY Station

a. Authorization. A member directed to travel from the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

4. Travel from a Location other than Home/Assigned Unit to a TDY Station

- a. **Authorization.** A member directed to travel from a location other than the home/assigned unit to a TDY station is authorized the TDY allowances in Chapter 4.
- b. **Transportation Reimbursement.** When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member is authorized to travel from another location, Location H a location where the member is on business for a civilian job. The member is due travel cost from Location H to Location F limited to travel cost from Location F to Location G.

5. Travel from Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area

- a. **Allowances.** *A member directed to travel from other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not authorized travel and transportation allowances.*
- b. **Transportation Reimbursement.** When the member travels directly from the other location to the alternate site, the member is paid TDY mileage for the distance, limited to the distance *from the assigned unit* to the alternate site less the distance from home to the assigned unit.

Example: A member's home is Springfield, VA, and the assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX, to the Pentagon (in VA) (1,315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1,315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1,315 miles NTE 16 miles - 9 miles = 7 miles) x 2 (round trip) x \$0.505/mile = \$7.07.

6. **Reimbursement of Service Charges for Transient Government Housing Use.** A Reserve Component member not authorized per diem or AEA, who occupies transient Government housing (while performing inactive duty training with pay) may be reimbursed for the lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for Government quarters use (see Appendix A) is not authorized.***

D. Inactive Duty Training without Pay

1. **Standby Reserves.** ***There is no authority for travel and transportation allowances for an Armed Forces' Standby Reserve member who voluntarily performs inactive duty training without pay.***
2. **Other than Standby Reserves.** An Armed Forces' Reserve Component member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

A Reserve Component member not authorized per diem or AEA, who occupies transient Government housing while performing inactive duty training without pay, may be reimbursed for lodging service charges, or may be provided lodgings in kind. ***Reimbursement for other than service charges for Government quarters use (see Appendix A) is not authorized.***

U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, a retired member (including those on the TDRL and a member in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, is authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

***U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE**

Effective for travel that occurs 20 March 2008 through and including 31 December 2010

A. General. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation-related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. U7160, ‘outside the local commuting distance’ is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

B. Eligible Member. A member of the Selected Reserve of the Ready Reserve (and not just any Reserve Component member) must be:

1. qualified in a skill designated as critically short by the Secretary Concerned;
2. assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the member’s Reserve Component with a critical staffing shortage; or
3. assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or other force structure reallocation.

C. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip*.

1. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include the transportation cost between home and the terminal and between the terminal and the training location. 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). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***
2. Lodging and Meals. The actual cost of the member’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 CONUS or non-foreign OCONUS area lodging does not include an amount for lodging tax. Tax on a CONUS or non-foreign OCONUS area lodging is a separately reimbursable miscellaneous travel expense except when MALT PLUS for POC travel is paid.*

2. The maximum amount allowed for lodging in a foreign OCONUS area includes an amount for lodging tax. Tax on foreign OCONUS area lodging is not separately reimbursable.

3. Per diem rates are found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBER

The Muster Duty Allowance rate, effective 1 January 2008, is \$190.90 for a Reserve Component Ready Reserve member (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance. See par. 580105 of the DOD 7000.14-R, Financial Management Regulation, Vol. 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DOD (<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HO/G-W/G-WP/G-WPM/MANUALS.HTM>). **NOTE:** *The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the calendar year preceding the calendar year in which the muster duty is performed.*

U7180 ALLOWANCE SUMMARY TABLES

NOTE: These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in the preceding Chapter 5, Part G paragraphs.

Table U7G-1		
RESERVE COMPONENT PERSONNEL ON ACTIVE DUTY WITH PAY		
(NOTE 1)		
SITUATION	TRANSPORTATION (NOTES 2 and 3)	PER DIEM (NOTES 4 and 5)
Annual training duty (NOTE 6)	Chapter 3 applies	Not authorized if Government quarters & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chapter 3 applies	Not authorized if Government quarters & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chapter 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chapter 4, Part B). Otherwise, may be authorized reimbursement under Chapter 3	Not authorized if Government quarters and mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chapter 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Chapter 3 applies	Chapter 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 day for training or 180 or fewer days for other than training per diem continues. If 140 or more days for training or more than 180 days for other than training per diem stops on date of the authorization/order directing additional duty
Physical examination ICW active duty	Chapter 5, Part B applies	Chapter 5, Part B applies from the place the authorization/order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days	Chapter 3 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies	Chapter 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Chapter 5 applies en route and Chapter 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Chapter 5 applies	No per diem at the location except as noted in par. U2146-B -- Chapter 5 applies en route and Chapter 4 applies when duty performed at any other location for 180 or fewer days

NOTES:

1. Applies to a Reserve Component member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a Retired Member called to active duty with or without pay (except for a periodic physical for a member on the TDRL.) See par. U7250.
2. Travel and transportation allowances are not authorized if the place of duty and home are in the corporate limits of the same city or town.
3. A Reserve Component member may not be paid for commuting from home to duty--only one round-trip may be paid.
4. Temporary lodging facilities are not Government quarters for the purpose of this table.
5. A Reserve Component member on active duty for training who otherwise is not authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
6. Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable for TDY away from the training location or for travel to and from the AT location if not in a commuting status.

Part G: Travel of a Reserve Component Mbr or Retired Mbr Called/Ordered to Active Duty

Table U7G-2		
RESERVE COMPONENT MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	TRANSPORTATION	PER DIEM (NOTES 1 and 2)
Standby Reserve Component Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Chapter 4, Part B (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	Not authorized except occasional meals and/or quarters may be authorized for travel days only. See par. U4510.

NOTES:

1. Temporary lodging facilities are not Government quarters for the purpose of this table.
2. A Reserve Component member on active duty for training who otherwise is not authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table U7G-3		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY		
(NOTES 1 and 2)		
SITUATION	TRANSPORTATION	PER DIEM
*TDY to a Reserve Component member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located NOTE 3	Not authorized - may be authorized reimbursement under Chapter 3, Part F	Not authorized
TDY to other than the Reserve Component member's assigned unit	*Chapter 3 applies, limited to lesser cost from member's residence or home unit.	Chapter 4 applies
A Standby Reserve Component member voluntarily performing without pay	Not authorized	Not authorized

NOTE:

- *1. For travel and transportation allowance purposes, the Reserve Component unit is the designated post of duty for a Reserve Component member attached or assigned to that unit.
2. A Reserve Component member on inactive duty for training who otherwise is not authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.
- *3. See par. U7160 for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

Part G: Travel of a Reserve Component Mbr or Retired Mbr Called/Ordered to Active Duty**Table U7G-4****SENIOR RESERVE OFFICERS TRAINING CORPS MEMBERS***(NOTES 1 and 2)*

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Government conveyance or Government-procured transportation or reimbursement on a per mile basis at the automobile mileage rate. The AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No Government prepared meals or box lunches are furnished or meal tickets issued	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under par. U4510 at a delay point. 4. If mixed mode transportation is involved, pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	Par. U7001 applies	Par. U7001 applies	Does not apply while at a location performing field training or at-sea training when both Government quarters and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chapter 5, Part B applies; allowances may not exceed those payable from appointee's permanent place of abode, home, school, or duty station at the time of travel to the educational institution	Chapter 5, Part B applies	Transportation may be furnished or reimbursement made for travel on the basis of receipt of a notice of selection for appointment or other evidence showing travel was ICW such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chapter 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chapter 5, Part B applies	If the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as an enlisted member or an officer in an Armed Force	Chapter 5, Part B applies	Chapter 5, Part B applies	From home or place ordered to active duty to the first PDS via any TDY en route

NOTES:

1. Neither a member nor a designated applicant appointed under 10 USC §2104--SROTC advanced training members-- is authorized per diem.
2. A member and/or a designated applicant appointed under 10 USC §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

Table U7G-5**MISCELLANEOUS**

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Member entitled to medical or dental care under 10 USC §1074a for illness, disease, or injury incurred or aggravated while: (1) on active duty for a period of 30 or fewer days; or (2) on inactive duty training; or (3) traveling directly to or from the place at which the member performs or has performed such duty.	Chapter 3 applies	Chapter 4 applies	Not authorized if the injury is a result of the member's gross negligence or misconduct
Muster Duty – Ready Reserve member who is not a member of the National Guard or the Selected Reserve	Not authorized; however, an allowance for Muster Duty is	Not authorized	Must be engaged in muster duty for a period of at least 2 hours. See par. U7175 for the effective rate.

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**PART H1: LEAVE TRAVEL AND TRANSPORTATION
EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002**

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

A. Authorization. An eligible member, for personal travel, and on behalf of an eligible dependent, if any, is authorized the travel and transportation allowances in Chapter 5, Part B and Chapter 5, Part C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal) may be reimbursed. *See par. U3320, and Chapter 3, Part E*. A member and dependent may travel together or independently. **NOTE**: *No cruise or tour packages.*

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tours of duty at the same (old) PDS (see APP A for IPCOT definition), or
 - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One of the tours is unaccompanied, or
 - * (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).

NOTE 1: Refer to DODI 1315.18, par. E3.7.2.2 for the COT requirements for a DOD member assigned to Alaska or Hawai'i.

NOTE 2: When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

2. Eligible Dependent. An eligible dependent is one who:
 - a. Is a dependent as defined in APP A (except a child described in item 8 of the definition) on the:
 - (1) Last day of the member's first tour at the old OCONUS PDS; or
 - (2) Member's PCS authorization/order effective date to the new OCONUS PDS; and
 - b. Is command-sponsored for both tours;
 - c. Is/was (in the case of deferred leave travel and evacuated dependent) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. Accompanies the member during both tours.

NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares *are authorized*.

a. Travel between authorized locations is travel:

- (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- (2) From the old to the new OCONUS PDSs via an authorized destination; or
- (3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

b. An authorized destination is the member's HOR or an alternate authorized place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair airfares are not authorized to that alternate place.

