

JOINT FEDERAL TRAVEL REGULATIONS**VOLUME 1****CHANGE 268**

Alexandria, VA

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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 April 2009 unless otherwise indicated.

LYNN S. HEIRAKUJI

Deputy Assistant Secretary of the Army
Manpower and Reserve Affairs
(Personnel Oversight)

DANIEL A. NEPTUN

RDML, USCG
Director of Personnel Management
United States Coast Guard

LYNDA DAVIS

Deputy Assistant Secretary of the Navy
(Military Personnel Programs)

JONATHAN W. BAILEY

RADM, NOAA
Director, NOAA Corps

BARBARA J. BARGER

Deputy Assistant Secretary of the Air Force
(Force Management Integration)

***DENISE S. CANTON, J.D., Ph.D., R.N.**

RADM, USPHS
Director, Office of Commissioned Corp Force
Management (OCCFM)
Department of Health and Human Services

This change includes all material written in the following MAP items: 107-08; 119-08; 1-09(I); 3-09(I) through 8-09(I); 10-09(I) through 12-09(I); and 14-09(I).

Insert the attached Parts/Sections and remove the corresponding Parts/Sections.

This cover page replaces the Change 267 cover page.

BRIEF OF REVISION

These are the major changes made by Change 268:

U2600-A. Changes the local and TDY POC, airplane, and motorcycle mileage rates. The rate decreases for a car from \$0.585 to \$0.55 per mile, an airplane \$1.26 to \$1.24, and a motorcycle \$0.585 to \$0.52. These changes are effective 1 January 2009 and made IAW GSA's Federal Travel Regulation amendment 2009-01 (Federal Register (Vol. 74, No. 10, pages 2397-2398)) dated 15 January 2009.

U4173-D, and U4175-B and APP E2. Updates the local and TDY mileage rates from \$0.585 to \$0.55 per mile.

U5105-E, U5210-D, and U5106. Updates the MALT rate computation examples to reflect the change from \$.27 to \$.24 per mile.

U5215-D1. Clarifies travel and transportation allowances based on dependent children's age changes in par. U5215-D.

U5310-C. Provides authority that the Secretary concerned may authorize an additional weight allowance of up to 500 pounds for professional books, papers and equipment (PBP&E) that belong to the member's spouse when on a Permanent Change of Station IAW the National Defense Authorization Bill Fiscal Year 2009, Section 621, Special Weight Allowance for Transportation of Professional Books and Equipment for Spouses.

U5315-B. Changes the admin weight allowance to 50 percent of the full HHG weight allowance for members serving an accompanied tour in Korea (except Chinhae and Osan which are full JFTR weight locations) and leave the 25 percent admin weight allowance (or 2,500 pounds, whichever is greater) for those members serving an unaccompanied tour.

U5417. Removes the words “advantageous and cost effective to the Government,” changes “owning” to “possessing” the vehicle, and updates the MALT rate computation examples to reflect the change from \$.27 to \$.24 per mile.

U7150-C. Updates the local and TDY mileage rates from \$0.585 to \$0.55 per mile.

U9000-A. States that a member is authorized COLA for a dependent who is also an employee and DOD policy is that the employee’s post allowance is at the ‘without family’ rate.

U10026-B3b; U10400, Table U10E-1, rule 16; U10416-D; Table U10E-12, rules 5-7; U10424-D1; U10428-B; U10428-D1; U10428-D1b; U10428-D1d; U10428-D2; U10428-E2d; U10428-E3; U10428-F, Table U10E-16; and U10428-F, Table U10E-17. Replaces the terms ‘permanent residence’ and ‘principal residence’ with ‘primary residence’ as used in Title 37 USC §403g. Clarifiers that once a member arrives at a PDS (including a location for training of 20 or more weeks) the member is no longer in the accession pipeline.

APP A1. Provides authority that the Secretary concerned may authorize an additional weight allowance up to 500 pounds for professional books, papers and equipment (PBP&E) that belong to the member’s spouse when on a Permanent Change of Station IAW the National Defense Authorization Bill Fiscal Year 2009, Section 621, Special Weight Allowance for Transportation of Professional Books and Equipment for Spouses.

APP A2. Adds acronyms for “quarters” (QTRS) and “Reserve Component” (RC) to Appendix A, Part II.

APP E1-C5a. Updates JTR, par, C4979-C removing the prohibition that travel and transportation is not authorized for dependents or next of kin to accompany an employee receiving an honor award, except as an attendant for a handicapped employee. This language was overruled in Comp Gen Decision B-233607, dated 26 October 1989. Based on that decision and guidance issued by OPM, language was incorporated into APP E, Part I, C5. Decision number will be added for further clarification.

APP Q1 and Q3. Updates APP Q, Part III, footnote 7, by removing language indicating that an employee who elects to return dependents to CONUS based on security conditions detrimental to the wellbeing of the family may serve an unaccompanied 12 month tour. Employee unaccompanied tour length for Bahrain remains at 18 months. Also updates accompaniment for OCONUS Tours for Bosnia-Herzegovina, Liberia, and Yemen.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

CHANGE 268

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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264	U2C-1	268	U4B-23	264	U5B8-3	264	U5D4-9	266	U5H-7
264	U2C-3	268	U4B-25	264	U5B8-5	268	U5D5-1	266	U5H-9
264	U2D-1	268	U4B-27	264	U5B9-1	268	U5D5-3	268	U5I-1
264	U2E-1	268	U4B-29	264	U5B9-3	268	U5D6-1	264	U5J-1
264	U2F-1	265	U4C-1	264	U5C1-1	268	U5D6-3	264	U5J-3
264	U2G-1	265	U4C-3	264	U5C1-3	268	U5D7-1	264	U5J-5
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267	U3-i	265	U4C-7	268	U5C3-1	263	U5D8-1	264	U5J-9
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264	U3B3-1	265	U4H-7	266	U5C5-3	263	U5D12-3	264	U6A3-3
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265	U6B3-5	265	U8-1	263	U10E4-3	266	H2B-1	268	Q1-3
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264	U7B-1	266	U9B-3	268	U10E11-1	266	J-i	263	S-1
265	U7C-1	266	U9B-5	268	U10E11-3	266	J1-1	263	S-3
265	U7D-1	264	U9C1-1	263	U10E12-1	266	J1-3	267	T-i
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264	U7F1-1	264	U9C2-1	268	U10E13-3	266	J3-1	267	T-3
264	U7F1-3	264	U9C2-3	268	U10E13-5	266	K-i	267	U-1
265	U7F2-1	264	U9C3-1	268	U10E13-7	266	K1-1	267	V-1
265	U7F3-1	264	U9C4-1	268	A1-1	266	K1-3	267	V-3
268	U7G-1	264	U9C5-1	268	A1-3	266	K1-5	267	V-5
268	U7G-3	264	U9C6-1	268	A1-5	266	K2-1		
268	U7G-5	264	U9C6-3	268	A1-7	266	K3-1		
268	U7G-7	264	U9C6-5	268	A1-9	266	K4-1		
268	U7G-9	264	U9C6-7	268	A1-11	267	L-i		
268	U7G-11	265	U9C7-1	268	A1-13	267	L-1		
267	U7H1-1	265	U9C7-3	268	A1-15	267	L-3		
267	U7H1-3	266	U9D-1	268	A1-17	267	L-5		
267	U7H1-5	266	U9D-3	268	A1-19	267	L-7		
267	U7H1-7	263	U10-i	268	A1-21	267	M-1		
267	U7H1-9	263	U10-iii	268	A1-23	267	N-i		
267	U7H1-11	263	U10-v	268	A1-25	267	N1-1		
267	U7H1-13	263	U10-vii	268	A1-27	267	N1-3		
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267	U7J-1	268	U10A-9	266	B-1	267	O-5		
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PART H: MILEAGE AND MALT RATES

U2600 TDY & LOCAL TRAVEL

A. TDY Mileage Rate Chart. TDY mileage rates for local and TDY travel are:

<u>POC</u>	<u>Rate Per Mile</u>	<u>Effective Date</u>	<u>NOTE</u>
Airplane	*\$1.24	*1 Jan 2009	1
Automobile (if no GOV is available)	*\$0.55	*1 Jan 2009	1
Motorcycle	*\$0.52	*1 Jan 2009	1
POC use instead of a GOV'T-furnished vehicle (if a GOV is available) when use of a GOV'T-furnished vehicle is to the GOV'T's advantage	\$0.285	4 Feb 2005	
Partial reimbursement for POC use when the member is committed to use a GOV and a GOV has been procured and is available for the member's use but the member elects to use a POC	\$0.125	4 Feb 2005	

NOTE:

**1 For travel performed on or after 1 January 2009.*

B. Helicopter and Privately-owned Boat. Use of a privately owned aircraft other than an airplane (e.g., helicopter) and a privately-owned boat are not reimbursed on a TDY mileage basis. See pars. U3305-C and U3305-D.

C. POC Use Instead of GOV. See par. U3345 for POC use instead of a GOV.

D. GOV Advantageous POC Rates. GOV advantageous POC rates consist of:

1. \$0.285/mile (fixed cost \$0.16 and variable cost \$0.125) if GOV use is to the GOV'T's advantage, there is a GOV available, but one has not been procured specifically for the member's use.
2. \$0.125/mile (variable cost) when a GOV is directed, has been procured for the member's use, is available for the member's use and the member elects to use a POC.

U2605 PCS TRAVEL

A. General. The MALT amount for authorized POC use during official PCS travel is determined using the official distance for which MALT may be paid under the circumstances as determined IAW the applicable JFTR provisions.

B. MALT Rate

1. *Effective 1 January 2009*, the MALT rate per authorized POC is \$.24/mile. The MALT rate in effect from 1 July – 31 December 2008 was \$.27/mile.
2. The \$.24/mile rate is effective for all PCS travel that commences on or after 1 January 2009 (i.e., the initial travel is started).
3. PCS travel that commenced prior to 1 January 2009 must be paid at the old rate (\$.27/mile) even if the travel was not completed until after 1 January 2009.

4. See par. U5015 for general information and reimbursement ICW MALT.

NOTE 1: *Regardless of the POC type used (except as described in par. U2615), this is the PCS travel MALT rate. See par. U2020 for official distance determination.*

NOTE 2: *See par. U5105-B if more than one member travels as an authorized traveler in a POC.*

U2610 CONVERTING KILOMETERS TO MILES

One kilometer equals .62 mile. To convert kilometers to miles, multiply the number of kilometers times .62 to give the equivalent number of miles. The equation for this would be ***Kilometers x .62 miles/km = Miles.***

EXAMPLE: To convert 84 kilometers to miles, multiply 84 times .62 which equals 52 miles. The equation for this would be 84 km x .62 miles/km = 52 miles.

