

JOINT TRAVEL REGULATIONS**VOLUME 2****CHANGE 510**

Alexandria, VA

1 April 2008

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 April 2008 unless otherwise indicated.

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This change includes all material written in the following CAP Items: 2-08(I), 5-08(I), and 6-08(I).

Insert the attached pages and remove the corresponding pages.

Remove and replace the following: App B, App D, App E2, and App R2.

This cover page replaces the Change 509 cover page.

BRIEF OF REVISION

These are among the major changes made by Change 510:

Chapter 5-TOC. Corrects incorrect footers.

C5154-J, Example 2. Clarifies example to reflect an employee married to another employee.

App A1. Updates website address.

App B. Updates website address.

App D. Updates website address.

App E2. Updates website address.

App R2. Updates website address.

App S. Recertifies Havana, Cuba as an authorized FEML location for members assigned to Havana.

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JOINT TRAVEL REGULATIONS

VOLUME 2

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

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PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)

C5150 GENERAL

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

C5152 ELIGIBILITY

The following are eligible for HHG transportation and storage in transit (SIT) at Government expense when relocation is in the Government's interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official duty station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of services;
4. An SES employee authorized last move home benefits (FTR §302-3.304);
5. An employee authorized a temporary change of station (TCS).

C5154 BASIC ALLOWANCES

A. General

1. An employee/appointee, who is authorized a move at Government expense is authorized HHG transportation.
2. NTS of HHG may be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302-8.1)
 - (a) CONUS isolated PDS;
 - (b) OCONUS PDS to which HHG transportation is limited;
 - (c) OCONUS PDS and NTS is in the Government's best interest or cost effective to do so; or
 - (d) Temporary change of station (TCS) (see par. C5715-B3).
3. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued; however, the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.
4. NTS of HHS is not permitted for a career SES employee for last move home.

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: Under no circumstances may the Government pay any expenses associated with excess weight.

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

1. Policy. PBP&E are HHG. If the PBP&E may cause an excess weight condition as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C5154-C3 (FTR §302-7.4). See Appendix A for the definition of PBP&E.

2. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

a. Before shipment occurs, the employee must furnish an itemized inventory of PBP&E for review by an official designated by the authorizing/order-issuing command.

b. The employee must furnish appropriate evidence (as determined by the authorizing/order-issuing command) that transporting the itemized materials as part of the HHG results in a weight in an excess weight situation.

c. An appropriate official designated by the authorizing/order-issuing command at the new PDS, must review and certify that the itemized PBP&E, are necessary for the proper performance of the employee's duties at the new PDS, and that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at Government expense) for the employee's use at the new PDS.

3. Administrative Expense. When the employee's PBP&E are authorized for shipment as an administrative expense:

a. The transportation cost is not chargeable to travel and transportation expenses appropriations.

b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific weight of the PBP&E. See par. C5170-D.

e. The PBP&E may be returned as an administrative expense to an employee's actual residence or any other location, at a cost not to exceed the constructed cost to the actual residence, for an employee separating from Government service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.17). See also par. C5180-C4.

4. Administratively Restricted HHG Weight

a. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. C5154-C2 and C5154-C3.

b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. (Example: The typical administratively limited weight allowance is 4,500 pounds. The employee has 1,000 pounds of PBP&E. The PBP&E is shipped in addition to the 4,500 pounds of HHG.)

c. PBP&E weight, when added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. C5154-C2 and C5154-C3.

D. Additional Consumable Goods (FTR §300-3.1)

1. An employee, assigned to an OCONUS PDS designated in Appendix F as one to which additional consumable goods may be shipped, is authorized a shipping allowance for such consumable items in addition to the 4,500 pounds HHG net weight allowance.
2. HHG weight, when added to the weight of other HHG authorized for shipment transportation and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
3. The employee's PCS travel authorization should show the consumable items authorized weight allowance in Appendix F.
4. Consumable goods are transported like HHG.