Example 1	
Member's PDS is in Germany and the HOR is Ames, IA. There is no city-pair airfare to Ames, IA.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair airfare to Boston:	\$1,400
Least cost non-city pair airfare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair airfare may not be used to Boston.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	
The member is <i>not responsible</i> for the additional \$200 cost if travel to Boston, MA, is authorized/approved by the Secretarial Process making the city pair fare to Boston available.	

Example 2	
Member's PDS is in Germany and the HOR is Washington, DC.	
City pair airfare trip cost:	\$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	

c. An eligible traveler (member and/or dependent) may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. See pars. U5120-B, U5120-C (member), and U5218 (dependent) when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel. ***COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance). Effective for any member in a deferred COT leave status on 2 December 2002 or any member who becomes authorized to a COT leave travel on or after 2 December 2002.***

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependent, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependent, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the COT leave travel expires. ***Under the provisions of DODI 1327.5, deferred COT leave travel may not be taken ICW any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services.***

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

1. Member Procured Transportation

a. An eligible member, when directed to use available Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

Example 1	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location, and the HOR is San Francisco, CA.	
City-pair airfare one-way transoceanic trip cost:	\$775
Member elects not to use the CTO/TMC (in violation of policy and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500
<i>Transoceanic airfare reimbursement (\$500) is not authorized.</i>	

b. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C). ***NOTE: Since CTO/TMC use is mandatory for all official travel, this should almost never occur.***

Example 2	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location and the HOR is Bakersfield, CA.	
Government-procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, not told to use the CTO/TMC for airfares elects not to use the CTO/TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	\$2,300
The member, on the traveler's behalf, is reimbursed \$1,900, the Government cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <i>The traveler is financially responsible for the additional cost of \$400 (one way).</i>	

c. When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) under par. U5105-B and/or par. U5203. If the Service does not authorize/approve POC use, reimbursement is limited to the policy-constructed airfare. See APP A for the definition of 'policy-constructed airfare'.

Example 3	
NOTE: Costs in this example are not actual transportation costs and are used for illustration only.	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the accompanying child (under age 12) at ½ of the member's amount =	\$ 14.63
7. City-pair airfare cost (one way for member and 2 eligible travelers): \$599 x 3 =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
Total constructed Government city-pair airfare cost =	\$ 1,912.82
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 mile x \$.19/mile =	\$ 581.97
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9 Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 =	
Member's per diem authorization = 9 days x \$109/day =	\$ 981.00
Per diem for the accompanying spouse at ¾ of the employee's amount =	\$ 735.75
Per diem for the accompanying child (under age 12) at ½ of the employee's amount =	\$ 490.50
Total actual amount =	\$ 2,789.22
In this example, the city-pair airfare cost to the HOR, is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the policy-constructed airfare of \$599/person if the Service did not authorize/approve POC use. The member is financially responsible for the additional cost (\$2,789.22 - \$1,912.82) of \$876.40.	
When the Service concerned authorizes/approves POC use through the Secretarial process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.	

Example 4	
NOTE: Costs in this example are not actual transportation costs and are used for illustration only.	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the 2 accompanying children (under age 12) at ½ of the member's amount of \$14.63 x 2 =	\$ 29.26
7. City-pair airfare cost (one way for member and 3 eligible travelers: \$699 x 4 =	\$ 2,796.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
Total constructed Government city-pair airfare cost =	\$ 2,926.45
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 mile @ \$.20/mile =	\$ 612.60
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9 Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 =	\$ 981.00
Member's per diem authorization =	\$ 981.00
Per diem for the accompanying spouse at ¾ of the employee's amount =	\$ 735.75
Per diem for the accompanying child (under age 12) at ½ the amount due the employee =	\$ 490.50
Total actual amount =	\$ 2,819.85
In this example, the city-pair airfare cost to the HOR, is more expensive than POC 'MALT-Plus' travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount.	
If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.	

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 par. U7200 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

A. Transportation Authorization. An eligible member on emergency leave and eligible dependent 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 an eligible dependent, 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 Member. An eligible member is one:

- 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: A cadet/midshipman is not an eligible member for this transportation.

2. Eligible Dependent. An eligible dependent is one who:

- a. Is command-sponsored and resides OCONUS with the member,
- b. Resides at an OCONUS location and for whom the member receives a station allowance/OHA,
or
- c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
 - (1) Is on permanent duty OCONUS, or

(2) Has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in par. U7205, domicile is a member's HOR or place:

A member's domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent's domicile is not relevant.

- a. From which first called (or ordered) to active duty,
- b. Of first enlistment, or
- c. Of permanent legal residence.

C. Authorized Locations. An eligible member and an eligible dependent are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city-pair airfares *may* be available for use.

NOTE 1: 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 between PDS or home (or destination) and the airport is not authorized.

NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$1,400
Least cost non-city pair airfare to Location B:	\$1,600
Since travel to Location B is more expensive than travel to the closest international airport, Location C, the <i>city pair fare may not be used</i> to Location B.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$ 980
Since travel to Location B is less expensive than travel to the closest international airport, Location C, the member is authorized city pair fare to Location B (\$980) NTE the \$1,200 cost to JFK.	

1. Member and Dependent(s) OCONUS. For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B2a and U7205-B2b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member's or dependent's location when notified of the personal emergency, if the location is OCONUS. *For a member described in par. U7205-B1c and dependent described in par. U7205-B2c, see par. U7205-B2a.*

b. Authorized destinations are:

- (1) Either:
 - (a) The CONUS international airport nearest to the location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or
 - (b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. For an example, see par. U7205-C; ***NOTE: This creates a cost limit to be used for transportation.***
- (2) An airport in a non-foreign OCONUS area (see APP A); or
- (3) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authorization for one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is/are on personal leave in CONUS when the emergency occurs.

2. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B2c:

a. Authorized origins are the international airports nearest the:

- (1) Member's PDS, or
- (2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

- (1) An international airport in a non-foreign OCONUS area, or
- (2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is/are on personal leave OCONUS when the emergency occurs.

U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave 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. See par. U1010-B9.

B. Transportation. Space-required Government transportation must be used if reasonably available; otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations (including par. U7206-A3 location'), and therefore available contract city pair airfares may be available for use. ***If the member travels to a more expensive 'other location' city pair airfares are not authorized to the other location.***

F. One-way Emergency Leave Travel. There is no authority for one-way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D. See par. U7215 for travel and transportation allowances when a ship relocates during the member's authorized absence.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included in the examples.

Example 1	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare from Ft. Campbell to Ft. Belvoir and the policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$400.	
City pair airfare from Ft. Campbell to Denver	\$500
Policy-constructed airfare to Denver	\$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city-pair airfare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).	

Example 2	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair air fare to Atlanta	\$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMLE) TRANSPORTATION

A. Policy. FEMLE policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16.

B. Eligibility

1. Member. A member is eligible for FEMLE if stationed at an authorized FEMLE PDS (see APP S) for 24 consecutive months (including a 12-month tour extended for an additional consecutive 12 months) or more.

NOTE: When a member on a 12-month unaccompanied tour to a FEMLE area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEMLE leave transportation program, but not both.

2. Dependent. The dependent of a uniformed member serving an accompanied tour at the FEMLE PDS is eligible for FEMLE if:

- a. Command-sponsored, and

b. Resides with the member at the FEML PDS (a dependent student (see par. U5243) attending school away from the PDS (e.g., in the CONUS) resides with the member for FEML authorization).

NOTE: Travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The transportation cost from the school to the designated FEML destination or to an alternate location may not exceed the Government's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips an eligible member/dependent may take depends on the member'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
Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months.	2
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. Personnel taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by a member/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 member/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.***

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

D. FEML Locations/Destinations. USD (P&R) authorized FEML locations/destinations are in APP S.

1. FEML Location. A PDS, from which FEML is authorized, listed in APP S.

2. Authorized Destination. The destination authorized for a FEML PDS is listed in APP 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 JFTR, but not in print may be found at <http://perdiem.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.***

3. Alternate Destination(s). A destination location, or multiple destination locations, (in lieu of the authorized destination listed in APP S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

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

Example 1	
A member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The member desires to utilize FEML to Boston, MA.	
City-pair airfare to Boston:	\$1,400
Policy-constructed airfare to Boston:	\$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 member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
A member's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair trip cost:	\$980
The member desires to utilize FEML to St. Louis, MO.	
City-pair airfare to St. Louis is:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.	

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DOD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation Requests. DOD Services forward designation requests through Combatant Command channels to USD (P&R) IAW DODI 1327.6 (Leave and Liberty Procedures). Guidance on re-certification of FEML location/destination designations is in DODI 1327.6.

c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) ***before*** the indicated recertification date shown in APP S.

E. Transportation

1. Member/Dependent. The member and dependent may travel together or independently.
2. Restrictions. A member/dependent(s) taking a FEML trip:
 - a. Must use military air transportation on a space available basis if reasonably available to the authorized/ alternate destination, or
 - b. May use commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. The Government or the member may purchase commercial air transportation. See par. U3120.

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. *See par. U3320, and Chapter 3, Part E.*
- b. Reimbursement for transportation to alternate destination(s) cannot exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. *If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.*

F. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.*

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

A. Authorization. A member is authorized transportation allowances (no per diem) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

1. CONUS place of medical treatment to a place selected by the member and authorized/approved by the Secretarial Process, and
2. Member-selected place to any place of medical treatment.

NOTE: Additional trips may be authorized, if deemed necessary by the attending physician and authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

1. Transportation-in-kind;
2. Reimbursement for the commercial transportation cost when the member travels at personal expense (see Chapter 3, Part B and par. U5116-D), ***NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or***
3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.

C. Reimbursement

1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel.
2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

D. Restrictions. ***Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

C. Reimbursement. Travel and transportation allowances are the same as if traveling on TDY. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authorization. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

a. Beginning the day they depart from the leave location or place they receive an authorization/order canceling leave, and ending on the arrival day at the duty station; and

b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the authorization/order canceling leave.

No per diem accrues for duty at the PDS.