U2615 SELF-PROPELLED MOBILE HOME

Mileage reimbursement for a self-propelled mobile home driven overland/over water is the automobile mileage rate in par. U2600 for the official distance between authorized points. See also par. U5510-B.

PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. *The per diem rate is determined based on the member's TDY location, not the lodging location.* See par. U4129-G if neither GOV'T nor commercial QTRS are available at the TDY location. Per diem rates are prescribed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

NOTE: *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, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.*

U4101 WHEN IS PER DIEM AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS authorization/order,
4. Delays to qualify for reduced travel fares (see par. U4326-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends. See par. U2200-C.

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

NOTE: *A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day. See par. U5160.*

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized "Lodgings-Plus" per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the departure day from or return day to the PDS ICW TDY away from the PDS. For transportation allowances see

Ch 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and QTRS necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DOD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent QTRS at the old PDS and lodged in temporary QTRS during the TDY.

Exception: A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 - 31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment. This does not preclude payment of the per diem 'IE' IAW par. U1035 for a member hospitalized at the PDS.

E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances, see par. U3001. This does not preclude payment of the per diem 'IE' IAW par. U1035 for a member hospitalized within the local area of the PDS.

F. Round Trips within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See Ch 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an authorization/order directing no/limited reimbursement (see par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or QTRS necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. *A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.*

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS authorization/order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that authorization/order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty aboard a GOV'T Ship. A member is not authorized per diem for any TDY period or training duty aboard a GOV'T ship when both GOV'T QTRS and dining facility/mess are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. *There is no per diem paid for the first and/or last travel day by GOV'T ship when it departs from the port at the member's PDS and/or returns to the port at the PDS.* The TDY training duty is unbroken when a member transfers between GOV'T ships at the same place and the transfer is made within a 10-hour period. When QTRS are required to be retained at the same or a prior TDY location, reimbursement for the cost of such QTRS is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When QTRS are required to be retained at the same or a prior TDY location, reimbursement for the cost of such QTRS is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues

a statement to the member indicating that either GOV'T QTRS at no charge or GOV'T meals at no charge for an enlisted member (or both), were not available during stated periods of the field duty;

2. Member is participating in the advance planning or critique phase of the operation; or
3. Secretary Concerned authorized payment of a per diem to a member who is performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. Par. U4102-L does not prohibit reimbursement under par. U4510 for occasional meals or QTRS necessarily procured. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

M. **TDY aboard Foreign (Non-Government) Ship.** A member is not authorized a per diem allowance for any period of TDY aboard a non-government foreign ship when both QTRS and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure. If a member is required to retain unoccupied QTRS at the location where TDY was performed just before performing duty aboard a non-government foreign ship, reimbursement for the cost of such QTRS must be made under par. U4135.

N. **Member in a Missing Status.** A member is not authorized per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

O. **Members Traveling Together.** 'Members traveling together' refers to travel away from the PDS during which the mission requires the travelers to remain together as a group while actually traveling. Ordinary travel reimbursements apply unless the members' authorization/order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, should be provided without cost to the members. ***No per diem is payable on days members travel when the authorization/order directs limited or no reimbursement for members traveling together.*** The restriction applies to per diem payment only on the travel days between duty locations and does not include allowances for full days at the duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location and continues until arrival at the PDS. ***Directing several members to travel together with limited or no reimbursement must never be done simply to save travel funds.*** If meals or QTRS are not available, reimbursement is authorized for occasional meals and QTRS under par. U4510. Limited reimbursement refers to reimbursement for occasional meals and QTRS.

P. **Straggler.** A member, who becomes separated from the others while traveling as one of several members traveling together under an authorization/order directing limited or no reimbursement, must be provided for in the manner prescribed in Ch 7, Part N.

U4105 PER DIEM PAYABLE IN SPECIFIC CASES

A. **TDY ICW Fitting-out or Conversion of a Ship or Service Craft.** A member, assigned to TDY ICW fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authority ends on the date the member's assignment is changed from TDY ICW fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship ICW ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/ decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the GOV'T.

B. Travel by U.S. or Foreign Government Ship for 24 or More Hours

1. **Member Not Charged for Meals.** A member is not authorized per diem when traveling aboard a U.S. or

foreign government ship when meals are furnished without charge, except on days of embarkation and debarkation if otherwise authorized under par. U4105-C.

2. Member Charged for Meals. A member traveling aboard a U.S. or foreign government ship, other than an oceangoing car ferry, of 24 or more hours as a passenger (except those aboard for TDY or training) who is charged for meals is authorized per diem equal to the cost of the meals furnished, except on the embarkation and debarkation days.

C. Travel, TDY Aboard a Commercial Ship or a U.S. GOV'T Ship Totally Leased for Commercial Operation. Except for the days of arrival/embarkation and departure/debarkation, for travel aboard a commercial ship, a per diem rate equal to the anticipated expenses should be set. The AO should state in the authorization/order the circumstances warranting the rate.

D. Field Duty. The Secretary Concerned may authorize a per diem rate in a lesser amount than prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the member concerned in lieu of the prescribed rate regardless of the OCONUS location and may be paid during periods which would otherwise be field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization/order. The authorized rate should be paid for the period of time specified and be such that the total per diem paid during the entire period that the member is subject to the authorized rate is about equal to that which the member would receive for the same period under, <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary Concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no further re-delegations. **NOTE: See par. U4800-E for a member TDY within a Combatant Command or Joint Task Force AOR.**

E. Member Dies while in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death NTE the ordered travel official distance.

F. Ordered to TDY while on Leave. **Par. U4105-F applies only if the need for the TDY is unknown prior to the member's departure on leave.** If the TDY is known before departure on leave, the member is reimbursed actual travel expenses NTE the constructed round-trip cost between the PDS and TDY location. **City-pair airfares are not authorized for use to/from the leave point if the TDY requirement is known before leave is begun.**

1. TDY at Leave Point. A member on leave away from the PDS, who receives a TDY authorization/order to perform TDY at the leave point, is authorized per diem for the TDY performed in compliance with the authorization/order.

2. TDY at other than Leave Point

a. Authorized to Resume Leave upon TDY Completion. A member on leave away from the PDS, who receives a TDY authorization/order to other than the leave point, is authorized round-trip transportation and per diem for travel between the leave address (or the place at which the authorization/order is received, whichever applies), and the TDY location. See par. U3100-B. TDY allowances are payable at the TDY location.

b. Directed to Return to PDS upon TDY Completion. A member away from the PDS, who receives a TDY authorization/order at other than the leave point, is authorized transportation and per diem for travel from the:

(1) Leave address (or place at which the authorization/order is received, whichever applies), to the TDY station (see par. U3100-B), and

(2) TDY station to the PDS.

TDY allowances are payable at the TDY location.

c. Directed to Proceed to New PDS upon TDY Completion. A member is authorized PCS travel and transportation allowances for travel performed from the:

- (1) Old PDS to the leave address or to the place at which the authorization/order was received, whichever applies, NTE in either case the official distance from the old PDS to the new PDS; and
- (2) Leave address or place at which the authorization/order is received, as applicable, to the TDY station; and
- (3) TDY station to the new PDS.

TDY allowances are payable at the TDY location.

G. Authorization/Order Canceled while the Member Is en route to a TDY Station. If a TDY authorization/order is canceled while a member is en route to a TDY station, round trip travel and transportation allowances are authorized from the PDS (or residence, as appropriate) to the point at which the cancellation notification was received (includes a leave point) and return to the PDS, NTE the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day on which member was in a leave status (51 Comp. Gen. 548 (1972))

H. TDY within the PDS Limits. Travel and transportation allowances are authorized for a member performing TDY (other than at the member's residence or normal duty location) within the limits of a PDS when authorized by competent authority. *Par. U4105-H allowances are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to Federal GOV'T property provided overnight accommodations are used by reason of such duty.* See Ch 3 for transportation allowances.

I. Contingency Operation Flat Rate Per Diem Allowance. The Secretary Concerned may authorize a contingency operation flat rate per diem allowance for a member assigned TDY to a contingency operation for more than 180 consecutive days at one location. The reduced flat rate per diem allowance is equal to 55% of the applicable maximum locality per diem amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. Retroactive application of this authority to an existing travel authorization/order dated prior to par. U4105-I effective date of 1 February 2008 violates par. U2105. Except to correct or to complete an authorization/order to show the original intent, a travel authorization/order must not be revoked or modified retroactively to create, deny, or change an allowance (24 Comp. Gen. 439 (1944)). See APP A for the definition of contingency operation.

1. Limitations. The following circumstances may affect reimbursement of per diem allowance.

- a. Retained lodging expenses during a member's authorized absence. See pars. U7225 and U7226.
- b. Contingency operation flat rate per diem allowance applies to TDY at the specified location. If a member is sent TDY to another location, the appropriate per diem, computed using the 'Lodgings-Plus' method, for that area applies.
- c. See par. U4135 for dual lodging information.

2. Delegation Authority. The Secretary Concerned may delegate authority to prescribe a contingency operation flat per diem rate via the Secretarial Process to an official at the O-6 or GS-15 level with no further re-delegation authorized.

3. Contingency Operation Per Diem Allowance Exception. The Secretary Concerned or authorized delegated authority may adjust the contingency operation flat rate per diem allowance when the 55% rate is determined to be insufficient or overly generous. *Per diem rate adjustment must be authorized before travel.* For example, the Secretary Concerned or the authorized delegated authority, before travel begins, may authorize the following per diem rate adjustments:

- a. Lower the 55% to 50% to accommodate slightly lower than expected anticipated expenses; or
- b. Increase the 55% to 60% to accommodate slightly higher than anticipated expenses; or
- c. Increase the per diem in 10% increments above 60% (NTE 100%) if 60% is insufficient.
- d. Full locality per diem rate (and 'Lodgings-Plus' computation) continuation when reduced cost long-term rental or lease facilities are not available at the specified location.

4. **Per Diem Computation Procedures.** The contingency flat rate per diem rate is rounded up to the next higher dollar and paid in a fixed amount NTE 55% of the applicable maximum daily TDY locality per diem rate, plus lodging tax (see par. U4105-I4c), in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. ***A lodging receipt is not required; however, one may be necessary IAW Service regulations to support miscellaneous lodging tax reimbursement.*** Ensure the member has asked about and taken advantage of any tax exemption that may exist.