E. Weight Additive Articles (FTR §302-7.20). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 pounds is imposed by a HHG carrier on a 65 pound canoe, only 65 pounds is charged against the employee's 18,000 pounds weight allowance. See GSBCA 16131-RELO, 21 July 2003. *Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.*

F. HHG Transportation Expenses

1. Government-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
 - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
 - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
 - d. Storage in transit (SIT) NTE 90 days, as applicable. See par. C5190-B1.

NOTE: Delivery out of storage is authorized at Government expense, regardless of time in storage within the 2-year authorization period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at Government expense may be extended for the time period of an extension granted under par. C5750-C.

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:
 - a. Exceeding the authorized weight allowance;
 - b. Transportation between other than authorized locations;
 - c. Transportation of articles that are not HHG, (See Appendix A, definition of Household Goods);
 - d. Transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-E);
 - e. Special services requested by the employee, i.e., the cost of increased valuation liability; and.
 - f. Transportation related costs that are incurred by the Government due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. *See DOD 4500.9-R (DTR, Part IV) Chapter 401; website http://www.transcom.mil/j5/pt/dtr_part_iv.html.*

G. HHG Transportation and Storage Documentation (FTR §302-7.104)

1. Form and Voucher Preparation. See DODFMR, Volume 9, for information on submitting travel vouchers and the forms to be used. (website: <http://www.dtic.mil/comptroller/fmr/>).
2. Documents
 - a. PCS Travel Authorization. Travelers should be prepared to attach one or more copies of the PCS travel authorization to the voucher. Follow procedures in DODFMR regarding numbers of copies.
 - b. Documentation
 - (1) If required by financial regulations, the following documentation should be attached to the voucher:
 - (a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
 - (b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
 - (c) An official weight certificate/authenticated weight designation.
 - (2) Constructed weight may be used when:
 - (a) Proper weighing facilities are not available at origin/any point en route/destination, or
 - (b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims (FTR §302-7.11). HHG loss or damage claims are submitted IAW Service regulations.

I. Services. HHG (see Appendix A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY travel authorization/order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee's last PDS, actual residence, or another point;
2. Part of the shipment originates at the last PDS and the remainder at one or more other points;
3. The destination is the new PDS or another point; or
4. The destination for part of the HHG is the new PDS and the remainder is shipped to one or more other points.

NOTE: *The total amount paid by the Government must not exceed the cost of transporting the HHG in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS (FTR §302-7.7).*

J. Employee Married to an Employee or to a Uniformed Service Member

1. An employee married to another employee or to a uniformed service member retains HHG transportation and storage allowances if a PCS travel authorization/order is issued to the employee – even though the other spouse (employee or uniformed member) may also have a PCS travel authorization/order. See B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975). See JFTR, par. U5012-C for HHG transportation for a uniformed member married to a civilian employee when both are authorized HHG shipments to the same new PDS.

Example 1. An employee and the employee's uniformed member spouse each receive a PCS travel authorization/order. The member's PCS weight allowance is 12,500 lbs. See JFTR, par. U5310. The employee's PCS HHG weight allowance is 18,000 lbs. See par. C5154-B. Together they may ship 30,500 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG.

Example 2.** An employee married to another employee couple each receive a PCS travel authorization/order. Each employee's PCS weight allowance is 18,000 lbs. See pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. of HHG – but they may not both be paid or reimbursed for shipping the same HHG. ***Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. See GSBICA 16608-RELO, 3 August 2005.

K. HHG Transportation between Local Quarters.

1. Authorized Transportation. Local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written travel authorization/order to the employee directing a change in residence between any two dwellings. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. See B-138678, 22 April 1959 and 52 Comp. Gen. 293 (1972).

NOTE: *SIT is not authorized.*

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight. See par. C5170-D.
- d. The 18,000-pound limitation (par. C5154-B) and the 4,500-pound limitation (par. C5156) do not apply to this HHG transportation authorized.