2. Eligible Member. An eligible member is one who departs from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

a. Actual contingency or emergency war operations, or

b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) Within 24 hours of departure, or

(2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) A substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

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, should be issued an ITA or 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 1: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas costs when traveling by POC).*

**NOTE 2: Beneficiaries with questions about the non-medical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.*

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3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single-type Government quarters and not authorized BAH or OHA.
4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single-type Government quarters and is not authorized BAH or OHA at the full rate. However, such a member assigned to family-type Government quarters is not authorized BAH-Partial.
5. A member occupying single-type Government quarters whose dependents reside in family-type Government quarters, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family quarters are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family-type Government quarters.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Government quarters before confinement and remains assigned to such quarters during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.
8. A member without dependents who is restrained in a status of arrest in assigned single-type Government quarters, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.
9. A member without dependents permanently assigned to a hospital for treatment and assigned quarters in the hospital is authorized BAH-Partial.
10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Government family quarters assigned to the spouse when the ship is in port, is a member without dependents assigned to quarters on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.
11. A member without dependents who is ordered PCS to confinement in a guard-house, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain quarters therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.
12. A member without dependents assigned to single-type Government quarters between PDSs and not authorized BAH or OHA is authorized BAH-Partial.
13. Effective 20 April 1999, a member without dependents is not authorized BAH-Partial when assigned to Government single-type quarters (including Government-leased quarters) that exceed the minimum standards of single quarters for the member's grade.
14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as Government quarters for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without-dependents rate for the member's grade is established. The following locations and rates apply.

1. San Diego starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the quarters and 68% for single occupancy.

2. Hampton Roads, Virginia area which includes both the Hampton/Newport News and the Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing Unaccompanied Housing and 74% for occupancy of new construction privatized housing (two-bedroom, two-bath market style).

U10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate 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. See par. U10416.

U10014 RESERVE COMPONENT RATE (BAH-RC)

Reserve Component BAH rates are established by the Secretary of Defense and are determined and set forth in par. U10002-B1. The Reserve Component BAH Rate is the housing allowance authorized for a Reserve Component member called or ordered to active duty for 30 or fewer days except for a Reserve Component member called to active duty for a contingency. A Reserve Component member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days. See par. U10428.

U10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance 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 (see par. U10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted. See pars. U5222-N and U10406.

U10018 TEMPORARY BAH INCREASE

*A. General. The Secretary of Defense may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a military housing area (MHA) or zip code within a County Cost Group approved on or after 31 May 2006. *This authority expires 31 December 2009.*

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member's certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary Concerned that the member has incurred higher housing costs in an MHA by reason of a major disaster or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. Member Certification. Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member's certification must show rent, or mortgage expense in the case of homeowners, utility expenses and insurance costs (renters or homeowners).

D. Approval. The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage, utility expenses and insurance costs) from the member's certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.
2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the earlier of the approval date of the MHA for an increased rate or the date of the member's certification of expenses, provided the member's certification does not predate the implementation effective date.

(3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

Climate Code Utility Points			
See Appendix K OHA Locality Tables			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

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

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

U10026 MOVE-IN HOUSING ALLOWANCE (MIHA)

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

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.
2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA.
3. There is no MIHA when:
 - a. a local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Government funded;

- b. a member complies with a PCS order but remains in the same dwelling place (includes a Reservist called/ordered to active duty who is authorized OHA based on the principal residence at the time called/ordered to active duty); or
 - c. a member moves from Government quarters to private sector housing under par. U5355-A5 (Separation) or par. U5355-A6 (Retirement).
4. The three MIHA payment types are:
- a. **MIHA/Miscellaneous.** MIHA/Miscellaneous reflects average expenditures made and reported by members to make their dwellings habitable. See APP K table at <http://perdiem.hqda.pentagon.mil/perdiem/> for the amounts payable. *Only one payment is authorized at a PDS unless par. U10026-B2 applies.*
 - *b. **MIHA/Rent. Homeowners are ineligible.** MIHA/Rent totally covers reasonable rent-related expenses. These are fixed, one-time, nonrefundable charges levied on behalf of the landlord, or a foreign government that the member must pay before/upon occupying a dwelling. *Expenses deferred until lease termination are not MIHA/Rent.* Examples are real estate agents' fees, redecoration fees if paid up-front, and/or one-time lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed. See APP N, par. C.
 - c. **MIHA/Security.** MIHA/Security covers reasonable security-related expenses for a member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See APP N, par. D for qualifying areas and additional rules.
5. Each member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the member must have the Service-designated official complete Block 11 of DD Form 2367. Additionally, a member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent and MIHA/Security, only one sharer may claim the individual expense. See APP N, pars. C and D.
6. Acceptable claims for MIHA/Rent and/or MIHA/Security must include proper documentation and all receipts for expenditures of \$75 or more.

U10028 OHA ADVANCE PAYMENT

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

A. Authorization

1. **Advance Rent – General.** Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances.
2. **Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses.** The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance OHA payment to pay advance rent (see par. U10028-A3), security deposits, and/or MIHA-related expenses incident to occupying private sector housing. *Personal preference is not grounds for authorizing advance rent payment.* Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to a PCS authorization/order.

BAH AND OHA MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY			
Table U10E-1 (continued)			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
7	assigned PCS to a unit on field duty	if the commander certifies that the member was required to procure quarters at personal expense at the initial field duty site	for the initial field duty in progress at time of PCS, unless the member is required to procure quarters at personal expense at field duty site.
8	on excess leave		for any period of time.
9	on authorized leave, accrued, advanced, or ICW release from active duty or discharge (PCS not involved)	if receiving BAH or OHA at the PDS or assigned quarters are terminated incident to separation (NOTE 1)	if assigned quarters at the PDS.
10	sick in hospital, or on sick leave from a hospital (PCS not involved)	if receiving BAH or OHA at the PDS, (NOTE 1)	if assigned quarters at the PDS.
11	being treated at hospital TDY en route PCS; or assigned PCS direct to hospital for treatment	If not assigned quarters	if assigned quarters in the hospital.
12	on TDY (PCS not involved), including such duty on transport or under a permissive travel authorization (NOTES 2 & 6)	If receiving BAH or OHA at the PDS	if assigned quarters at the PDS.
13	in travel status on PCS, including non-travel status under a permissive travel authorization, TDY en route, leave en route and proceed time; or is assigned PCS and is on authorized leave or duty at the old or new PDS	if member is not assigned Government quarters while at the old or new PDS. See par. U10416 to determine which rate is payable.	if member is assigned Government quarters while at the old or new PDS.
14	assigned PCS and is on authorized leave or duty at the old or new PDS	if the member is not assigned Government quarters while at the old or new PDS.	for of the Government quarters occupancy period not incident to a PCS. NOTE: OHA cannot be paid if there is no rent expense.
15	initially assigned to active duty and is TDY at other than indoctrination or basic training location pending receipt of an order designating a PDS to which the member is to report upon TDY completion	when Government quarters are not available for assignment and per diem is not payable.	
16	in the accession pipeline	*between initial TDY and initial PDS (NOTE 7). An RC member is authorized BAH based on the permanent residence location at the time called/ordered to active duty while attending accession training. See par. U10416.	
17	ordered home or to a place other than a military organization awaiting another authorization/order ICW Physical Evaluation Board proceedings	on and after the departure day from the hospital or old PDS through the discharge day, or day prior to retirement effective date.	

BAH AND OHA MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY			
Table U10E-1 (continued)			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
18	training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition	if not furnished quarters by the Government or by an agency sponsoring the member's participation	if furnished quarters by the Government, or by an agency sponsoring participation.
19	a medical officer on active duty in an intern or resident physician status at a state, county, municipal, or private hospital	if not furnished quarters without charge by the hospital	if furnished quarters without charge by the hospital. Such quarters are considered furnished on behalf of the United States.
20	a student training on a fellowship, scholarship or grant	if not furnished quarters by the college, university, or research facility	if furnished quarters by the college, university, or research facility. Such quarters are considered furnished on behalf of the United States.
21	a Nurse Corps officer or Nurse Corps candidate attending a course of instruction or affiliating with a state, county, municipal, or private hospital	if the member is not furnished quarters without charge	if furnished quarters without charge by the hospital. Such quarters are considered furnished on behalf of the United States.
22	in confinement in a guardhouse, brig or correctional barracks pursuant to a court-martial (does not include pretrial confinement/pretrial restraint other than confinement or an adjudged sentence of restriction alone, see NOTE 8)	if the sentence is set aside or disapproved and member is otherwise authorized to receive BAH	while confined pursuant to a court-martial and the sentence is effective or approved (NOTE 9 , or, when the member was not receiving BAH or OHA on the day before the day of confinement and Government quarters assignment was not terminated before or during confinement. Uniformed Service procedures must prescribe how and by whom Government quarters termination must be certified.

NOTES:

1. When not assigned to Government quarters at the PDS, BAH or OHA accrues while in a duty or authorized leave status not incident to PCS. BAH or OHA is not forfeited if temporary Government quarters are occupied.
2. A member away from PDS may occupy Government quarters designated for a member without dependents at the member's TDY station without affecting the member's authority to receive BAH or OHA or to be assigned to quarters, if any, at the member's PDS. Under such circumstances, a member may not occupy Government quarters that exceed the minimum prescribed Service standards for a member of that grade without dependents, unless the only quarters available (a) exceed the minimum standards, and (b) are made available for joint occupancy with other members.
3. Government quarters in fact occupied without payment of rental charges are deemed assigned as appropriate and adequate quarters.
4. BAH/OHA accrues from the reporting date through the day before the date the ship is placed in full commission, reduced commission, or in service not in commission, whichever occurs first. See par. U10400 and Service regulations for a member on sea duty.

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. BAH-T 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 BAH-T (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, BAH-T applies.

*D. New Accession. BAH-T applies to a member without dependent in the accession pipeline, to include a Reserve Component member undergoing initial training, when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS (for a Reserve Component member until completion of entry-level training, or attendance at a technical training course greater than 20 weeks). BAH-T applies until the member reports to the new PDS. A member in the accession pipeline includes a:

****NOTE: A Service academy and ROTC graduate without a dependent, who remains at the graduation/commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Government quarters, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependents' location effective the date the dependent is 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 academy graduate upon graduation, until arrival at the first PDS. See ***NOTE*** above.