- a. Pay 55% (or the appropriate percent) of the locality per diem allowance rate (plus CONUS lodging tax separately if applicable on the 55% or appropriate percentage) except for the days of departure from and/or return to the PDS. See par. U4147.
- b. Pay 75% of the M&IE rate plus the lodging cost if applicable on the arrival date at the TDY location and 75% of M&IE on the return day at the PDS.
- c. Lodging tax in CONUS and in non-foreign OCONUS areas is a miscellaneous reimbursable expense in addition to the 55% (or appropriate percent) per diem. ***Lodging tax in a foreign OCONUS area is part of the per diem lodging ceiling and is not separately reimbursable.***
- d. If authorized travel requires more than one day en route to the TDY contingency operation location where a reduced flat per diem rate is authorized, per diem at the stopover point is based on the stopover locality per diem rate and is not at the 55% rate. See par. U4145-B. The flat rate per diem rate is effective the day after the member is to report to TDY location. See pars. U4149 or U4151.
- e. For multiple TDY assignments between the contingency operation TDY location and other locations such as a uniformed service facility where GMR or PMR or similar deductible meals are available (par. U4165) or commercial lodging - the locality per diem applies for the official travel days. When dual lodging is authorized, pay NTE the maximum locality per diem lodging rate (not the flat rate per diem amount) for the contingency operation TDY location. See par. U4105-I1c. The applicable per diem rate is effective the day after the reporting date to the TDY location. See pars. U4149 or U4151.

5. **Computation Example.** A member is ordered TDY to a CONUS location for two years ICW a contingency operation. The Secretary Concerned authorizes 55% reduced flat rate per diem in the TDY authorization/order at the onset. The locality per diem allowance rate for the location is \$259 (\$198/ \$61). The actual long-term lodging cost is anticipated to be \$95/night (on a monthly or yearly lease) and the daily lodging tax is \$15, - a separate miscellaneous reimbursable expense.

The contingency reduced flat rate per diem allowance is set at 55% or \$143 ($\$259 \times 55\% = \142.45 , rounded up to \$143), plus lodging tax of \$15/night.

Pay the reduced flat rate per diem of \$143, plus \$15 lodging tax/night (***NOTE: If the \$95/night rate is known before the fact, the flat rate percentage could be reduced to 50% (or $\$198 \times .5 = \99) plus the appropriate lodging tax.***)

Pay the first TDY day - \$140.75 (Lodging - \$95 + M&IE - \$45.75 ($\$61 \times 75\% = \45.75) plus lodging tax of \$15.

Pay the second TDY day up to the day before departure from the TDY location - \$143/day plus \$15 lodging tax.

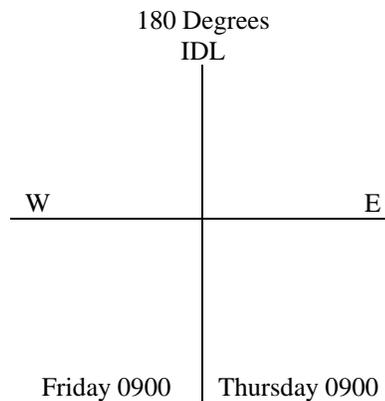
Pay the departure TDY day to the PDS - \$45.75 ($\$61 \times 75\% = \45.75).

J. When the TDY Station Becomes the PDS. A member, who while at a TDY station receives a PCS authorization/order or information indicating that the member is to be transferred to the TDY station on a *specified future date*, is authorized payment of otherwise proper TDY allowances for the TDY involved and return travel to the old PDS. See par. U7125-C if the TDY station is designated as the new PDS *effective immediately*.

U4115 INTERNATIONAL DATELINE

A. International Dateline (IDL). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL it is Friday west of the IDL.

B. Computing Per Diem when Crossing the International Dateline (IDL)



C. Computation. The following are examples of computing per diem allowances and making cost comparisons under par. U4115:

EXAMPLE 1			
TDY Travel Involving IDL with a 'Lost' Day			
The TDY location lodging cost is \$135/night. The per diem rate is \$225 (\$135/ \$90).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.			
When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.			
A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
20-24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$90 =		\$67.50
19 August Thursday	NO PER DIEM		
20-24 Aug (Friday-Tuesday)	\$135 (lodging) + \$90 (M&IE) = \$225/day x 5 days =		\$1,125.00
25 Aug Wednesday	\$90 (M&IE)=		\$90.00
25 Aug Wednesday	75 % x \$90 =		\$67.50
Total			\$1,350.00

EXAMPLE 2			
TDY Travel Involving IDL without a 'Lost' Day			
TDY location lodging cost is \$140/night. The per diem rate is \$218 (\$146/ \$72).			
The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.			
When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.			
A GOV'T dining facility/mess is not available at the TDY point. AEA is not authorized.			
ITINERARY			
Date	Depart	Arrive	At
18 Aug Wednesday	PDS/Residence		
19-24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
18 Aug Wednesday	75 % x \$72 =		\$54.00
19-24 Aug (Thursday-Tuesday)	\$140 (lodging) + \$72 (M&IE) = \$212/day x 6 days =		\$1,272.00
25 Aug Wednesday	75 % x \$72 =		\$54.00
Total			\$1,380.00

U4125 PER DIEM UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

Per diem computed under this Part is based on the 'Lodgings-Plus' computation method. The total daily per diem amount may not exceed the applicable daily locality rate. See par. U2510 concerning receipts.

U4127 LODGING TAX UNDER 'LODGINGS-PLUS'

A. CONUS and Non-foreign OCONUS Areas. The maximum locality amount for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is separately reimbursable when per diem (or AEA as in Ch 4, Part C) is paid except when 'MALT-Plus' per diem for POC PCS travel is paid. See APP G.

B. Foreign Areas. The maximum locality lodging amount in foreign areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging tax. *Tax on lodging in foreign areas are not separately reimbursable when per diem (or Ch 4, Part C AEA) is paid.*

U4129 LODGING UNDER THE 'LODGINGS-PLUS' COMPUTATION METHOD

A. General. The amount allowed for lodging expense is the expense actually incurred or the maximum locality amount for lodging at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, whichever is less. Reimbursement computation for the commercial lodging cost incurred for any day that the member was TDY to a U.S. INSTALLATION and GOV'T QTRS were available on that U.S. INSTALLATION is in par. U1045.

B. Commercial Lodging. Except as provided for double occupancy in par. U4129-D, when a member uses commercial lodging facilities (i.e., hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

C. GOV'T QTRS. A fee/service charge paid for GOV'T QTRS is an allowable lodging expense.

D. Double Occupancy. In the case of double occupancy, each official traveler is allowed one-half of the double occupancy charge if a room is shared with another official traveler. **NOTE: Double occupancy does not limit the traveler's lodging per diem ceiling eligibility. Ex: Two official travelers who share a room in a \$100/night lodging area have \$200 with which to pay for a room.** Otherwise, the official traveler is allowed the single room rate. *The official traveler must provide the single room rate.*

E. Lodging with a Friend or Relative. *Lodging cost reimbursement is not authorized for a member who stays with a friend or relative.* A member, who lodges with friends or relatives, is authorized the TDY location M&IE rate, if otherwise eligible. The lodging reimbursement examples below apply for official travel to include as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the member has the option to stay with friends or relatives. *The Service/Agency cannot direct the member to lodge with friends or relatives.*

Example 1: A member (outpatient) and a DOD civilian employee (attendant), each traveling under an official TDY travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The member is not authorized lodging reimbursement, but the DOD civilian employee possibly may be eligible for reimbursement of some lodging costs. See JTR, par. C4555-B3.

Example 2: A member is TDY (active duty call-up) to Location A and stays in commercial lodging. A family member later joins the member at personal expense. The member is authorized up to the single room rate and room tax on the single rate if applicable.

F. Lodging in other than Commercial Facilities. When no commercial lodging facilities are available (i.e., in remote areas) or when there is a room shortage because of a special event (e.g., World Fair or International Sporting Event), the cost of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the member must provide a written explanation that is acceptable to the AO/designated representative.

G. Lodging Not Available at TDY Station. The TDY locality per diem rate or the AEA (see Ch 4, Part C) ceiling for the location where lodging is obtained is used for computation *only* when a member is TDY at a place where neither GOV'T nor commercial QTRS are available. ***NOTE: Par. U4129-G applies only when the locality per diem rate for the lodging location is higher than the locality per diem rate for the TDY location. The higher per diem rate must be authorized/approved by the AO.***

U4131 APARTMENT, HOUSE, OR RECREATIONAL VEHICLE REIMBURSEMENT WHILE TDY

A. General. An apartment, house, or recreational vehicle (includes a mobile home, a camper, a camping trailer, or self-propelled mobile recreational vehicle) qualifies as QTRS. Par. U4129-E applies for lodging with a friend/relative.

B. Expenses. Allowable lodging expenses are:

1. Apartment, house, or recreational vehicle rent;
2. Parking space for the recreational vehicle rent;
3. Appropriate and necessary furniture rental, such as a stove, refrigerators, chairs, tables, beds, sofas, television, and a vacuum cleaner;

NOTE 1: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the GOV'T by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).

NOTE 2: A member who rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from a previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. Adopted from GSBKA 16699-TRAV, 17 August 2005 (This decision is available at: <http://www.gsbca.gsa.gov/travel/t1669917.txt>).

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell phone fee may not be claimed. See APP G for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a member to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/

disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the traveler is authorized per diem during the entire TDY trip.

U4133 LODGING COST ALLOWANCE UNDER THE BARTER SYSTEM

A member, TDY in a remote location at which there are no GOV'T QTRS or other suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality per diem rate. *As an exception to the \$75 or more receipt rule, the traveler should be prepared to provide receipts for the barter goods together with the traveler's certification that the barter goods were delivered to the householder for lodgings received if required by finance regulations.*

U4135 DUAL LODGING REIMBURSEMENT ON A SINGLE DAY

A. Per Diem Basis. When it is necessary for a member to retain lodgings at one TDY location (Location A) for other than personal convenience and procure lodgings at a second TDY location (Location B) on the same calendar day, the lodging cost incurred at the second TDY location (Location B) is used for computing the member's per diem for TDY at that location (Location B) for that day.

B. Miscellaneous Expense for Lodging. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense (see APP G) if approved by the AO (60 Comp. Gen. 630 (1981)).

C. Maximum Reimbursement. Actual lodging cost reimbursement at the first TDY location (Location A) must not exceed the amount of per diem or AEA plus lodging tax that would have been paid had the member remained at Location A overnight.