C5156 ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)

A. Policy. When Government furnishings are provided at an OCONUS location, HHG transportation at Government expense to or from such an OCONUS location ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight. ***NOTE: A travel authorization/order permitting the State Department administrative HHG weight limit of 7,200 pounds is erroneous and only 4,500 pounds may be shipped at Government expense subject to the exceptions below.***

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.
3. If all Government furnishings are required to be returned to the Government and/or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance (18,000 pounds) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. The AO or designee may increase the restricted HHG weight allowance, when requested to do so by the employee. The increase may be up to the employee's maximum weight allowance (18,000 pounds) with HHG previously shipped or continued in storage counting against the increased weight allowance. One or more of the following conditions must apply:
 - a. The employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
 - b. The employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
 - c. Additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
 - d. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

MIXED MODES. Travel using a POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation (see par. C2203),
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for authorized POC use during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW the applicable JTR provisions. See JFTR, par. U2605 and JTR, par. C2505 for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-FOREIGN OCONUS AREA. The States of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

OCONUS.

A. Outside CONUS.

B. For permanent duty travel purposes with respect to Alaska, Hawai'i, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

OPEN MESS. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. *See AO.*

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in CONUS and in non-foreign OCONUS areas - see NOTE 2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, fires furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging taxes (see NOTE 2 below)*. **NOTE:** *The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.*

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

***NOTE 2:** *The maximum amount allowed for lodging in a CONUS and in a non-foreign OCONUS area does not include an amount for lodging tax. Tax on lodging in CONUS and in a non-foreign OCONUS area is a separately reimbursable travel expense. The maximum amount allowed for lodging in a foreign OCONUS area includes an amount for lodging tax. Tax on lodging in a foreign OCONUS area is not separately reimbursable. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for rates.*

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips. **NOTE:** *Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.*

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. See par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE:** *If, in the opinion of the AO, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.;*
- c. Laundry, dry-cleaning, and/or pressing of clothing (*except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of GTCC billings;
- f. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- g. Tax and service charges on any of the expenses in items 2 through 3f.

NOTE 3: *The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*

G. Personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: Excluded from PBP&E are sports equipment; and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used ICW the PBP&E.

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), rounded to the nearest dollar.

REDUCED PER DIEM. A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

RENEWAL AGREEMENT TRAVEL (RAT). See PERMANENT DUTY TRAVEL. Travel and transportation allowance for the purpose of the employee/dependents to return home on leave, between overseas tours of duty. See Chapter 5, Part K, for eligibility and limitations.

RESERVE COMPONENT. The:

- A. Army National Guard of the United States;
- B. Army Reserve;
- C. Naval Reserve;
- D. Marine Corps Reserve;
- E. Air National Guard of the United States;
- F. Air Force Reserve;
- G. Coast Guard Reserve; and
- H. Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Per Diem Committee Principal member, the Principal member's designated representative, or:

- A. Secretary of a Military Department,
- B. Director of a Defense Component,

C. Director, Administration & Management for:

1. Office of the Secretary of Defense,
2. Washington Headquarters Services,
3. Organization of the Joint Chiefs of Staff,
4. Uniformed Services University of the Health Sciences,
5. U.S. Court of Military Appeals, and

D. Designated representative for any of the above.

The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. C1002.

SECRETARY CONCERNED. As defined in 37 USC. §101(5), the Secretary of:

- A. The Army, with respect to matters concerning the Army;
- B. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
- C. The Air Force, with respect to matters concerning the Air Force;
- D. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
- E. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- F. Health and Human Services, with respect to matters concerning the Public Health Service.

When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT. See *DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES*.

SEPARATION TRAVEL. See *PERMANENT DUTY TRAVEL*.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE. A PCS between PDSs within the same city/area when the new PDS is at least 50 miles from the old PDS. See par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits), and items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

STANDARD CONUS PER DIEM RATE

A. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. See also par. C4550-E3.

B. The per diem rate for all CONUS locations when PDT is involved.

STANDARD GOVERNMENT MEAL RATE. The daily rate paid for meals in a Government dining facility including the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

STORAGE IN TRANSIT (SIT). Short-term storage that is part of HHG transportation. May be at any combination of the origin, in transit, or destination. Usually for 90 or fewer days, but may be extended. See par. C5190. Also referred to as temporary storage.

SUBSISTENCE EXPENSES. See *PER DIEM ALLOWANCE*

TEACHER. A civilian who is a citizen of the United States and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DOD Education Activity System.