*For BAH only, the initial entry-training site is defined as a PDS except for a Reserve Component member without a dependent. A member without a dependent is not authorized BAH since Government quarters are assigned. Effective 1 February 2008, a Reserve Component member without a dependent attending accession training is authorized BAH based on the permanent residence location at the time called/ordered to active duty if the

member maintains a residence and continues to be responsible for rent, or owns the residence. The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is 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	*is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	*start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH rate the day the member reports to the new PDS. For a Reserve Component member, pay BAH based on the permanent residence location at the time called/ordered to active duty for the duration of the accession training if the member maintains a residence and continues to be responsible for rent, or owns the residence.

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.

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. Order Duration

*1. Active Duty Tour Begins before 6 January 2006. A Reserve Component member called/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*. A member called/ordered to active duty for 140 or more days 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/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. Effective 6 January 2006, a member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized BAH/OHA. A Reserve Component member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA 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.

***NOTE:** See par. U10416-D for the rate for a member in accession pipeline travel.

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 authorization/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 authorization/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-dependent 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),

- (b) The travel is in the national interest because of a diplomatic/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, APP 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.*

*s. An attendant (JFTR, par. U7961) for a patient authorized travel for specialty care over 100 miles IAW JFTR, par. U7960.

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. C7150 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 APP 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

APPENDIX F

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A. Uniformed Service Member

1. A member, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.

B. Civilian Employee

1. A civilian employee, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year (i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.).
2. Two consumable goods shipments (totaling 1,250 pounds) per year are allowed if the consumable allowance is authorized.
3. This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156-A.
4. In no event may the total weight of HHG transported and/or stored at Government expense exceed 18,000 pounds.
5. The 18,000 pounds includes the weight of HHG transported at Government expense, consumable goods shipments, and the weight of HHG stored.

C. Increased Consumable Goods Weight Allowance Request. Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for action. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

AUTHORIZED LOCATIONS
Afghanistan, Kabul
Albania, Tirana
Algeria, Algiers
Angola, Luanda
Armenia, Yerevan
Azerbaijan, Baku
Bangladesh, Dhaka
Belarus, Minsk
Benin, Cotonou
Bolivia, La Paz
Bosnia & Herzegovina, Federation of
Botswana

AUTHORIZED LOCATIONS
Bulgaria, Sofia
Burkina Faso, Ouagadougou
Burma, Rangoon
Burundi, Bujumbura
Cambodia, Phnom Penh
Cameroon, Yaounde
Cape Verde, Praia
Central African Republic, Bangui
Chad, N'Djamena
China,
Beijing
Chengdu
Guangzhou
Shanghai
Shenyang
Congo, Democratic Republic of the
Brazzaville
Kinshasa
Cote d'Ivoire, Abidjan
Cuba, Havana
Cyprus, Nicosia
Djibouti
East Timor
Ecuador, Quito
Equatorial Guinea, Malabo
Eritrea, Asmara
Estonia
Ethiopia, Addis Ababa
Gabon, Libreville
Georgia, Tbilisi
Ghana, Accra
Grenada, St. George's
Guinea, Conakry
Guyana, Georgetown
Haiti
India
Calcutta
Chennai
Mumbai
New Delhi
Indonesia
Ivory Coast (See Cote d'Ivoire)
Kazakhstan
Almaty (Alma-Ata)
Astana (Aqmola)

AUTHORIZED LOCATIONS
Kenya
Kyrgyzstan, Bishkek
*Kosovo, Pristina
Laos
Latvia, Riga
Liberia, Monrovia
*Libya, Tripoli (<i>eff 10 Jan 2006</i>)
Lithuania, Vilnius
Macedonia, The Former Yugoslav Republic of, Skopje
Madagascar, Antananarivo
Malawi, Lilongwe
Mali, Bamako
Mauritania, Nouakchott
Micronesia, Kolonia
Mongolia, Ulaanbaatar
Moldova
*Montenegro, Podgorica
Mozambique, Maputo
Nepal, Kathmandu
Nicaragua, Managua
Niger, Niamey
Nigeria
Abuja
Lagos
Norway, Bodo
Oman, Muscat
Pakistan
Islamabad
Quetta
Philippines, Manila
Poland, Warsaw
Romania, Bucharest
Russia
Moscow
St. Petersburg
Vladivostok
Yekaterinburg
Rwanda, Kigali
Senegal
*Serbia, Belgrade
Sierra Leone, Freetown
Somalia, Mogadishu
Sri Lanka, Colombo
Sudan, Khartoum
Suriname, Paramaribo
Syria, Damascus

AUTHORIZED LOCATIONS
Tajikistan, Dushanbe
Tanzania, Dar es Salaam
Togo, Lome
Turkmenistan, Ashkhabat
Uganda, Kampala
Ukraine, Kiev
Uzbekistan, Tashkent
Vietnam
Yemen, Sanaa
Zambia, Lusaka
Zaire (See Congo)
Zimbabwe

APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
1. <u>Check Costs</u> . The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
2. <u>ATM Use (UNIFORMED MEMBERS ONLY)</u> a. Administrative fees for ATM use to obtain money with: (1) The GTCC (i.e., Government travel charge card), or (2) An ATM or personal charge card used by personnel exempt from the requirement to use the GTCC for official travel, up to the amount authorized for an advance for the travel concerned. b. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf , for information on personnel exempt from the requirement to use the GTCC.	X	X			X	
3. <u>ATM Use (CIVILIAN EMPLOYEES ONLY)</u> . Administrative fees for ATM use to obtain money with: a. The GTCC (i.e., Government travel charge card) up to the amount authorized for an advance for the travel concerned. b. An ATM or personal charge card are <i>not</i> reimbursable. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf , for information on personnel exempt from the requirement to use the GTCC.			X	X		X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>4. <u>Passports, Visas (including green cards), Photographs, Physical Examinations, and Legal Services</u></p> <p>*a. <u>Passport Fees.</u> An official traveler ordinarily travels on a no-fee passport. The three types of U.S. passports are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the United States through land and seaport entry between the United States and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized otherwise for international travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport. See http://www.state.gov/travelandbusiness/. Those traveling solely by MILAIR or AMC charter flight are <i>not</i> reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>b. <u>Fees for Visas (including green cards), Photographs for OCONUS Travel.</u> These fees are reimbursable ICW official travel. See JFTR, par. U1415 and JTR, par. C1415.</p> <p>c. <u>Physical Examination Fees.</u> These fees are reimbursable when required to obtain a visa and the examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBICA 15435-RELO, 9 April 2001).</p> <p>d. <u>Travel Authorization/Order for Visas and Physical Examinations.</u> A travel authorization/order may be issued to authorize/approve travel and transportation at Government expense (see JFTR, par. U2115 and JTR, Ch 3, Part B) to:</p> <p>(1) A visa-issuing office located outside the local area of the traveler's PDS if the traveler's presence at that office is/was mandatory, and</p> <p>(2) Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the traveler's PDS.</p> <p>e. <u>Legal Service Fees.</u> Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports or visas (including green cards) for TDY, PCS, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>f. <u>Dependent Fee.</u> Dependent fee is reimbursable except ICW personal travel. <u>Example:</u> The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p><i>continued.....</i></p>	X	X	X	X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
g. <u>Medical Fees</u> . Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent (either TDY or PCS), are <i>not reimbursable</i> , except for inoculations.						
*h. <u>Biometric Fees</u> : Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects measurable physical or behavioral characteristic of the traveler, which can be used to verify the identify of that individual or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.						
5. <u>Birth Certificates</u> . The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
6. <u>Inoculations</u> . Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/approved.	X	X	X	X	X	X
7. <u>Lodging Tax</u> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A). a. Tax reimbursement is limited to the tax on reimbursable lodging costs (for example, if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, only the tax on \$60 may be reimbursed, which is the maximum authorized lodging amount); and b. Tax for lodging in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable</i> .	X	X	X	X	X	X
8. <u>Currency Conversion Fees</u> . A traveler: a. Is <i>not authorized reimbursement</i> for losses, nor liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)). b. Who pays with a credit card for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card. c. May have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should become personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim. d. Is authorized the 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement.	X	X	X	X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
9. <u>Check Cashing</u> . Fees for cashing: a. U.S. Government checks/drafts issued for reimbursement of travel expenses in foreign countries is authorized. b. <i>Salary checks/drafts are not authorized.</i>	X	X	X	X	X	X
10. <u>Carrier Terminal Fees</u> . Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against a traveler on arrival/ departure from a carrier terminal are authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
11. <u>Energy Surcharge Fees</u> . Energy surcharge fees are authorized.	X	X	X	X	X	X
12. <u>Resort Fees</u> . Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
13. <u>Service and Processing Fees</u> . Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO, and b. When a CTO/TMC is not available. <i>NOTE: Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to execution of official travel.</i>	X	X	X	X	X	X
14. <u>Transportation-related Tips</u> . Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
15. <u>Conveyance Costs</u> . Public or special conveyance costs to and from the transportation terminal are authorized. See JFTR, Chapter 3, Part E and JTR Chapter 2, Part C.	X	X	X	X	X	X
16. <u>Costs for Paper Tickets</u> a. Any additional costs for 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. <i>Paying for paper tickets bought for personal convenience is the traveler's financial responsibility.</i>	X	X	X	X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
17. <u>Baggage Handling Tips (UNIFORMED MEMBERS ONLY)</u> . Reimbursement of customary tips for handling <i>any</i> baggage at transportation terminals is authorized. (CIVILIAN EMPLOYEES) Reimbursement is authorized under par. C1430-E2, for a traveler with a disability or ICW handling Government property.	X	X			X	
18. <u>Curbside Baggage Check-in Fee (UNIFORMED MEMBERS ONLY)</u> . Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <i>NOT</i> authorized. A tip, separate from the fee itself, is reimbursable. (CIVILIAN EMPLOYEES) Reimbursable when authorized under par. C7460-4, for a traveler with a disability.						
19. <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
20. <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 terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
21. <u>'Trip' Insurance</u> . Mandatory driving-related 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 when 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
22. <u>AO Authorized/Approved Expenses</u> . The following expenses are reimbursable when authorized/approved by the AO: 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); <i>continued.....</i>		X		X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
(continued)						
h. Excess accompanied baggage transportation costs (see JFTR, par. U3015-C and JTR, par. C2302);		X		X	X	X
i. Conference registration fee when a fee is a condition for attendance. When the registration fee includes meal costs, per diem is computed under APP R, Part II, par. J.;						
j. Dual lodging costs (see JFTR, par. U4135 and JTR, par. C4555-F). Reimbursement must not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging tax 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 not exceed the remaining amount of per diem or AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed or interrupted.;						
l. Expedited GTCC delivery;						
m. Late payment delinquent fees involving the GTCC but only for a traveler who is placed in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of the specific travel circumstances. See DODFMR, Vol. 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and						
n. Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience).						
23. <u>Laundry/Dry-Cleaning Expenses (UNIFORMED MEMBERS ONLY)</u> . The cost incurred during TDY travel for personal laundry, dry-cleaning and/or pressing of clothing (not before departing from or after returning to/arriving at PDS):		X			X	
a. Up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).						
b. Is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.						