D. Long-term Dual Lodgings Occupancy. *An authorization/order that authorizes long-term reimbursement for dual lodging is not in conformance with the intent of par. U4135. Example:* An authorization/order is prepared to direct TDY at Location C for 150 days. The AO knows the member is to spend limited time at Location C and is also going to one or more other locations for lengthy periods during the TDY period. *Using par. U4135 to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C violates the intent of this authority and is not authorized.*

EXAMPLE 1			
<i>NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</i>			
A traveler, who leased an apartment while TDY at Location A, was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while TDY in Location B and authorized/approved reimbursement for the \$45/day apartment cost in Location A as a miscellaneous expense. See APP G. The lodging cost incurred in Location B (\$95/day) was used for computing the traveler's per diem while TDY in that location.			
Applicable Per Diem Rates at the Time of This Example			
<u>Location</u>	<u>Max Lodging</u>	<u>M&IE</u>	<u>Total</u>
A	\$130	\$46	\$176
B	\$119	\$46	\$165
Reimbursement for the Location A Apartment for 5 days			
Lodging Cost	Number of Days	Total	
\$45	5	\$225	
Per Diem for the TDY Assignment in Location B			
<u>First Day</u>			
(Departure day from Location A and arrival day in Location B):			
Lodging	M&IE	Total	
\$95	\$46	\$141 plus lodging tax (see <i>NOTE</i>)	
<u>Second thru Fifth Day</u>			
(Lodging cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$95	\$46	\$141 X 4 days = \$564 plus lodging tax (see <i>NOTE</i>)	
<u>Return day to Location A</u>			
(Lodging cost + M&IE)			
Lodging	M&IE	Total	
\$45	\$46	\$91	

EXAMPLE 2			
<i>NOTE: Lodging tax is not separately reimbursable in addition to per diem when TDY is in a foreign area.</i>			
A traveler occupied GOV'T QTRS while on a training assignment at a U.S. INSTALLATION in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the GOV'T QTRS (daily cost \$25) while on the 3-day TDY assignment, the QTRS might not be available upon return. The AO agreed that it would be more economical for the traveler to retain the GOV'T QTRS while TDY in Location D and authorized/ approved reimbursement for those QTRS as a miscellaneous expense. See APP G. The lodging cost (\$110/day) incurred in Location D was used to determine the traveler's per diem while TDY in that city.			
Applicable Per Diem Rates at the Time of this Example			
Location	Max Lodging	M&IE	Total
C	\$109	\$38	\$147
D	\$130	\$46	\$176
Reimbursement for GOV'T QTRS for 3 Days			
Lodging	Number of Days	Total	
\$25	3	\$75	
Per Diem for the TDY Assignment in Location D			
First Day			
(Departure day from Location C and arrival day in Location D):			
Lodging	M&IE	Total	
\$110	\$46	\$156 plus lodging tax (see <i>NOTE</i>)	
Second and Third Day			
(Lodging Cost + M&IE/day) x 4 days			
Lodging	M&IE	Total	
\$110	\$46	\$156/day x 2 days = \$312 plus lodging tax (see <i>NOTE</i>)	
Day of Return to Location C			
(Lodging Cost + M&IE)			
Lodging	M&IE	Total	
\$25	\$38	\$63	

U4137 ALLOWABLE EXPENSES WHEN A RESIDENCE IS PURCHASED AND USED FOR TDY LODGINGS

A member may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest;
2. Property tax; and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges;

prorated based on the number of days in the month rather than by the actual number of days the member occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Ch 4, Part C) is authorized/approved. Par. U4141 does not apply when the residence is purchased.***

NOTE: A member who purchases and occupies a residence at the TDY location may not be reimbursed for any cost associated with rental, purchase or shipment of furniture

U4139 LODGING COST FOR QUARTERS JOINTLY OCCUPIED BY MEMBER AND DEPENDENTS

Lodging cost for QTRS jointly occupied by a member and dependents is 50% for the member and 50% for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents. See par. U9160-C. When dependents are not traveling at GOV'T expense, the member is authorized the single room rate.

U4141 LODGING OBTAINED ON A WEEKLY, MONTHLY, OR LONGER TERM BASIS

When a traveler obtains lodging on a weekly, or monthly, or longer term basis, the daily TDY lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the member is authorized the lodging portion of per diem (62 Comp. Gen. 63 (1982)).

This computation presumes that the member acts prudently in renting by the week or month, and that the GOV'T cost does not exceed the cost of renting conventional lodgings at a daily rate. **NOTE: This does not apply when a residence is purchased.** See par. U4137.

EXAMPLE
1. A member is TDY at a location at which the per diem is \$109 (\$70/ \$39).
2. The member obtains lodgings on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. The daily lodging cost per month is \$30 (\$900/30 days).
4. In June the member took leave for 10 days and is authorized per diem for only 20 days.
5. The daily lodging rate for the member during June is computed to be \$45/day (\$900/20). Since the \$45/day lodging cost does not exceed the authorized \$70 locality lodging ceiling, the member is reimbursed \$45/day for 20 days of lodging in June.

NOTE: See par. U7225 if lodging is obtained on a daily basis and a member takes an authorized absence while on TDY in support of a contingency operation or par. U7226 if a member takes leave ICW an authorized/ordered evacuation to visit dependents at their safe haven.

U4143 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

When a contracting officer contracts for rooms and/or meals for a member traveling on TDY, the total daily amount paid by the GOV'T for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181(1981) and 62 Comp. Gen. 308 (1983)) unless an AEA is authorized/approved under Ch 4, Part C. **NOTE: There is NO reimbursement for any items rented for contract QTRS that are rented with an "option to buy" (adopted from GSBCA 15890-TRAV, 29 July 2003).**

U4145 PER DIEM COMPUTATION

A. **General.** Ordinarily, per diem is based on the member's TDY location at 2400. There are occasions, however, when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, lodging is claimed for the preceding calendar day and the maximum per diem for the preceding day is determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day. If no lodging is required, the per diem rate is still determined as if the member had been at the stopover point or TDY location at 2400 of the preceding day.

B. **Stopover Point.** If authorized travel requires more than 1 day and a stopover for the night that includes lodging (**NOTE: Lodging does not include sleeping in the transportation terminal.**) is required, per diem at the stopover point is based on the stopover point locality per diem rate.

C. **M&IE Payment.** The M&IE rate is payable to the member without expense itemization and without receipts. Box lunches, in-flight meals and rations furnished by the GOV'T on military aircraft are not a GOV'T dining facility/mess for per diem computation purposes. **NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.**

D. **Meal Rate.** The meal rate established by the authorization/order cannot be reduced after the ordered travel has

been completed except for a deductible meal (GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess are not deductible meals. See par. U4165. However, an AO/schoolhouse commander may amend an authorization/order to direct immediate and/or future meal rate changes.

U4147 PER DIEM FOR DEPARTURE FROM AND RETURN TO PDS

A. Rate. 75% of the appropriate M&IE rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) is paid for the days of departure from and/or return to the PDS ICW TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR do not apply.

B. Departure Day. The per diem rate for the PDS departure day is based on the member's TDY/stopover location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

C. Return Day. For any full calendar travel day when lodging is not required while the traveler is en route overnight returning to the PDS, home, or other authorized point, the per diem allowance is the M&IE rate applicable to the preceding calendar day. For the day travel ends (return day to the PDS, home, or other authorized point), the per diem allowance is the M&IE rate applicable to the preceding day (last TDY or authorized delay point). Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for the return day unless overnight lodgings are required. ***NOTE: For USCG only: For the day travel ends (return day to the PDS, home or authorized delay point), the per diem allowance is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodgings were required there.***

<u>Example</u>	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

U4149 M&IE RATE DETERMINATION FOR CONUS FULL DAYS

A. Locality Rate. See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the applicable locality rate.

B. GOV'T Meal Rate (GMR). The standard GMR paid for meals in a GOV'T dining facility/mess plus \$3 for incidental expenses is paid. This rate applies each day that:

1. Adequate GOV'T QTRS are available (see ***NOTE*** below) on the U.S. INSTALLATION, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the GMR and \$3 for incidental expenses (i.e., Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to GMR.)

C. Proportional Meal Rate (PMR). The PMR plus \$3 for incidental expenses is paid. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. At least one meal is available and directed where the member is assigned TDY, and
3. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the PMR and \$3 for incidental expenses (i.e., Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality meal rate to PMR.)

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4151 M&IE RATE DETERMINATION FOR OCONUS FULL DAYS

A. Applicable Locality Rate. (See <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>). Use \$3.50 instead of the incidental expense rate for the locality concerned for the incidental expense rate when adequate GOV'T QTRS are available (see ***NOTE*** below) on the U.S. INSTALLATION to which the member is assigned TDY, or

B. The Standard GMR for Meals in a GOV'T Dining Facility/Mess Plus \$3.50 for Incidental Expenses. This rate applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. The GMR is directed,
3. The GOV'T dining facility/mess is available for all three meals on the U.S. INSTALLATION to which the member is assigned TDY, and
4. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality meal rate instead of the GMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE to GMR plus \$3.50.)

C. PMR plus the Incidental Expense Rate. The PMR applies each day that:

1. Adequate GOV'T QTRS are available on the U.S. INSTALLATION, to which the member is assigned TDY,
2. At least one meal is available and directed in a GOV'T dining facility/mess on the U.S. INSTALLATION to which the member is assigned TDY, and
3. The member is not traveling.

NOTE: In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not

available and authorized the locality meal rate instead of the PMR and the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D (i.e., Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality M&IE rate to PMR plus \$3.50.).

D. OCONUS Incidental Expense Rate. The OCONUS locality incidental expense rate is the applicable rate when the member is not ordered TDY to a U.S. INSTALLATION (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>), or \$3.50 when the member is TDY to a U.S. INSTALLATION and GOV'T QTRS are available (see **NOTE** below) on that U.S. INSTALLATION. Two exceptions are noted below. The AOs can determine that \$3.50 is:

1. Adequate when the member *is not lodged* on a U.S. INSTALLATION. *The OCONUS incidental expense rate of \$3.50 may be authorized and must be stated in the travel authorization/order.*
2. *Not adequate when the member is lodged on a U.S. INSTALLATION. The locality incidental expense rate (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) may be authorized and must be stated in the travel authorization/order.*

NOTE: *In circumstances in which adequate GOV'T QTRS are available but a member is directed to procure private sector lodgings off the U.S. INSTALLATION, the member is treated as though the QTRS are not available and authorized the locality incidental expense rate unless the \$3.50 incidental expense rate is authorized under par. U4151-D. Just because the QTRS are available, a command cannot send a member into private sector lodgings off the U.S. INSTALLATION and use the technical QTRS 'availability' to reduce the locality incidental rate to \$3.50.*

U4153 PER DIEM ON ARRIVAL AT OR DEPARTURE FROM A TDY POINT

The M&IE rate payable on the days of arrival at and departure from the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the embarkation/debarkation port M&IE rate applies.