TEMPORARY CHANGE OF STATION (TCS). The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

TEMPORARY DUTY (TDY). Duty at one or more locations, away from the PDS, under a travel authorization/order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's quarters allowance. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TEMPORARY STORAGE. *See STORAGE IN TRANSIT.*

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)

A. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from website: www.saipan.com).

B. Commonwealth of Puerto Rico

C. American Samoa

D. Baker Island

E. Guam

F. Howland Island

G. Jarvis Island

H. Johnston Atoll

I. Kingman Reef

J. Midway Islands

K. Navassa Island

L. Palmyra Atoll

M. Virgin Islands

N. Wake Island

TERRITORY OF THE UNITED STATES. (*Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*) An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to the jurisdiction of the United States. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

APPENDIX B

OCONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

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APPENDIX D

CONUS MAXIMUM PER DIEM RATES

For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

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APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all DOD Services) to prepare an ITA. Use of the sample format is not mandatory.

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

- The authorizing/order-issuing agent has arranged Transportation.
- Transportation tickets are included with this authorization.
- Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

To arrange transportation call: (____) _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for a traveler who is not a Government employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for a traveler who is not a Government employees, reimbursement for transportation may not exceed the least expensive coach/economy class air accommodations unless otherwise permitted in Joint Travel Regulations, Volume 2 (JTR), par. C2204-A.

It is DOD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler’s mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.485 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would ordinarily be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

*You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling ICW this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://perdiem.hqda.pentagon.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. See JTR, Chapter 4, Part L, for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. See JTR, Chapter 4, Part M, for applicable rules.

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

NOTE: The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government-funded travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those laundry/dry-cleaning and pressing costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

*The JTR is available at <http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>.

Address any inquiries regarding this travel to: _____

The travel authorized in this travel authorization is in the public interest, and is chargeable to: _____

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APPENDIX R

PART II: CONFERENCE ATTENDANCE

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

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

E. Registration Fees and Miscellaneous Expenses

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

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

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

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

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

5. Conferences/Training at the PDS: Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS cannot be paid as travel allowances per 37 USC §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, 13 January 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority. ***This regulation is not the authority for this payment nor is it a travel and transportation allowance.***

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

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

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

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

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

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

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

Decision

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

File: B-300826

Date: March 3, 2005

DIGEST

The National Institutes of Health (NIH) may pay for legitimate, reasonable conference costs, including meals and light refreshments, of a formal conference pertaining to Parkinson's disease subject to the conditions outlined herein. A formal conference typically involves topical matters of interest to, and participation of, multiple agencies and/or nongovernmental participants. In addition, other indicators of a formal conference include registration, a published substantive agenda, and scheduled speakers or discussion panels. An agency hosting a formal conference may consider the cost of providing meals and refreshments to conference attendees an allowable conference cost as long as:

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

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

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

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

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

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

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

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

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

***NOTE:** Per diem rates shown under the Rates & Allowances banner on the PDTATAC website contain pre-computed PMRs. The website is <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

2. PMR Voucher Computation Example: An employee/member is TDY for 3 days to a conference at CONUS location (Standard CONUS rate apply). Lodging is \$55/night and GMR is \$8.00. Government furnished meals are not available for the first and last day however two Government meals are available for the second day. AO authorizes a PMR of \$25.00 for the second day. **NOTE: Government mess deductions are not deducted for arrival and departure travel days (JTR, par. C-4553-C2 and JFTR, par. U4147).**

ITINERARY:		
Day 1	Depart Residence/Arrive TDY	
Day 2	TDY	
Day 3	Depart TDY/Arrive Residence	
REIMBURSEMENT:		
Date	Computation	Total
Day 1	$(\$39 \text{ (M\&IE)} \times 75 \text{ maximum \%}) = \$29.25 + \$55 =$	\$ 84.25
Day 2	$\$25 \text{ (PMR)} + \$55 =$	80.00
Day 3	$\$39 \times 75\% =$	29.25
TOTAL		\$ 193.50

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations in the table below are authorized for a:

1. Member and command-sponsored dependent; and
2. DOD civilian employee and dependent (*effective 2 Nov 2002*),

permanently assigned to the location.