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
24. <u>Laundry/Dry-Cleaning Expenses (CIVILIAN EMPLOYEES ONLY)</u> . The cost incurred during TDY or PCS travel for personal laundry, dry-cleaning and/or pressing of clothing (not after returning to/arriving at the PDS): a. Is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging. b. Is <i>not</i> a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.			X	X		X
25. <u>Technology Equipment</u> . Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
26. <u>Value Added Tax (VAT) Certificate</u> . The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging tax is reimbursable.		X		X	X	X
27. <u>Tips for Handling Government Property</u> . Transportation-related tips for handling Government property at terminals and lodgings are authorized.		X		X	X	X
28. <u>Rental Car Administrative Fees</u> . Any per-day administrative fee called for in the SDDC rental car agreements (including GARS) is authorized.		X		X	X	X
29. <u>Reimbursement for Lodging while on Leave (UNIFORMED MEMBERS ONLY)</u> . Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the lodging portion of the per diem rate for the TDY location, for each day during: a. Contingency operations (see JFTR, par. U7225), or b. Authorized/ordered evacuations (see JFTR, par. U7226-C).		X			X	
30. <u>Tips Aboard Commercial Ships (UNIFORMED MEMBERS ONLY)</u> . Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
31. <u>MALT (UNIFORMED MEMBERS ONLY)</u> . MALT, as prescribed in JFTR, par. U5203-A3 (first itemization) for POC travel, when dependents travel separately from the traveler and a POC is used to and from the transportation terminal is authorized.	X					

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
32. <u>Excess Accompanied Baggage Transportation Costs</u> . Excess accompanied baggage transportation costs may: *a. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel. *b. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations. See JFTR, par. U3015-C and JTR, par. C2302. *c. Be authorized/approved for the <i>non-DOD travelers</i> . *d. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in advance of travel.	X		X			
33. <u>Similar Travel and Transportation Related Expenses</u> . Travel and transportation related expenses similar to the above may be authorized.	X	X	X	X	X	X

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for persons providing child care and/or pet care, hotel concierge, workout room/gym fees, and similar items. Other non-reimbursable expenses include the optional Global Positioning System (GPS) for a rental car and the optional use of curbside baggage check-in at a transportation terminal.

APPENDIX J

COST-OF-LIVING ALLOWANCE INDEXES

PART II: COLA UNIQUE EXPENSES

A. Purpose. In some OCONUS areas members and/or dependents incur significant mandatory and excessive expenses for items that CONUS-based members never purchase. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary COLA index calculation. For these expenses, payment is a dollar-for-dollar reimbursement for a specifically authorized expense at designated authorized locations.

*B. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. ***PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization.*** All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading "Feedback Reporting" in the JFTR introduction) to PDTATAC. The Secretary Concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved.

Each individual mandatory and excessive expense must be:

1. Incurred by a clear **majority** of members assigned at a duty station, and
2. An item/expense that exceeds 1% of Spendable Income for the typical uniformed member, and
3. An item/expense that is not purchased or paid by CONUS-based members, and
4. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and
5. Verified by a valid receipt, and
6. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

C. Authorized Locations. Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized) are:

1. Gibraltar. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.
2. Singapore. Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.
3. United Kingdom. Mandatory and excessive Television License fees may be reimbursed as substantiated by receipts. Mandatory and excessive Vehicle Excise Tax (Road Tax) for one POV may be reimbursed as substantiated by receipts.

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APPENDIX O**TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES**

<u>Paragraph</u>	<u>Title/Contents</u>
T4000	INTRODUCTION
T4005	APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS
T4010	REIMBURSEMENT RATE
T4020	TDY TRAVEL POLICY <ul style="list-style-type: none">A. Criteria for TDY TravelB. Traveler Rights and Responsibilities
T4025	ARRANGING OFFICIAL TRAVEL <ul style="list-style-type: none">A. CTO UseB. RequirementsC. Foreign Ship or Aircraft TransportationD. Transportation Reimbursement
T4030	GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES) <ul style="list-style-type: none">A. Type of TravelB. Commercial TransportationC. Special Conveyances (Includes Aircraft) ReimbursementD. Government TransportationE. Privately Owned ConveyanceF. Rest StopsG. Insurance Coverage in Foreign AreasH. Allowable Travel DaysI. Authorized Trips Home during Extended Business or Training TDYJ. Voluntary Return Home during Intervening Weekend/HolidaysK. Constructed CostL. Travel to and From Transportation Terminals
T4040	LIVING EXPENSES (PER DIEM) <ul style="list-style-type: none">A. Lodging Overnight Required -Business Travel StandardsB. Lodging Overnight Required - Schoolhouse Training StandardsC. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard ShipsD. Lodging Overnight Not RequiredE. Miscellaneous ExpensesF. Reimbursement for Travel Expenses at the TDY Location

<u>Paragraph</u>	<u>Title/Contents</u>
T4045	TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968)) <ul style="list-style-type: none">A. GeneralB. Inactive Duty TrainingC. Travel for Annual Training (AT)D. Per Diem Not PayableE. Per DiemF. Funeral Honors DutyG. Inactive Duty Training Outside Normal Commuting DistanceH. Summary of Allowances for A Reserve Component Member
T4050	TAKING A TYPICAL BUSINESS TRIP <ul style="list-style-type: none">A. Before the TripB. During the TripC. After the Traveler Returns
T4060	AUTHORIZING OFFICIAL'S RESPONSIBILITIES <ul style="list-style-type: none">A. GeneralB. What's Allowable and Not Allowable
T4070	TDY GLOSSARY
T4075	ACTIVITIES AUTHORIZED TO USE APPENDIX O

2. Government vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

T4045 TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))

A. General. Par. T4045 applies to a Reserve Component member on active/inactive duty under an authorization/order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, Reserve Component member travel for medical and dental care, a Ready Reserve member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

*B. Inactive Duty Training. A Reserve Component member commits to an obligation to participate in a finite number of scheduled training periods (inactive duty training (IDT) unit drills) a year. Each Service has a different term for these training periods, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location at which the member normally performs "drill" (the armory, reserve center, assembly location, etc.). The member receives no reimbursement for that travel except as provided in par. T4045-G. For par. T4045-B, the *Assigned Unit* is a Reserve Component member's designated post of duty and the *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

*1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. In some cases of a Select Reserve member of the Ready Reserve, travel expense reimbursement may be authorized under par. T4045-G. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid TDY mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for AT. For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. A Reserve Component member at an AT site when both Government quarters and meals are available; however, the member is authorized reimbursement for the Government quarters cost. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. A Reserve Component member on active duty without pay;
3. A newly enlisted member undergoing training when both Government quarters and meals are available;
4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. A Reserve Component member who commutes daily or the AO determines can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. A Reserve Component member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. A Standby Reserve Component member voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;
3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

**Effective for travel that occurs 20 March 2008 through and including 31 December 2010*

*G. Inactive Duty Training Outside Normal Commuting Distance. The Secretary Concerned may authorize reimbursement to an eligible member of the Selected Reserve of the Ready Reserve for travel and transportation related expenses for travel to an inactive duty training location (assigned unit – designated post of duty) to perform inactive duty training when the member is required to commute outside the local commuting distance. For par. T4045-G, 'outside the local commuting distance' is defined as the local travel area as prescribed under par. U3500, but not less than 150 miles one-way by DTOD.

1. Eligible Member. A member of the Selected Reserve of the Ready Reserve (*and not just any* Reserve Component member) must be:

- a. Qualified in a skill designated as critically short by the Service Secretary;
- b. Assigned to a unit of the Selected Reserve with a critical staffing shortage or in a pay grade in the member's Reserve Component with a critical staffing shortage; or
- c. Assigned to a unit or position that is disestablished or relocated as a result of Defense BRAC or another force structure reallocation.

2. Reimbursement. The following travel and transportation expenses for travel to and from an inactive duty training location to perform inactive duty training may be reimbursed, *NTE a total of \$300 for each round trip*.

- a. Transportation. When commercial transportation is used, reimbursement is authorized for the actual cost of the transportation used to include transportation between home and the transportation terminal and between the transportation terminal and the training location. 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). ***NOTE: Payment may not be on a commuted basis, such as a mileage allowance for transportation costs.***
- b. Lodging and Meals. The actual cost of the member's lodging (including tax (see ***NOTE***), tips, and service charges) and actual cost of meals (including tax and tips, but not including alcoholic beverages) may be reimbursed NTE the per diem rate for the area concerned.