U4155 SCHOOLHOUSE TRAINING (FORMAL COURSES OF INSTRUCTION)

A schoolhouse commander is authorized to determine if one of the two meal rates based on GOV'T dining facility/mess availability (PMR or GMR) is appropriate in lieu of the locality meal rate - regardless of what the AO may put in a TDY authorization/order to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be in the authorization/order. If that information is not available prior to authorization/order issuance it must be provided to the member by the schoolhouse commander (or designee) upon arrival at the school and submitted with the travel voucher.

U4157 LODGING PER DIEM COMPUTATION

Lodging while on TDY or at a delay point, may not exceed the locality per diem lodging ceiling for the TDY or delay location in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. The lodging cost, or the locality lodging ceiling whichever is less, is added to the M&IE rate for that location to determine the per diem rate for the day. The total amount must not exceed the maximum per diem rate for the TDY (or stopover) locality unless an AEA is authorized/approved IAW Ch 4, Part C. When lodging has been obtained at a location other than the TDY location the per diem rate for the lodging location may apply. See par. U4129-G.

U4159 PER DIEM COMPUTATION FOR TDY OF MORE THAN 12 BUT LESS THAN 24 HOURS

A. M&IE Rate. M&IE of 75% of the M&IE rate for the TDY location in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is payable. If more than one TDY location is involved and the member is not required to obtain lodging, M&IE of 75% of the highest M&IE rate is payable. If the member must obtain lodging, the rules for travel of more than 24 hours apply. *Per diem is not authorized under par. U4159-A when travel is performed in the local area. See par. U4510 for occasional meals authority.*

B. Lodging Not Required. If lodging is not required, per diem is 75% of the TDY location M&IE rate for one day even if the time period is over two calendar days.

C. Lodging Required with/without Cost. If lodging is required, the rules for travel of more than 24 hours apply.

U4160 PER DIEM FOR TDY TRAVEL BY CAR FERRY

A. General. When a member on TDY travels by POC partly by road and partly by car ferry (circuitously or otherwise), the member is authorized per diem while traveling on the ferry. See par. U3330 for transportation reimbursement.

B. Lodging. Reimbursement for the actual cost of required accommodations (unless included in the ferry transportation cost) is authorized.

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based on and computed for the member using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the member's location at 2400 on that day. See par. U4145-A.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is that rate applicable to the member's location at 2400 on the debarkation day. See par. U4145-A.

U4163 ESSENTIAL UNIT MESSING (EUM)

There is no authority to pay the M&IE allowance meal portion when the Secretary concerned, or for a JTF the Combatant/JTF Commander, determines that unit messing is essential to accomplish training and readiness. The incidental expense rate is \$3 in CONUS, or the appropriate OCONUS incidental rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 OCONUS when the AO determines \$3.50 to be adequate for anticipated expenses. ***The \$3.50 rate must be stated on the authorization/order for it to be paid.*** A member ordered to use EUM, who must procure occasional meals, is authorized reimbursement under par. U4510. ***IAW par. U4151-D, if an authorization/order does not state otherwise, locality incidental expenses rate is paid.***

U4165 DEDUCTIBLE MEALS

1. The PMR in pars. U4149-C and U4151-C applies on any day when one or two deductible meals are provided. See APP R, Part II, par. J. The GOV'T should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the GOV'T pays nothing does not affect per diem payment.
2. A deductible meal is a meal:
 - a. Made available pursuant to an agreement between a Uniformed Service and any organization, if the authorization/order directs use of the facility providing the meal(s);
 - b. Included in a registration fee paid by the GOV'T;
 - c. Furnished at no cost to the traveler by a school while attending a course of instruction if the GOV'T ultimately pays the school for the meal cost;
 - d. Furnished by the GOV'T at no cost to a member (see par. U4167);
 - e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or

f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the GOV'T and the lodging establishment (ex., an agency arranges for lodging at a conference/meeting and the cost of one or more meals is included in the lodging cost).

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

U4167 NON-DEDUCTIBLE MEALS

1. The following are not deductible meals:

a. Box lunches, (which include such things as C Rations, K Rations, MREs) - except when MREs and/or other box lunches are the *only method* of providing adequate subsistence to a member. ***NOTE: See par. U4800-E for a member on TDY within a Combatant Command or Joint Task Force AOR.***

b. In-flight meals,

c. Rations furnished by the GOV'T on military aircraft,

d. GOV'T meals paid for by the member and consumed in a GOV'T dining facility/mess,

e. Meals furnished on commercial aircraft,

f. Meals provided by private individuals, or

g. Meal(s) provided by a lodging establishment on a complimentary basis without adding a charge for the meal(s) in the lodging cost (ex., lodging cost \$75 with or without breakfast).

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

U4169 LODGING REQUIRED ON THE DAY TRAVEL ENDS

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

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

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

U4173 PER DIEM ALLOWANCE COMPUTATION EXAMPLES

A. GOV'T Meal Rate (GMR). The GMR in the following examples are for illustrative purposes only. Check APP A for the current GMR.

B. U.S. and Non-foreign OCONUS Lodging Tax. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is a separately reimbursable travel expense, except when 'MALT-Plus' per diem for POC travel is paid.

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

D. Examples

1. Example 1. Per Diem Rate/POC TDY Mileage Computation

EXAMPLE 1					
Per Diem Rate/POC TDY Mileage Computation					
A traveler is authorized TDY from a PDS for two days, POC use between the residence and TDY station (not a U.S. INSTALLATION) is to the GOV'T's advantage and authorized on the travel authorization/order. See par. U3305-B. The traveler arrives at the TDY station on day 2 and completes the TDY assignment on day 4.					
Reimbursement is limited to the actual lodging cost NTE the maximum locality per diem lodging rate plus the appropriate M&IE.					
The maximum per diem rate for the TDY location is \$109 (\$70/ \$39); actual lodging cost is \$72/night. The 12-hour rule does not apply because the TDY period is over 12 hours.					
<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. See Ch 4, Part C.</i>					
ITINERARY					
Date	Depart	Arrive	Per Diem Rate	Lodging Cost	POC Distance
10 May	Residence	1st Stopover	\$109 (\$70/ \$39)	\$60	400 miles
11 May	En Route	TDY Station	\$109 (\$70/ \$39)	\$72	15 miles
12 May	TDY Station	TDY Station	\$109 (\$70/ \$39)	\$72	
13 May	TDY Station	2nd Stopover	\$111 (\$72/ \$39)	\$60	365 miles
14 May	En Route	Residence	Use 2 nd Stopover MI&E		50 miles
REIMBURSEMENT					
Day 1	\$60 + (\$39 x 75%) =				\$ 89.25
Day 2	\$72 = (\$72 limited to \$70) + \$39 =				\$109.00
Day 3	\$72 = (\$72 limited to \$70) + \$39 =				\$109.00
Day 4	\$60 + \$39 =				\$ 99.00
Day 5	\$39 x 75% =				\$ 29.25
*1 round trip of 830 miles (official distance) x \$0.55/mile =					*\$456.50
Total Reimbursement					*\$892.00

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 GOV'T lodging (at \$6/night) and dining facility/mess 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 GOV'T'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 \$10.80 and the PMR (par. U4149-C) is \$24 plus \$3.00, the CONUS incidental expenses rate, applies in this example.</p>			
<p><i>NOTE: GOV'T dining facility/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 GOV'T 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	$\$6 + (\$39 \times 75\%) =$		\$35.25
16 March	$*\$6 + \$10.80 \text{ (GMR)} + \$3 \text{ (I)} =$		*\$19.80
17 March	$*\$6 + \$24 \text{ (PMR)} + \$3 =$		*\$33.00
18 March	$*\$6 + \$10.80 \text{ (GMR)} + \$3 =$		*\$19.80
19 March	$\$39 \times 75\% =$		\$29.25
*1 round trip of 650 miles (official distance) x \$0.55/mile =			*\$357.50
Total Reimbursement			*\$494.60

3. Example 3. Per Diem Rate – AOR Travel Computation

EXAMPLE 3				
Per Diem Rate – AOR Travel Computation				
A member is authorized TDY in an AOR. On 2 Jan, the member departed the residence via POC, and was en route awaiting transportation without procuring lodging, from 2-3 Jan, arriving at the AOR TDY station on 4 Jan. The member stayed in GOV'T QTRS and received the AOR per diem rate from 5-30 Jan. The member departed the AOR TDY station and arrived at another AOR location on 31 Jan. The member departed the AOR location and arrived at an approved delay stopover point procuring lodging on 1 Feb. The member departed the stopover point and arrived at the residence on 2 Feb. Per diem is computed as follows:				
Date	Travel Plan	Transportation Mode/Means	Reason For Stop	Per Diem Rate
2 Jan	Dep Residence (Departure Day)	PA		\$15 (\$0/ \$15) TDY Destination
	En route (no lodging required)	TP	AT	
3 Jan	En route (no lodging required)	TP	AT	\$15 (\$0/ \$15) TDY Destination
4 Jan	Arr TDY location (enter AOR)	TP	TD	\$15 (\$0/ \$15) TDY Destination
5-30 Jan	TDY (AOR)	--	TD	\$15 (\$0/ \$15) TDY Destination
31 Jan	Dep TDY (AOR)	TP	--	\$3.50 AOR to AOR
	En route (AOR to AOR)	TP	AT	
1 Feb	En route (exit AOR/lodging)	TP	AD	\$190 (\$126/ \$64) Stopover Point
2 Feb	Arr Residence	PA	MC	\$190 (\$126/ \$64) Preceding calendar day's M&IE rate
Reimbursement				
2 Jan	\$15/day x 75% = (Departure Day = 75% of TDY destination M&IE, no lodging required)			\$11.25
3 Jan	\$15/day x 1 day = (TDY destination M&IE, no lodging required)			\$15.00
4 Jan	\$15.00/day (TDY destination M&IE, lodging \$0)			\$15.00
5-30 Jan	\$3.50/day x 26 days = (AOR M&IE, lodging \$0)			\$91.00
31 Jan	\$3.50/day (En route AOR to AOR M&IE, lodging \$0)			\$3.50
1 Feb	\$70 + \$64 = \$134/day (Exit AOR to AD stopover point, stopover point M&IE, lodging procured at \$70)			\$134.00
2 Feb	\$64/day x 75% = (75% of preceding calendar day's M&IE rate)			\$48.00
Reimbursement for per diem due member				\$317.75

U4175 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General

1. Authorized Member. Par. U4175 applies to an active or an RC 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 GOV'T meal rates.