B. Unauthorized Personnel. JFTR/JTR contents *do not apply to contractors or their employees* at FEML locations.

C. Authorization Period. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). See JFTR, par. U7207-D2 (uniformed member) and JTR, par. C7700-D2 (DOD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.perdiem.osd.mil/regchgs.htm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>30 Nov 2007</i>
Algeria, Algiers (<i>eff 5 Mar 2007</i>)	European	Frankfurt	28 Feb 2009
Angola, Luanda	European	Frankfurt	<i>30 Nov 2007</i>
Argentina, Buenos Aires	Southern	Miami	30 Apr 2009
Armenia, Yerevan	European	Frankfurt	<i>31 Jul 2007</i>
Australia			
Alice Springs	Pacific	Honolulu	31 Oct 2008
Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
Azerbaijan, Baku	European	Frankfurt	<i>31 Oct 2007</i>
Bahrain	Central	Baltimore	<i>31 Mar 2008</i>
Bangladesh, Dhaka	Pacific	Honolulu	31 Oct 2008
Barbados, Bridgetown	Southern	Miami	30 Apr 2009
Belarus, Minsk	European	Frankfurt	31 Jul 2009
Belize, Belmopan	Southern	Miami	30 Apr 2009
Bolivia, La Paz	Southern	Miami	30 Apr 2009
Bosnia, Sarajevo	European	Frankfurt	31 Jul 2009
Botswana, Gaborone	European	Frankfurt	31 Jul 2009

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Brazil			
Brasilia,	Southern	Miami	30 Apr 2009
Rio de Janeiro	Southern	Miami	30 Apr 2009
Sao Paulo	Southern	Miami	30 Apr 2009
Bulgaria, Sofia	European	Frankfurt	31 Oct 2007
Burma, Rangoon	Pacific	Honolulu	31 Oct 2008
Burundi, Bujumbura	European	Frankfurt	30 Nov 2008
Cambodia, Phnom Penh	Pacific	Honolulu	31 Oct 2008
Cameroon, Yaounde	European	Frankfurt	31 Jul 2009
Chad, N'djamena	European	Frankfurt	31 Jul 2009
Chile, Santiago	Southern	Miami	30 Apr 2009
China, Beijing	Pacific	Honolulu	31 Oct 2008
Colombia, Bogata	Southern	Miami	30 Apr 2009
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	31 Jul 2007
Costa Rica, San Jose	Southern	Miami	30 Apr 2009
Croatia, Zagreb	European	Frankfurt	31 Jan 2008
Cuba			
Guantanamo Bay	Southern	Jacksonville	30 Apr 2009
Cuba, Havana (for USCG uniformed members only)	USCG	Miami	*31 Jan 2010
Cyprus, Nicosia	European	Frankfurt	31 Jul 2007
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2009
Djibouti	Central	Baltimore	31 Mar 2008
Dominican Republic, Santo Domingo	Southern	Miami	30 Apr 2009
Ecuador, Quito	Southern	Miami	30 Apr 2009
Egypt	Central	Baltimore	31 Mar 2008
El Salvador, San Salvador	Southern	Miami	30 Apr 2009
Eritrea, Asmara	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	31 Jul 2009
Ethiopia, Addis Ababa	Central	Baltimore	31 Mar 2008
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	31 Jul 2009
Georgia, Tbilisi	European	Frankfurt	31 Oct 2007
Ghana, Accra	European	Frankfurt	31 Jul 2007