NOTE:

1. *The maximum amount allowed for CONUS or non-foreign OCONUS area lodging does not include an amount for lodging tax. Tax on CONUS or non-foreign OCONUS area lodging is a separately reimbursable miscellaneous travel expense except when 'MALT-Plus' for POC travel is paid.*
2. *The maximum amount allowed for foreign OCONUS area lodging includes an amount for lodging tax. Tax on foreign OCONUS area lodging is not separately reimbursable.*
3. *Per diem rates are found at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.*

*H. Summary of Allowances for A Reserve Component Member1. Table 1 - Active Duty with Pay

<u>ACTIVE DUTY WITH PAY 1/</u>		
<u>TABLE 1</u>		
SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov't qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chapter 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chapter 5 applies.

2. Table 2 - Active Duty without Pay

<u>ACTIVE DUTY WITHOUT PAY</u>		
<u>TABLE 2</u>		
	TRANSPORTATION 3/4/	PER DIEM
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for a Reserve Component Standby Reserve member.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

***Footnotes for Tables 1 and 2**

1/ Applies to a Reserve Component member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ A Reserve Component member may not be paid for commuting from home to duty - only one round-trip may be paid per active duty period.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

3. Table 3 - Inactive Duty with or without Pay

<u>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/</u>		
<u>TABLE 3</u>		
<i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i>		
SITUATION	TRANSPORTATION	PER DIEM
*Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home. 4	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.

***Footnotes for Table 3**

1/ For travel and transportation allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

*4/ See par. T4045-G for limited authority for a Selected Reserve member of the Ready Reserve to be reimbursed travel and transportation expenses when the assigned unit is outside the member's normal commuting distance.

T4050 TAKING A TYPICAL BUSINESS TRIP**A. Before the Trip**

1. Getting a Cost Estimate. Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. The Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. The traveler must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request:
 - (a) Direct electronic transfer to the Government travel card company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) An electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the Government travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.
5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:
 - a. *Must safeguard tickets, if issued, carefully at all times;*
 - b. Must immediately report a lost or stolen ticket to the issuing CTO;
 - c. Is financially responsible to purchase a replacement ticket;
 - d. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket;
 - e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket;. and
 - f. Must return unused tickets to the CTO. *NOTE: SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.*

T4060 AO'S RESPONSIBILITIES

A. General. AOs have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, APP H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

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

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

NOTE:

1. If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.

2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.

3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.

4. When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.

5. When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.

NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.

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

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE:*** *See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.*

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

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

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

5. Lodging Selection

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

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

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

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

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

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

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

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

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

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

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

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

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

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 7, Part J, for specifics.

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

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For a Reserve Component member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee's Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Chapter 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this APP with “approve.”

Government Travel Charge Card. This is the Government-sponsored contractor issued travel charge card (GTCC).

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

Must, Shall, Should, May, Can, Will. The following definitions from DOD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

Temporary Duty (TDY) Travel. Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

***T4075 ACTIVITIES AUTHORIZED TO USE APP O**

NOTE: Use of APP O is mandatory for those locations at which DTS has been fielded. Until DTS is implemented at these site, use of APP O is authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

1. Authorization to begin testing using simplified allowances was never issued.
2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

<u>DOD Component</u>	<u>Organization/Location</u>	<u>Effective Date</u>
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	13 May 1996
	U.S. Army Forces Command, Ft. McPherson, GA	13 Aug 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	25 Jun 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	01 May 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	17 Jun 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	01 Oct 1996
	U.S. Navy	USS Eisenhower <i>Discontinued</i>
PSA, Norfolk, VA		20 Jun 1996
HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA		20 Jun 1996
Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA		20 Jun 1996
NPGS, Monterey, CA		20 Jun 1996
Naval Undersea Warfare Center Div, Newport, RI		20 Jun 1996
HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>		20 Jun 1996 31 Mar 1997
U.S. Marine Corps		Marine Corps Air Station, Beaufort, SC
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]

<u>DOD Component</u>	<u>Organization/Location</u>	<u>Effective Date</u>
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	02 May 1996
	Dover AFB, DE	23 Apr 1996
	Peterson AFB, CO	01 Mar 1997
	Randolph AFB, TX	15 Apr 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	05 Jun 1996
	Hill AFB, UT	24 Mar 1997
	Mountain Home AFB, UT	24 Mar 1997
	Niagara Falls Air Reserve Station, NY	24 Mar 1997
	Washington Headquarters Services	Designated organizations
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	05 Jun 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO (Discontinued)	01 May 1996 31 Mar 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	05 Jun 1996
National Geospatial-Intelligence Agency (NGA) (formerly NIMA)	Multiple locations - all NGA components	01 May 1996
National Security Agency (NSA) [2]	Fort Meade, MD	01 Mar 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	01 Jun 1996
Organization of the Joint Chiefs of Staff	Washington, DC	01 May 1996
Defense Information Systems Agency	Washington, DC	16 Jun 1997
Missile Defense Agency (formerly Ballistic Missile Defense Organization)	Washington, DC	15 Jul 1997

APPENDIX P

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

1. How does the program work?

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

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

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

2. What are the advantages of the program?

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

3. Who can use it?

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

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

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

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

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

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

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

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

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

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

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

8. How is Quality of Service Evaluated?

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

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

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

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

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

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

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

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

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

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

12. Can I use a contract city-pair airfare for personal travel? What if the personal travel is being taken in conjunction with official Government travel? What if the Government cancelled my leave or I received my TDY authorization/order while on leave without knowing about the TDY before going on leave? What Government-sponsored leave programs qualify for contract city-pair airfares?

The use of contract city-pair airfares (or other airfares limited to official Government business) is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract city-pair airfares (or other airfares limited to official Government business) cannot be used for that portion of the trip since that travel is personal. These city-pair airfares or other airfares limited to official Government travel cannot be used to and/or from an unofficial point (such as a leave point) unless the Government is paying for the leave travel to (and/or from) the leave point.

Example 1: A traveler receives a TDY order/authorization for TDY travel (*official travel*) from Atlanta, GA, (PDS) to San Francisco, CA, (TDY assignment) and return. The traveler traveled from GA, to Chicago, IL, (*personal convenience*) to take leave in Chicago en route to San Francisco. Government and traveler limitations are:

Use the two one-way contract city-pair airfare costs for the official travel legs (GA to CA and CA to GA) to determine the constructed transportation reimbursement limit. In this example, the Government one-way fare is \$251.00 and round-trip is \$502.00.

Reimbursement for the entire trip is limited to \$502. The contract city-pair airfare is applicable only to the trip from San Francisco to Atlanta. The traveler must use airfares available to the general public for the GA to IL and IL to CA legs. The traveler is paid the lesser of actual or constructed expenses.

Example 2: A traveler goes on leave to Denver, CO. The leave is interrupted for official TDY to San Francisco, CA. The TDY assignment was not known prior to the traveler's departure on leave. The traveler's PDS is Atlanta, GA. Government and traveler limitations are:

Travel from Denver to San Francisco and return back to Denver to resume leave or back to Atlanta is *official travel*. See JFTR, par. U4105-F (uniformed members) or JTR, pars. C4440 and C4564 (civilian employee) and city-pair airfares may be used.

NOTE: CTO/TMC use is mandatory for official travel from Denver to San Francisco and return to Denver or Atlanta.

NOTES:

Contract city-pair airfare use MAY BE POSSIBLE for official Government-funded leave transportation programs listed below; and when ordered TDY while on leave if the TDY assignment was unknown prior to taking leave. Refer to the applicable leave transportation programs within the JFTR/JTR for actual authority when contract city-pair airfares may be used.

**Civilian Employee RAT (JTR, par. APP I, Part 3, par. E4b and Chapter 5, Part K), FVT (JTR, par. C7550), EVT (JTR, par. C7602), FEML (JTR, par. C7700), and R&R (JTR, par. C7750). A dependent also may qualify for certain leave transportation; refer to cited JTR references for authority.*

Uniformed members: COT (JFTR, par. U7200), Emergency Leave (JFTR, par. U7205), FEML (JFTR, par. U7207), and R&R (JFTR, par. U7300). A dependent also may qualify for certain leave travel transportation allowance; refer to cited JFTR references for authority.

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

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

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

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

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

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

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

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

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

The city-pair airfare program encourages a Government traveler to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency can receive the additional savings (-CA known as capacity controlled city-pair airfares).

18. How can I know that my travel was ticketed using the GSA Airline City-pair airfare rate?

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

- (a) YCA = Guaranteed GSA coach/economy class city-pair airfare.
- (b) _CA = Limited capacity, GSA coach/economy class city-pair airfare.

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

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

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

20. How can the cost of a city-pair flight between two cities vary on the same airline but different flights?

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

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

Mr. Vincent Aquilino COR, City Pair Program (703) 872-8588 Vincent.aquilino@gsa.gov	Ms. Susan Ford Travel Analyst (703) 872-8638 Susan.ford@gsa.gov
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APPENDIX Q

OCONUS TOUR LENGTHS/TOURS OF DUTY

Paragraph Contents

PART I: SERVICE MEMBERS

- A. Tour Length Establishment
- B. Tour Length Change
- C. Tour Length Exception
- D. Tour Lengths

PART II: NOAA

- A. Tour Length Establishment
- B. Tour Length Change
- C. Tour Lengths

PART III: CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

- A. Standard Tours of Duty
- B. Tour Length Exceptions
- C. Accompanied vs. Unaccompanied Tours of Duty
- D. Special Circumstance Tours of Duty
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PART IV: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY

- A. Special Circumstance Tour of Duty Locations
- B. Establishing a Special Circumstance Tour of Duty

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APPENDIX Q

OCONUS TOUR LENGTHS/TOURS OF DUTY

***PART I: DOD SERVICE MEMBERS**

NOTE: For NOAA, see App Q, Part II.