1. Example 1

EXAMPLE 1			
Per Diem and POC TDY Mileage Computation			
A traveler performed TDY (not at a U.S. INSTALLATION) and returned to the PDS during the TDY period on the weekend for personal reasons. The TDY location lodging cost is \$65/night. The maximum per diem rate is \$112 (\$73/ \$39). AEA is not authorized and per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS. See par. U4102-D.			
POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.			
*The traveler is due \$1,417.00 (constructed cost since it is less than the actual cost for this example).			
<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 (Ch 4, Part C).</i>			
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	$\$65 + (\$39 \times 75\%) =$		\$94.25
24 to 26 June	$\$65 + \$39 = \$104/\text{day} \times 3 \text{ days} =$		\$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	$\$65 + (\$39 \times 75\%) =$		\$94.25
30 June-2 July	$\$65 + \$39 = \$104/\text{day} \times 3 \text{ days} =$		\$312.00
3 July	$\$39 \times 75\% =$		\$29.25
*2 round trips of 650 miles (official distance) = 1,300 miles x \$0.55/mile =			*\$715.00
Actual Cost Total			*\$1,586.00
Constructed Cost			
23 June	$\$65 + (\$39 \times 75\%) =$		\$94.25
24 June-2 July	$\$65 + \$39 = \$104/\text{day} \times 9 \text{ days} =$		\$936.00
3 July	$\$39 \times 75\% =$		\$29.25
*1 round trip of 650 miles (official distance) x \$0.55/mile =			*\$357.50
Constructed Cost Total			*\$1,417.00

2. Example 2

EXAMPLE 2			
Per Diem, GMR and POC TDY Mileage Computation			
<p>A member is TDY at a U.S. INSTALLATION at which a GOV'T dining facility/mess is available for all meals and the lodging cost is \$6/night. GOV'T dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.</p>			
<p>*The maximum per diem rate is \$109 (\$70/ \$39). The GMR (par. U4149-B) is \$10.80 plus \$3.00 CONUS incidental rate for this example.</p>			
<p>POC use between the residence and TDY station is to the GOV'T's advantage and is authorized on the travel authorization/order for one round trip. See par. U3305-B.</p>			
<p>*The member is due \$386.80 (constructed cost since it is less than the actual cost for this example).</p>			
<p><i>NOTE: GOV'T dining facility/mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only – see APP A, GMR definition for the current GOV'T meal rate.</i></p>			
ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + (\$39 \times 75\%) =$		\$35.25
10 July	$*\$6 + \$10.80 + \$3 =$		*\$19.80
11 July	$\$39 \times 75\% =$		\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)		\$0.00
13 July	$\$6 + (\$39 \times 75\%) =$		\$35.25
14-15 July	$*\$6 + \$10.80 + \$3 = \$19.80/\text{day} \times 2 \text{ days} =$		*\$39.60
16 July	$\$39 \times 75\% =$		\$29.25
*2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$0.55/\text{mile} =$			*\$407.00
Actual Cost Total			*\$595.40
Constructed Cost			
9 July	$\$6 + (\$39 \times 75\%) =$		\$35.25
10-15 July	$*\$6 + \$10.80 + \$3 = \$19.80/\text{days} \text{ times } 6 \text{ days} =$		*\$118.80
16 July	$\$39 \times 75\% =$		\$29.25
*1 round trip of 370 miles (official distance) $\times \$0.55/\text{mile} =$			*\$203.50
Constructed Cost Total			*\$386.80

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses. The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

Example 1: Member TDY from Location A to Location B (with a maximum per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the maximum per diem rate in Location C is \$196 (\$149/ \$47), the member is limited to \$122/night for lodging (and lodging tax on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the maximum per diem rate for Location B is \$173 (\$122/ \$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. *The member is not authorized any TDY mileage for driving between Locations B and C.*

Example 2: Member TDY from Location X to Base Y (with a maximum per diem rate of \$161 (\$110/ \$51)) where the member is staying on the U.S. INSTALLATION for \$20/night with no tax and is being paid the \$31 proportional meal rate (PMR) based on the authorization/order content that indicates GOV'T QTRS and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y QTRS on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79/ \$43), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging + \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the GOV'T QTRS cost and PMR since they were directed in the authorization/order. *The member is not authorized any TDY mileage for driving between Locations Y and Z.*

Example 3: Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$113 (\$70/ \$43), the member is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to \$110 for lodging + \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. *The member is not authorized any TDY mileage for driving between Locations E and F.*

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) than those prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service. Also see par. U4105-D. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. *In the absence of such authority, a travel authorization/order prescribing a per diem rate different from a rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is without effect and the locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is used.* Reduced per diem rate calculation should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

U4179 PER DIEM RATE REVIEW

A. General. When a member, command or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.
3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001.
6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the Secretary of Defense and other DOD Components - Per Diem, Travel and Transportation Allowance Committee, Attn: E&S Branch, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Ch 4, Part C.

B. **Final Submission Process.** The Service determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

CONUS Locations

General Services Administration
Office of GOV'Twide Policy
ATTN: Travel Mgmt Division (MTT)
1800 F Street NW, #G-219
Washington, DC 20405-0001

Non-Foreign OCONUS Locations

**Per Diem, Travel and
Transportation Allowance
Committee (PDTATAC)**
ATTN: E&S Branch
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

Foreign OCONUS Locations

Department of State
Director of Allowances
State Annex 29, Room 262
Washington, DC 20522-2902

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Ch 4, Part B. See pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
(1) Departure Day from PDS						
	A	B	C	D	E	F
	Arrived at the TDY location (not on a U.S. INSTALLATION) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. INSTALLATION) on the same day as departed the PDS. The member occupied GOV'T QTRS.	Arrived at the TDY location (on a U.S. INSTALLATION - GOV'T QTRS available) on the same day as departed the PDS. The member elected not to occupy available GOV'T QTRS.	Traveled overnight - no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
Per Diem for the Departure Day from the PDS 6/	75% of the M&IE rate for the TDY locality 1/ plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. 2/, 5/	75% of M&IE rate for TDY locality 1/ plus the cost of GOV'T QTRS NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality 1/ plus the cost of lodgings occupied NTE cost of available GOV'T QTRS. No reimbursement for lodging tax.	75% of the M&IE rate for the next destination (TDY/stopover point) locality 1/ for departure day.	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. 2/, 5/	75 % of the M&IE rate for TDY locality 1/ plus lodging 2/, 5/ cost NTE the maximum lodging prescribed for the TDY locality. The per diem rate authorized under par. U4135 applies to full days at the TDY location.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
Footnotes: See table # 4						
(2) Whole Travel Days - CONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. INSTALLATION) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. The member occupied GOV'T QTRS.	Each whole day at CONUS TDY locality (not on a U.S. INSTALLATION).	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) – the member occupies GOV'T QTRS.	Each whole day at a CONUS TDY locality (on a U.S. INSTALLATION) when a member elects not to occupy available GOV'T QTRS.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days ^{6/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality ^{2/} .	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3 when the authorization/order directs essential unit messing and 3 meals are available to the member. PMR plus \$3 applies if 3 meals are not available to the member. ^{1/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality ^{2/} (If directed in the authorization/order, M&IE is PMR plus \$3 when deductible meals are provided ^{7/} – par. U4165-1)	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the authorization/order, (3) PMR plus \$3 if directed in the authorization/order, or (4) no amount for meals plus \$3 when the authorization/order directs essential unit messing (see par. U4400 for GOV'T dining facility/mess use/availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging NTE the cost of GOV'T QTRS (Lodging tax are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the authorization/order, (3) PMR plus \$3 if directed in the authorization/order, or (4) no amount for meals plus \$3 when the authorization/order directs essential unit messing (see par. U4400 for GOV'T dining facility/mess use/availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

Quick Reference - Per Diem Allowances
TDY Travel of More Than 24 Hours
Footnotes: See table # 4

(3) Whole Travel Days - OCONUS						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. INSTALLATION) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. INSTALLATION) on the day after departing the PDS. The member occupied GOV'T QTRS.	Each whole day at the OCONUS TDY locality (not on a U.S. INSTALLATION)	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) . The member occupied GOV'T QTRS.	Each whole day at an OCONUS TDY locality (on a U.S. INSTALLATION) when the member elects not to occupy available GOV'T QTRS.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days ^{6/}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3.50 if directed in the authorization/order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when the authorization/order directs essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. ^{1/)}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of GOV'T QTRS. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the authorization/order, (3) PMR plus \$3.50 ^{3/} , if directed in the authorization/order, or (4) no amount for meals plus \$3.50 ^{3/} when the authorization/order directs essential unit messing (see par. U4400 for GOV'T dining facility/ mess use/ availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging NTE the cost of GOV'T QTRS ^{5/} . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the authorization/order, (3) PMR plus \$3.50 ^{3/} , if directed in the authorization/order, or (4) no amount for meals plus \$3.50 ^{3/} when the authorization/order directs essential unit messing (see par. U4400 for GOV'T dining facility/mess use/ availability and par. U4149 for the applicable M&IE rate)).	Per diem at the rate authorized under par. U4177.

Quick Reference - Per Diem Allowances
TDY Travel of More Than 24 Hours
Footnotes: See table # 4

(4) Day of Return to PDS					
	A	B	C	D	E
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
Per Diem for Return Day to PDS^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. ^{1/}	For departure day from the TDY: M&IE plus lodging ^{2/,5/} cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of M&IE prescribed for the TDY locality.

Footnotes

1/ GMR/PMR and the \$3.50 incidental rate do not apply on day of departure from, or return to the PDS, or any day the member is traveling.

2/ Lodging tax *is* separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.

3/ The AO can determine that \$3.50 for incidental expenses (IE) is not adequate for TDY on an OCONUS U.S. INSTALLATION and authorize/approve the incidental expenses rate for the TDY locality prescribed on <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. TDY locality IE rate payment may be authorized and must be stated in the travel authorization/order.

4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses when the member is not lodged on a U.S. INSTALLATION. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the authorization/order.

5/ Lodging tax *is not* separately reimbursable for foreign area lodging because a tax amount is included in the applicable foreign area maximum lodging amount.

6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2/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* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for *OCONUS* travel and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

7/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.