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Greece			
Athens	European	Frankfurt	31 Jul 2009
Larissa	European	Frankfurt	31 Jul 2007
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala, Guatemala City	Southern	Miami	30 Apr 2009
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2009
Guyana, Georgetown	Southern	Miami	30 Apr 2009
Haiti, Port au Prince	Southern	Miami	30 Apr 2009
Honduras, Tegucigalpa	Southern	Miami	30 Apr 2009
Hong Kong	Pacific	Los Angeles	31 Oct 2008
Iceland	European	Frankfurt	30 Sep 2007
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
Israel, Tel Aviv	European	Frankfurt	31 Jul 2007
Ivory Coast, (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	30 Apr 2009
Jordan	Central	Baltimore	31 Mar 2008
Kazakhstan, Almaty	Central	Baltimore	31 Mar 2008
Kenya	Central	Baltimore	31 Mar 2008
Kuwait	Central	Baltimore	31 Mar 2008
Kyrgyzstan, Bishkek	Central	Baltimore	31 Mar 2008
Laos, Vientiane	Joint POW/MIA	Honolulu	31 Oct 2006
Latvia, Riga	European	Frankfurt	31 Jul 2009
Lebanon, Beirut	Central	Baltimore	31 Mar 2008
Libya, Tripoli (<i>eff 4 Apr 2007</i>)	European	Frankfurt	31 Mar 2009
Lithuania, Vilnius	European	Frankfurt	31 Jul 2009
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2009
Madagascar, Antananarivo	Pacific	Frankfurt	31 Oct 2008
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Oct 2008
Mauritania, Nouakchott (<i>eff 28 Apr 2005</i>)	European	Frankfurt	31 Mar 2009
Mali, Bamako	European	Frankfurt	31 Jul 2009
Mexico, Mexico City	Northern	San Antonio	31 Aug 2008
Moldova, Chisnau	European	Frankfurt	31 Jul 2009
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Oct 2008

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Morocco, Rabat	European	Frankfurt	31 Jul 2009
Mozambique, Maputo	European	Frankfurt	31 Jul 2007
Namibia, Windhoek	European	Frankfurt	31 Oct 2007
Nepal, Katmandu	Pacific	Honolulu	31 Oct 2008
Nicaragua, Managua	Southern	Miami	30 Apr 2009
Niger, Niamey	European	Frankfurt	31 Jul 2009
Nigeria			
Abuja	European	Frankfurt	31 Oct 2007
Lagos	European	Frankfurt	31 Oct 2007
Oman	Central	Baltimore	31 Mar 2008
Pakistan	Central	Baltimore	31 Mar 2008
Panama, Panama City	Southern	Miami	30 Apr 2009
Paraguay, Asuncion	Southern	Miami	30 Apr 2009
Peru, Lima	Southern	Miami	30 Apr 2009
Philippines, Manila	Pacific	Honolulu	31 Oct 2008
Poland, Warsaw	European	Frankfurt	31 Oct 2007
Qatar	Central	Baltimore	31 Mar 2008
Romania, Bucharest	European	Frankfurt	31 Jul 2009
Russia, Moscow	European	Frankfurt	31 Jul 2009
Rwanda, Kigali	European	Frankfurt	31 Jul 2009
Saudi Arabia	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2009
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Nov 2007
Singapore	Pacific	Honolulu	31 Oct 2008
South Africa, Pretoria	European	Frankfurt	31 Jul 2009
Sri Lanka, Columbo	Pacific	Frankfurt	31 Oct 2008
Suriname, Paramaribo	Southern	Miami	30 Apr 2009
Syria, Damascus	Central	Baltimore	31 Oct 2008
Taiwan, Taipei	Pacific	Sydney	31 Oct 2008
Tajikistan	Central	Baltimore	30 Sep 2008
Tanzania, Dar Es Salaam	European	Frankfurt	31 Oct 2007

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Thailand			
Bangkok	Pacific	Honolulu	31 Oct 2008
Chiang Mai	Pacific	Honolulu	31 Oct 2008
Trinidad and Tobago, Port of Spain	Southern	Miami	30 Apr 2009
Tunisia, Tunis	European	Frankfurt	31 Jul 2009
Turkey, Ankara	European	Frankfurt	31 Jul 2009
Turkmenistan, Ashgabat	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2009
Ukraine, Kiev	European	Frankfurt	31 Jul 2009
United Arab Emirates	Central	Baltimore	31 Mar 2008
Uruguay, Montevideo	Southern	Miami	30 Apr 2009
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela, Caracas	Southern	Miami	30 Apr 2009
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2009
Zimbabwe, Harare	European	Frankfurt	31 Jul 2009

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

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