- A. Tour Length Establishment. A tour length is established IAW DODI 1315.18, par. E.3.1.
- B. Tour Length Change. Submit a tour length change proposal IAW DODI 1315.18, par. E.3.1. *Do not submit a tour length change proposal to PDTATAC.*
- C. Tour Length Exception. The tour length for a DOD Service member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See DODI 1315.18, par. E.3.1.1 (12 January 05).
- D. Tour Lengths. The following are OCONUS tour lengths *for a DOD Service member only (other than a Defense Attaché)*: DODI 1315.18, par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
All Other OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to the SAO)	NA	12	08-10-07	8
Alaska (except as indicated)	36	36		1
Marine Corps Security Forces	24	12		
Fort Greely	24	12	05-01-04	
Adak	NA	12		
Clear	NA	12		
Galena	NA	12		
King Salmon	NA	12		
Eareckson	NA	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to the ODC)	24	18	07-06-06	7
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
Austria	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>Note</i>
Azerbaijan				
Baku (Personnel assigned to the ODC)	24	18	07-06-06	7
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		5
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Sarajevo (Personnel assigned to the ODC)	24	18	07-06-06	7
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	NA	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia	NA	12		
Canada (except as indicated)	36	24		
Argentia	24	12		
Newfoundland	24	12		
Goose Bay	24	12		
Labrador	24	12		
Chad	24	12		
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>Note</i>
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Greenland (Kalaallit Nunaat)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to the SAO)	24	12	04-11-07	8
Dominican Republic	36	24		
Ecuador	36	18		
Manta	NA	12		
Egypt (except as indicated)	24	18		
Beni Suef	NA	12		
Cairo (ETSS personnel only)	NA	12		
Ismailia	24	12		
Jiyanklis New	NA	12		
Sinai	NA	12		
El Salvador	NA	12		
SAO Personnel	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to the SAO)	24	12	04-11-07	8
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to the ODC)	24	18	03-19-07	8
Gibraltar	36	24		
Greece (except as indicated)	36	24		
Argyroupolis	NA	12		
Athens	24	15		
Crete	24	18		
Drama	NA	12		
Elefsis	NA	12		

APP Q: OCONUS Tour Lengths/Tours of Duty (JFTR/JTR)
Part 1: DOD Service Members

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Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Greece (continued)				
Horiatis	NA	12		
Larissa	24	12		
Levkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
Souda Bay	24	18		
Thessalonki	24	15		
Yiannitsa	NA	12		
Greenland (see Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to the ODC)	24	12	11-20-07	8
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	NA	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India	24	12		
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	24	24	02-15-07	
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	NA	12		
Mt. Limbara	NA	12		
Mt. Nardelo	NA	12		
Mt. Paganella	NA	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		

APP Q: OCONUS Tour Lengths/Tours of Duty (JFTR/JTR)
Part 1: DOD Service Members

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>Note</i>
Italy (continued)				
Paino di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
La Maddalena	24	24		
Decimomannu Air Base (AB)	24	15		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Ie Shima	NA	12		
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Futenma	36	12		
MCAS Iwakuni	36	12		
MCB Butler	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (Okinawa) (except as indicated)	36	24		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kazakhstan				
Astana (Personnel assigned to the SAO)	24	12	08-10-07	8
Kenya (except as indicated)	24	12		
Nairobi	24	18		
Korea (except as indicated)	NA	12		4
Camp Carroll	24	12		
Camp Humphreys	24	12		
Camp Market	24	12		
Camp Red Cloud	24	12		
Camp Walker	24	12		
Chinhae	24	12		
Hialeah	24	12		
K-2 AB	24	12		
Kimhae	24	12		
Osan AB	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>Note</i>
Korea (continued)				
Pusan	24	12		
Pyongtaek	24	12		
Seoul	24	12		
Suwon	24	12		
Taegu	24	12		
Yongsan	24	12		
Kuwait	24	12		6
Kyrgyzstan	24	12		
Laos	NA	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18		
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	NA	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	NA	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to the ODC)	24	24	01-28-08	8
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	NA	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	NA	12		
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to the ODC)	24	24	04-11-07	8
Norway	36	24	07-07-04	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		
Panama (except as indicated)	36	24		
Galeta Island	NA	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	NA	12		
Metropolitan Manila	24	18		
Poland				
Bydgoszcz	24	24	10-21-05	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Azores Islands	24	15		
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	NA	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
Russia				
Moscow (Personnel assigned to the DAO)	24	24	02-15-07	8
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia	24	12		5
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to the ODC)	24	24	03-21-07	8
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	8
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Slovenia				
Ljubljana	24	12		

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Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Spain (except as indicated)	36	24		
Adamuz	NA	12		
Alcoy	30	18		
Balearic Islands	NA	15		
Ciudad Real	NA	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	NA	12		
Gorremandi	NA	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	NA	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		
Tunisia	24	18		
Turkey (except as indicated)	24	15		
Balikesir	NA	12		
Cakmakli	NA	12		
Corlu	NA	12		
Elmadag	24	12		
Erhac	NA	12		
Erzurum	NA	12		
Eskisehir	NA	12		
Iskendrum	NA	12		
Istanbul	NA	12		
Izmir	NA	12		
Izmit	NA	12		
Karatas	24	12		
Malatya	24	12		
Murted	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurthalik	NA	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Note
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	NA	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		

NOTES:

1. Tour-length policies for a service member assigned to a duty station within Alaska or within Hawai'i are outlined in DODI 1315.18, par. E3.1.
2. Dependents are permitted only when Government quarters are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations at which such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.
5. Due to threat levels, dependents are not currently authorized at this location.
6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
8. "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the Defense Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.

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***PART II: NOAA**

NOTE: For DOD Service Members see, App Q, Part I.

- A. Tour Length Establishment. A tour lengths is established by NOAA/CPC.
- B. Tour Length Change. Submit a tour length change proposal to NOAA/CPC. *Do not submit a tour length change request to PDTATAC.*
- C. Tour Lengths. The following are OCONUS tour lengths *for NOAA members only*:

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>Note</u>
Alaska	36	36	31 Jan 2005	
American Samoa	NA	12	31 Jan 2005	
Antarctica	NA	12	31 Jan 2005	
Australia				
Learmonth	36	36	31 Jan 2005	
France	36	36	31 Jan 2005	
Hawai'i	36	36	31 Jan 2005	
Switzerland	36	36	31 Jan 2005	

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***PART III: CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY**

See JTR, Chapter 5, Part A for applicable regulations.

A. Standard Tours of Duty. Standard tours of duty are:

1. 36 months under an initial service agreement, and
2. 24 months under a renewal agreement

and apply to employees assigned OCONUS unless an exception is prescribed in this APP. See JTR, par. C5570-C.

B. Tour Length Exceptions. The 24, 18, and 12-month tours apply to the entire location listed for accompanied or unaccompanied employees unless a statement appears limiting applicability to:

1. A specific area within that location,
2. Certain employees, and/or
3. An employee on a renewal agreement tour.

C. Accompanied vs. Unaccompanied Tours of Duty. For a location at which one tour length is prescribed for employees authorized and accompanied by dependents and a shorter tour is prescribed for employees not authorized to have dependents present, the shorter tour length applies if the employee is authorized, but is not accompanied by, dependents.

D. Special Circumstance Tours of Duty. For special circumstance tour of duty locations see App Q3, Section 2.

E. Tour Lengths

NOTE: Unless otherwise noted, the tour lengths listed below apply to initial and renewal tours.

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>12-Month Tour</u>
Afghanistan	X		
Alaska			
Adak			X
Aleutian Islands			X
Isolated Mainland Bases			X
Kodiak Island			X
Ascension Island			X
Australia			
Northwest Cape	X		
Azores (see Portugal)	X		

APP Q: OCONUS Tour Lengths/Tours of Duty (JFTR/JTR)
 Part 3: Civilian Employee Standard Tours of Duty

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<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>12-Month Tour</u>
Bahamas			
Andros Island	X		
Bahrain	X ¹	X ²	
Bosnia-Herzegovina	X		
British Indian Ocean Territory			
Diego Garcia Island			X
Burma	X		
Canada			
Gander			X
Labrador			X
Newfoundland (Argentina)	X ¹	X ²	X
Northwest Territories			X
St. Anthony			X
Christmas Island			X
Croatia	X		
Cuba			
Guantanamo Bay	X ¹		X ²
Diego Garcia (see British Indian Ocean Terr.)			
Dominican Republic	X		
Egypt	X ¹		X ²
El Salvador		X ²	
Eniwetok (see Marshall Islands)			
Ethiopia			X
Finland (all locations outside Helsinki)	X		
Greece	X		
Greenland		X	
Guam	X		
Haiti	X ¹		X ²
Honduras		X ²	
Hong Kong	X		
Iceland	X ³		X ^{2 5}
Indonesia			X ²
Iran (except as indicated below)			X
Isfahan	X		
Tehran	X		
Israel	X ¹	X ²	
Italy			
La Maddalena	X ³	X ^{4 5}	
Sicily (Comiso and Ragusa)	X ³	X ^{4 5}	
Iwo Jima			X
Japan			
Kure	X ¹		X ²
Ryukyu Islands	X ¹		
Wakkanai	X ¹		X ²

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 Part 3: Civilian Employee Standard Tours of Duty

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<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>12-Month Tour</u>
Johnston Atoll	X ³		X ^{2 5}
Jordan	X		
Korea	X ¹		X ²
Kuwait	X ¹		X ²
Kwajalein (see Marshall Islands)			
Laos	X		
Liberia	X		
Libya		X	
Mahe Island			X
Marshall Islands			
Eniwetok			X
Kwajalein	X		
Mexico			
Coatzacoalcos	X ¹	X ^{2 5}	
Vera Cruz	X ¹	X ^{2 5}	
Midway Islands			X
Montenegro	X		
Morocco	X		
Nigeria	X ¹		X ²
N. Mariana Islands			
Saipan	X		
Oman	X ¹		X ²
Pakistan (except as indicated below)		X	
Islamabad			X ²
Karachi			X ²
Lahore			X ²
Peshawar			X ²
Panama	X		
Philippines	X		
Portugal			
Azores	X		
Puerto Rico	X		
Qatar	X ¹		X ²
Russia			
Moscow	X		
Saudi Arabia	X ¹		X ²
Serbia	X		
Somali Republic		X	
Taiwan	X		
Thailand	X ¹		X ²

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Part 3: Civilian Employee Standard Tours of Duty

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<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>12-Month Tour</u>
Turkey (except as indicated below)	X		
Cakmakli,			X ²
Corlu			X ²
Diyabakir			X ²
Izmir			X ²
Murs			X ²
Ortakoy			X ²
Sinop			X
Venezuela	X		
West Indies			
Eleuthera Island			X
Grand Bahama Island			X
Grand Turk Island			X
Mayaguana Island			X
San Salvador Island			X
St. Lucia Island			X
Yemen Arab Republic			
Sanaa	X ³		X ^{2 5}
Zaire	X		

1/ For an employee authorized, and accompanied by, a dependent.