CHAPTER 5

PERMANENT DUTY TRAVEL

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 - B. Members Traveling Together under an Authorization/Order Directing No/Limited Reimbursement
 - C. Transportation Mode Directed to First Duty Station upon Enlistment, Reenlistment, or Induction
 - D. Travel Reimbursement

SECTION B5: PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED

- U5113 PER DIEM FOR PCS TRAVEL WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**
- A. Rate
 - B. Partial Travel Days
 - C. Travel Time
 - D. New PDS is a Ship

SECTION B6: PCS TO, FROM, OR BETWEEN OCONUS POINTS

- U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS**
- A. General
 - B. When Land Travel only is Involved
 - C. Transoceanic Travel
 - D. Transoceanic Transportation Reimbursement Costs
 - E. Reimbursement when the Member Performs Circuitous Travel

SECTION B7: TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

- U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES**
- A. Travel when an Authorization/Order to Active Duty is Received at a Place Other Than That to Which Addressed
 - B. PCS Authorization/Order Received at TDY Station
 - C. PCS Authorization/Order Received while on Leave
 - D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS
 - E. PCS Authorization/Order Canceled, Amended or Modified En Route
 - F. PCS Involving a Unit with a Home Port or PDS Location
 - G. Travel to/from a Designated Place
 - H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour
 - I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated
 - J. Unable to Travel with Member's Organization
 - K. PCS to Hospital
 - L. Member Dies while En Route to New PDS
 - M. Directed Travel over other than a Usually Traveled Route

SECTION B8: SEPARATION

- U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
- A. General
 - B. Separation from the Service or Relief from Active Duty to Continue in the Service

Paragraph Title/Contents

- C. Discharge from the Service under other than Honorable Conditions
- D. Time Limitation
- E. Member Ordered to a Place to Await Disability Proceedings Results
- F. Member Ordered to a College

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

- A. General
- B. Time Limitations
- C. Recalled to Active Duty before Selecting a Home
- D. Recalled to Active Duty after Selecting a Home
- E. Member on TDRL Who Is Discharged or Retired
- F. Member Ordered to a Place to Await Disability Retirement

SECTION B9: ALLOWABLE TRAVEL TIME COMPUTATION

U5160 ALLOWABLE TRAVEL TIME COMPUTATION

- A. General
- B. Transoceanic Travel
- C. Common Carrier at Personal Expense or Mixed Modes Travel
- D. Elapsed Time is Less Than Authorized
- E. Additional Travel Time

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES

SECTION C1: GENERAL

U5200 PURPOSE**U5201 BASIC AUTHORIZATION**

- A. General
- B. When Dependent Travel and Transportation Allowances Are Not Payable
- C. Travel before an Authorization/Order Is Issued
- D. Time Limitation

U5202 REIMBURSABLE EXPENSES**U5203 DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN****U5204 FUNDS ADVANCE****SECTION C2: TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**

U5205 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY

- A. General
- B. Definitions
- C. Restriction
- D. Authorization
- E. Reimbursement

SECTION C3: MISCELLANEOUS TRAVEL FACTORS

U5207 TRANSOCEANIC TRAVEL

- A. Transportation Mode
- B. Air Travel Medically Inadvisable

Paragraph Title/Contents

- C. Travel by Oceangoing Car Ferry
- U5210 PER DIEM RATES FOR DEPENDENT TRAVEL**
 - A. General
 - B. Dependent Accompanies Member
 - C. Dependent Travels Independently
 - D. Examples
- U5215 FACTORS AFFECTING DEPENDENT TRAVEL**
 - A. Member Attains Eligibility for Dependent Travel
 - B. Dependent Transported OCONUS at GOV'T Expense – Return at GOV'T Expense
 - C. Dependent Acquired on or before the PCS Authorization/Order Effective Date
 - D. Effect of an Age Change or Dependency Status on Allowances
 - E. Authorization/Order Amended, Modified, Canceled or Revoked after Travel Begins
 - F. Dependent Temporarily Absent from the Old PDS, Designated Place or Safe Haven when a PCS Authorization/Order Is Received
 - G. Change of Station while on Leave or TDY
 - H. Dependent En Route to the New PDS at the Time of the Member's Death
 - I. Spouse Separates/Retires from the Service after the Member's PCS Authorization/Order Effective Date
 - J. Legal Custody of Children Changes after the Effective Date of the PCS Authorization/Order
- U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION**
- U5220 DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**
 - A. General
 - B. MALT Rate
 - C. Per Diem

SECTION C4: VARIOUS UNIQUE PCS SITUATIONS

- U5222 VARIOUS UNIQUE PCS SITUATIONS**
 - A. Called (or Ordered) to Active Duty
 - B. Assigned to Foreign Service Colleges
 - C. Ordered to an OCONUS Station to which Dependent Travel is Authorized
 - D. Ordered on a Dependent-restricted Tour, to Unusually Arduous Sea Duty, or to Duty Under Unusual Circumstances
 - E. Reassigned OCONUS Due to Base Closure or Similar Action before the Prescribed OCONUS
 - F. Consecutive Overseas Tours (COT)
 - G. Consecutive OCONUS Tours for a Member with a Non-command-sponsored Dependent
 - H. Transfer to, from, or between Sea Duty Assignments Not Specified as Unusually Arduous Sea Duty
 - I. Change of Homeport for Ships, Afloat Staffs, or Afloat Units Not Specified as Involving Unusual or Arduous Sea Duty
 - J. Assigned to a Mobile Unit or Ship Based Staff
 - K. Member Ordered to a Hospital in CONUS
 - L. Convicted Personnel Awaiting Completion of Appellate Review
 - M. Ship Being Constructed or Undergoing Overhaul or Inactivation
 - N. Ordered to a CONUS PDS to which Dependent Travel Is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

SECTION C5: VARIOUS SEPARATIONS

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

Paragraph Title/Contents

- A. General
- B. Duty Station Erroneously Designated as HOR
- C. Separation from the Service or Relief from Active Duty to Continue in the Service
- D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks
- F. Member Serves Less Than the Initial Prescribed Period of Service
- G. Time Limit
- H. Member Ordered to a Place to Await Results of Disability Proceedings
- I. Member Ordered to a College

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

- A. General
- B. Time Limits
- C. Recalled to Active Duty before Choosing a HOS
- D. Recalled to Active Duty after Choosing a HOS
- E. Member on TDRL Discharged or Retired
- F. Member Dies after Retirement or Release
- G. Member Ordered to a Place to Await Disability Retirement

SECTION C6: UNUSUAL/EMERGENCY CIRCUMSTANCES**U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**

- A. General
- B. PDS Changed to a Dependent-restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty
- C. Dependent Travel and Transportation OCONUS for Medical Care
- D. Dependent Travel and Transportation Incident to Alert Notice
- E. Dependent Travel and Transportation Incident to Tour Extension
- F. Dependent Travel and Transportation Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for Members Stationed in CONUS)
- G. Dependent Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT)
- H. Travel and Transportation for a Dependent Relocating for Personal Safety

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
- B. Definitions
- C. Limitations
- D. When Authorized
- E. Administrative Instructions
- F. Attendant for a Dependent

U5242 FUNERAL TRAVEL

- A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony
- B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict
- C. Definition of Burial Ceremony

Paragraph Title/Contents

- U5246 TRANSPORTATION AND PER DIEM OF FAMILY MEMBERS OF AN ILL OR INJURED MEMBER**
- A. General
 - B. Definition
 - C. Transportation
 - D. Per Diem
 - E. Reimbursable Expenses
- U5258 TRAVEL AND TRANSPORTATION FOR FAMILY MEMBERS INCIDENT TO THE REPATRIATION OF A MEMBER HELD CAPTIVE**
- A. Definitions
 - B. Family Authorized Travel and Transportation
 - C. Attendant
 - D. Transportation
 - E. Per Diem
 - F. Funds Advance

SECTION C7: DEPENDENT STUDENT TRANSPORTATION

- U5260 DEPENDENT STUDENT TRANSPORTATION**
- A. General
 - B. Dependent Student Attending a Dormitory DoDEA School
 - C. Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes
 - D. Dependent Student Transportation to a School in the U.S.
 - E. Travel of a DoDEA Student for Academic Competitions and Co-curricular Activities

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)**SECTION D1: GENERAL**

- U5300 GENERAL**
- U5305 ELIGIBILITY**
- U5310 BASIC ALLOWANCES**
- A. General
 - B. Prescribed Weight Allowances
 - C. Professional Books, Papers, and Equipment (PBP&E)
 - D. Additional Consumable Goods
 - E. Weight Additive Articles
 - F. Excess Costs for Transportation of a Boat or a Personal Watercraft, either Exceeding 14 Feet, as HHG
 - G. Recruit's Civilian Clothing
 - H. Storage
 - I. GOV'T-paid Expenses
 - J. Authorized Transportation Locations
 - K. Transportation of Replacement HHG Items
 - L. Required Medical Equipment
- U5315 ADMINISTRATIVE WEIGHT LIMITATIONS**
- A. General
 - B. Authorization

Paragraph Title/Contents

C. Exceptions

U5317 HHG TRANSPORTATION DISALLOWED**U5318 RE-TRANSPORTATION OF THE SAME HHG****U5319 FUNDS ADVANCE****SECTION D2: TRANSPORTATION METHODS**

U5320 TRANSPORTATION METHODS

- A. HHG
- B. Unaccompanied Baggage (UB)
- C. GOV'T-procured Transportation
- D. Personally-procured Transportation and NTS
- E. Split Shipment

U5330 FACTORS AFFECTING HHG TRANSPORTATION

- A. Combining Weight Allowances when Husband and Wife Are Both Members
- B. Impact of Authorization/Order Effective Date
- C. Authorization/Order Amended, Modified, Canceled or Revoked
- D. Improper Transportation
- E. Items of Extraordinary Value
- F. HHG and Mobile Home Allowances
- G. HHG Transportation before an Authorization/Order Is Issued
- H. Time Limitation
- I. Alcoholic Beverage Shipment

SECTION D3: NET WEIGHT AND EXCESS CHARGES

U5335 NET WEIGHT DETERMINATION

- A. General
- B. GOV'T-arranged Move and Transportation at Personal Expense
- C. DPM Transportation
- D. Unaccompanied Baggage (UB)
- E. When Shipment Weight is Unobtainable
- F. Exceptions

U5340 EXCESS CHARGES

- A. General
- B. HHG Transportation in Excess of Authorized Weight Allowance
- C. HHG Transportation other than between Authorized Locations
- D. Transportation of Unauthorized Articles
- E. HHG Transportation with Special Routing or Services Provided

SECTION D4: TRANSPORTATION UNDER VARIOUS SITUATIONS

U5345 TRANSPORTATION UNDER VARIOUS SITUATIONS

- A. Entrance into the Service
- B. Called/Ordered to Active Duty
- C. PCS with TDY En Route, PCS while on TDY, or PCS Following TDY Pending Further Assignment
- D. Courses of Instruction of 20 or More Weeks at One Location
- E. CONUS Area to Which HHG Transportation Is Prohibited
- F. Ordered to a CONUS Hospital

Paragraph Title/Contents

- G. Ordered from PDS to Await an Authorization/Order, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