2/ For an employee not authorized to have a dependent present.

3/ For an employee on an initial service agreement authorized, and accompanied by, a dependent.

4/ For an employee on an initial service agreement not authorized to have a dependent present.

5/ For an employee serving on a renewal agreement.

***PART IV: CIVILIAN EMPLOYEE SPECIAL CIRCUMSTANCE TOURS OF DUTY**

A. Special Circumstance Tour of Duty Locations. The tours of duty for the persons listed below are exceptions to the standard tours of duty in APP Q, Part III.

1. DOD Education Activity Personnel

a. Professional Personnel in 20 USC §§901-907 Teaching Positions. The tour of duty for a person in a teaching position under the DOD Education Activity (see 20 USC §§901-907) is 1 or 2 school years as required, plus the time required in the area because of arrival before the school year starts and while awaiting transportation upon departure. The school year for a person in teaching positions consists of not more than 190 working days including not less than 175 days of classroom instruction.

b. Professional Personnel Not in 20 USC §§901-907 Teaching Positions. The tour of duty for professional personnel not in 20 USC §§901-907 teaching positions is 12 months in those areas where the tour of duty for other DOD employees is less than 24 months. In all other areas, the tour of duty is 24 or 36 months, as appropriate. Professional personnel not in teaching positions include school principals, administrators, and other personnel whose services are required for a full calendar year.

c. Professional Personnel in 20 USC §§901-907 Teaching Positions Reassigned without Returning to CONUS to Positions Not Subject to 20 USC §§901-907 for which the Tour of Duty Is 36 Months. The tour of duty for professional personnel in 20 USC §§901-907 teaching positions reassigned without returning to CONUS to positions not subject to 20 USC §§901-907 for which the tour of duty is 36 months is a period of service, in addition to immediate prior OCONUS service, to complete 36 months.

d. Professional Personnel in 20 USC §§901-907 Principal and Assistant Principal Positions. The tour of duty for persons in principal and assistant principal positions under the DOD Education Activity (see 20 USC §§901-907 and DODEA Regulation 5301.4-R (“Salaries and Personnel Practices Applicable to Principals and Assistant Principals” available at <http://www.odedodea.edu/pers/manual/>)) is the same as for any other DOD civilian employee who is employed on a calendar-year basis. The tours are expressed in terms of school years rather than calendar years. Except as provided in pars. A1a, A1b, and A1c, tours of duty are 3 school years under the initial service agreement and 2 school years under each subsequent agreement.

2. Defense Intelligence Agency (DIA) Employee. The Director, DIA, administratively fixes the tour of duty for a DIA employee.

3. Scientists on Sabbatical Leave. The tour of duty for a scientist on sabbatical leave is 12 months.

4. Civilian Marine Personnel of the Military Sealift Command (MSC). The tour of duty for MSC civilian marine personnel is 12 months.

5. U.S. Naval Observatory Personnel, San Juan-El Leoncito Region of Argentina. The tour of duty for U.S. Naval Observatory personnel assigned to the San Juan-El Leoncito region of Argentina is 24 months.
6. Resident Technical Assistance Team, Talcahuano, Chile. The tour of duty for a civilian employee of the Resident Technical Assistance Team assigned at Talcahuano, Chile, is 24 months.
7. National Security Agency (NSA) Employees. Because of the nature of employment, the Director, NSA, administratively fixes the tour of duty for a NSA employee.
8. U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia. The tour of duty for a civilian employee of the U.S. Naval Medical Research Unit No. 3, Addis Ababa, Ethiopia is 24 months.
9. Air Force Management Interns. The tour of duty for a management intern assigned to the Department of the Air Force Management Intern Program in the area under the jurisdiction of Headquarters, Pacific Air Forces is 24 months. During the 24-month tour, the employee may be transferred to various posts throughout the area as management needs dictate.
10. Consultants and Experts. The tours of duty prescribed in pars. D2 through D10 do not apply to a consultant or an expert.

B. Establishing a Special Circumstance Tour of Duty

1. General. The special circumstance tour of duty established for a particular location applies to the entire location for accompanied and unaccompanied employees unless the requesting official indicates that the proposed tour should be limited to:
 - a. A specific area within the location (ex., Bahamas: Andros Island),
 - b. Accompanied or unaccompanied employees, and/or
 - c. An employee on a renewal agreement.
2. Exception Requests. A DOD component desiring to establish a special circumstance tour of duty must submit an exception request, to the PDUSD (P&R), stating the reasons for the exception.
3. Special Conditions. When special conditions justify it, and the interested components concur, tours of duty may be established in a given OCONUS area that differ among military departments, provided every effort is made to correct the special conditions which justify this practice and to establish a uniform tour of duty for the area as promptly as possible.

APPENDIX R

PART I: CONFERENCE PLANNING POLICY (FTR §301-74)

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. (FTR §301-74) The public interest requires that the Uniformed Services and DOD agencies exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services and agencies must select conference sites that minimize conference costs. When Service/DOD Agency representatives attend conferences sponsored by others, the Service/DOD Agency must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by Service members and DOD civilian employees, this guidance applies to conference travel paid for persons invited to travel in support of Government programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

2. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by a Uniformed Service or DOD Agency. See par. F. Examples include:

- a. Attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),
- b. Attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),
- c. Meeting room and audiovisual costs,
- d. Registration fees (with or without furnished meals other than refreshment/snacks),
- e. Speaker fees,
- f. Conference-related administrative fees, and
- g. Similar costs.

3. Conference lodging allowance: The lodging allowance that is up to 25 percent above the established geographical lodging portion of the per diem rate (rounded up to the next higher dollar). The per diem M&IE remains unchanged.

4. Site: Refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference, the Uniformed Service or DOD Agency (FTR §301-74.3) must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by
 - a. Ensuring appropriate management oversight of the conference planning process,
 - b. Performing cost comparisons of the size, scope, and location,
 - c. Determining if a Government facility is available at a lesser rate,
 - d. Considering conference alternatives, e.g., teleconferencing,
 - e. Maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. Minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. Minimize the conference administrative costs,
3. Minimize the attendees' travel costs,
4. Minimize the attendees' time costs,
5. Use Government-owned or Government provided facilities as much as possible,
6. Identify ways to save costs in selecting a particular conference site (e.g., lower off-season rates), and
7. Develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the Government ICW conference arrangements.

F. Cost Considerations. When planning a conference, the Uniformed Service or DOD Agency should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. Travel and per diem expenses,
2. Rent of rooms for official business,
3. Usage of audiovisual and other equipment,
4. Computer and telephone access fees,

*5. Light refreshments for morning, afternoon, or evening breaks exclude alcoholic beverages and include: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

For DOD policy regarding the use of appropriated funds to purchase food; see DOD, Office Of General Counsel (Fiscal) memorandum, 1 Sep 05, subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events. Questions about the DOD policy should be referred to OSD General Counsel (Fiscal).

NOTE: When a majority of the attendees (at least 51%) are in a travel status (see APP A), refreshments may be provided for all attendees (including local attendees);

6. Printing,
7. Registration fees,
8. Ground transportation, and
9. Attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, Uniformed Services and DOD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. Determination of lodging adequacy at the established per diem rate,
2. Overall convenience,
3. Fees,
4. Meeting space availability,
5. Equipment availability, e.g., audiovisual, fax,
6. Commuting or travel distance of most attendees, and
7. Other conference expenses.

H. Conference Site Selection (FTR §301-74.5)

1. Documentation. (FTR §301-74.19) The Uniformed Service or DOD Agency concerned must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.

2. Locality Per Diem Rate. (FTR §301-74.6; 74.7) Initial selection of a location must be based on the established per diem rate; however, to provide flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location.

3. Conferences Conducted in the District of Columbia. (FTR §301-74.17) Prior to scheduling, contact should be made with the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. A Customer Desk Guide can be found at the following website:

http://www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf.

NOTE: *This website is case sensitive.*

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation (FTR §301-74.14; 74.15)

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a Uniformed Service or DOD Agency at a place of public accommodation must be authorized by an official designated through the Secretarial Process.
3. FEMA-approved accommodations must be used when sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S. where applicable. The official designated by the Secretarial Process for authorizing the sponsoring and/or funding of a conference can make a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. (FTR §301-74.16) Any advertisement or application for attendance at a conference sponsored or funded by a Uniformed Service or DOD Agency must include notice:

1. That attendees must use FEMA-approved place of public accommodation unless a waiver has been issued as indicated in Part 1, item I3, and
2. Of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the Uniformed Service or DOD Agency provides Federal funds.

K. Selection of Attendees. Uniformed Services and DOD Agencies must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. Limit the Uniformed Service's or DOD Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. Provide for travel expense consideration when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. Is not an actual expense allowance,
2. May not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent (e.g., locality lodging rate \$100; maximum conference lodging rate can be \$125), and
3. May not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority (FTR, §301-74.24)

1. Government Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and authorize the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses (FTR, §301-74.8).
2. Non-government Sponsored Conference. The AO may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate (FTR, §301-74.9).

NOTE: If the Conference Lodging Allowance is inadequate, see JFTR, Chapter, 4, Part C, or JTR, Chapter 4, Part M for actual expense authorization reimbursement procedures.

O. Conference M&IE Rate

1. Light Refreshments. When the Government furnishes light refreshments at nominal or no cost to the attendee, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When the Government furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to Uniformed Service members and DOD civilian employees for each day meals are furnished. See Part II, item I of this APP for PMR computation examples.

P. Guidance for Conference Planning: Refer to FTR, Chapter 301, APP E for conference planning guidance procedures, which is necessary to plan a successful conference. Website address is:
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-14863>.

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