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

- A. Ordered to an OCONUS PDS to Which HHG Transportation is Permitted
- B. Ordered from Shore Duty to Sea Duty
- 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
- 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
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
- F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
- G. Ordered from Sea Duty to Sea Duty
- H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port
- I. Unit Home Port Officially Changed
- J. Unit Homeport Change Officially Announced
- K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action

SECTION D5: LOCAL SHORT DISTANCE MOVES**U5355 LOCAL SHORT DISTANCE MOVES**

- A. General
- B. Short Distance Move Incident to Reassignment or PCS
- C. Short Distance Move and NTS Incident to GOV'T/GOV'T-controlled Quarters or Privatized Housing Assignment/Termination
- D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

SECTION D6: SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks or less than 6 Months for Initial Active Duty for Training
- F. Member Required to Vacate GOV'T/GOV'T-controlled Quarters or Privatized Housing upon Separation or Relief from Active Duty
- G. Time Limit
- H. Member Ordered Home to Await the Results of Disability Proceedings
- I. Member Serving in CONUS Who Has No Dependent and is Separated from the Service under other than Honorable Conditions
- J. Enlisted Member Ordered to a College
- K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty
- L. Member Dies after Separation from Service or Relief from Active Duty

SECTION D7: RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT

Paragraph Title/Contents**OR SEPARATION PAY**

- U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
- A. HOS Authorized
 - B. Transportation to HOS Not Authorized
 - C. Storage
 - D. Member Undergoing Hospitalization or Medical Treatment
 - E. Member Undergoing Education or Training
 - F. Other Deserving Cases
 - G. Member Required to Vacate GOV'T/GOV'T-controlled Quarters or Privatized Housing before Selecting a Home
 - H. Recalled to Active Duty before Selecting a Home
 - I. Recalled to Active Duty after Selecting a Home
 - J. Member on the TDRL Who Is Discharged or Retired
 - K. Member Dies after Retirement or Release
 - L. Member Ordered Home to Await Disability Retirement

SECTION D8: HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

- U5370 HHG TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A. General
 - B. HHG Transportation Located in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS
 - C. PDS to Which Dependent Travel Is Authorized Changed to Dependent-restricted Tour PDS, or Sea Duty Changed to Unusually Arduous Sea Duty
 - D. HHG Transportation Incident to Alert Notice
 - E. Cadet or Midshipman Dies while Enrolled in Service Academy
 - F. Member Reduced in Grade
 - G. HHG Transportation Incident to Tour Extension
 - H. HHG Shipment Incident to a Court-martial Sentence/Administrative Discharge under other than Honorable Conditions (for a Member with Dependent Stationed in CONUS)
 - I. HHG Transportation Incident to IPCOT
 - J. Consumable Goods Allowance Incident to Tour Extension or IPCOT
 - K. HHG Transportation for a Dependent Relocating for Personal Safety

SECTION D9: 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

- 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**
- A. General
 - B. Limitations
 - C. When Authorized
 - D. Storage
 - E. Termination of Missing Status
 - 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
 - G. Administrative Instructions

SECTION D10: STORAGE IN TRANSIT (SIT)

Paragraph Title/Contents

- U5375 STORAGE IN TRANSIT (SIT)**
- A. General
 - B. Time Limit
 - C. SIT for HHG Transported from NTS to Destination
 - D. SIT Converted to NTS
 - E. HHG Partial Lot Withdrawal and Delivery from SIT
 - F. Further PCS Authorization/Order Received after the Member Arrives at a New PDS
 - G. Authorization/Order Amended, Modified, Canceled or Revoked
 - H. Short Distance Moves

SECTION D11: NON-TEMPORARY STORAGE (NTS)

- U5380 NON-TEMPORARY STORAGE (NTS)**
- A. General
 - B. Place of NTS
 - C. NTS as an Alternative to Transportation
 - D. NTS Converted to SIT
 - E. NTS of HHG Currently in SIT
 - F. Withdrawal of HHG from NTS as an Alternative to Continued Storage
 - G. NTS Incident to Occupancy of GOV'T/GOV'T-controlled Quarters or Privatized Housing and Incident to Vacating Local Private Sector Housing
 - H. NTS when Ordered on PCS to a Remote CONUS Area with a Housing Shortage
 - I. Successive NTS Authorization Periods
 - J. Authorization/Order Amended, Modified, Canceled or Revoked
 - 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
 - L. Time Limits

SECTION D12: AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

- U5390 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**
- A. General
 - B. Summary of PCS HHG Authorized Locations and Weight Allowance

PART E: POV TRANSPORTATION AND STORAGE**SECTION E1: POV TRANSPORTATION**

- U5400 GENERAL**
- U5405 ELIGIBILITY**
- A. Initial Authorization
 - B. Related Shipment/Transportation
- U5410 TRANSPORTATION**
- A. Transportation Permitted
 - B. POV Shipment when Transportation to the New PDS Not Permitted
 - C. Replacement POV Transportation
 - D. Reimbursement of Rental Vehicle Cost when a Motor Vehicle Arrives Late
- U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP**
- A. General
 - B. POV Delivery/Pick-up Separate from PCS Travel

<u>Paragraph</u>	<u>Title/Contents</u>
	C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved
	D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved
	E. POV Delivery to Pick-up from a Designated POV Port/VPC Accomplished Concurrently with TDY En Route
U5414	TRANSPORTATION OF POV TO/FROM PDS
	A. Transportation of POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS
	B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS
U5415	POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE
U5417	*POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS
	A. General
	*B Member Possesses More than Two Vehicles
	.
	C. Restrictions
	D. Cost Reimbursement Example
	E. Cost Reimbursement Example
U5420	TRANSPORTATION RESTRICTIONS
	A. POV Purchased in a Non-foreign OCONUS Area
	B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS
	C. Vehicle Size
	D. Combining POV Weight Limitations when Husband and Wife Are Members
U5425	TRANSPORTATION METHODS
	A. GOV'T /Commercial Transportation
	B. Personally Procured Transportation
U5435	PORTS/VPCs USED
	A. Designation of Ports
	B. Alternate Ports/VPCs
	C. Transshipment from a Designated Port/VPC
U5440	FACTORS AFFECTING POV TRANSPORTATION
	A. POV Transportation May Be Deferred
	B. Error
	C. Authorization/Order Amended, Modified, Canceled or Revoked
	D. Transportation before an Authorization/Order Is Issued
U5445	EXCESS COST COLLECTION
U5455	POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES
	A. Official and Personal Situations
	B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependent Travel Is Not Authorized before the POV Is Transported from a CONUS Port/VPC
	C. Incident to Alert Notice
	D. PDS Evacuation
	E. Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death

Paragraph Title/Contents

F. POV Transportation for a Dependent Relocating for Personal Safety

U5456 TRANSPORTATION INCIDENT TO DIVORCE**U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV**

- A. Incident to Separation from Service or Relief from Active Duty
- B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay
- C. Incident to PCS

U5460 CARE AND STORAGE**U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE****SECTION E2: POV STORAGE WHEN POV TRANSPORTATION TO A FOREIGN/NON-FOREIGN OCONUS PDS IS NOT AUTHORIZED OR STORAGE ICW CONTINGENCY OPERATION TDY****U5462 DEFINITION****U5464 GENERAL****U5466 ELIGIBILITY**

- A. Members
- B. Storage

U5467 STORAGE IN LIEU OF SHIPMENT**U5468 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY**

- A. General
- B. Delivery/Pick-up
- C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY en Route is Involved
- D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved
- E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY en Route

U5470 STORAGE FACILITIES USED

- A. Designated Storage Facilities
- B. Personally Procured POV Storage

U5472 FACTORS AFFECTING POV STORAGE

- A. Orders Amended, Modified, Canceled, or Revoked
- B. Storage before an Authorization/Order Is Issued
- C. Time Limitation

U5474 RESTRICTIONS

- A. Restriction on Vehicle Size
- B. Combining POV Size Limitation when Husband and Wife Are Members
- C. Other Excess Storage Costs

U5476 CONTINUED POV STORAGE

- A. Continued POV Storage for Active Duty Members
- B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement,

Paragraph Title/Contents

Placement or TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

U5478 CARE AND STORAGE

U5479 ADVANCE OF FUNDS

PART F: MOBILE HOMES TRANSPORTATION

U5500 PRIVATELY OWNED MOBILE HOMES

- A. General
- B. Eligibility
- C. Geographic Limitations
- D. Delayed/Deferred Mobile Home Transportation

U5505 MOBILE HOME TRANSPORTATION

- A. Definition
- B. Member Married to Member
- C. Single Member/Concurrent Travel Performed
- D. Dependent Travels to/from a Designated Place/Selected Point in CONUS or Alaska
- E. Return from a PDS neither in CONUS nor Alaska
- F. Upon separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement

U5510 GOV'T-/PERSONALLY PROCURED MOBILE HOME TRANSPORTATION

- A. Routing
- B. Personally Procured Commercial Transportation
- C. Movement other than by Commercial Transporter
- D. GOV'T-procured Transportation
- E. Transportation Partly by Commercial Transporter and Partly by other Means

U5515 MOBILE HOME TRANSPORTATION FACTORS

- A. Mobile Home Allowance Application
- B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
- C. Improper Shipments
- D. Authorization/Order Amended, Modified, Canceled or Revoked
- E. Mobile Home Transportation from a Prior PDS
- F. Transportation before an Authorization/Order Is Issued
- G. HHG Removed from a Mobile Home to Meet Safety Requirements

U5520 MOBILE HOME TRANSPORTATION EXCESS COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

U5530 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

- A. General
- B. Reimbursable Expenses
- C. Non-reimbursable Expenses
- D. Cost Constraints
- E. Ownership

U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

- A. When a Dependent Travels before the Member's PCS due to Official/Personal Situations
- B. Mobile Home Transportation Incident to Alert Notice

Paragraph Title/Contents

C. Mobile Home Transportation Incident to Tour Extension

U5545 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

- A. General
- B. Authorized Transportation
- C. Additional Moves—Member Reported as Missing for more than 1 Year
- D. Death of a Member

U5555 TEMPORARY STORAGE

- A. General
- B. Storage in Transit (SIT) Time Limits
- C. Authorization/Order Amended, Modified, Canceled or Revoked
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U5560 FUNDS ADVANCE

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SECTION G3: DLA RATES

U5635 DLA RATES

U5635 DLA RATES

**Change 268
4/1/09**

Paragraph Title/Contents

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- C. DLA when a Member-Married-to Member Couple is Transferred (Table U5G-3)

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U5951 ESCORTING THE REMAINS OF A DECEASED MEMBER

SECTION 2: TRAVEL AND TRANSPORTATION OPTIONS

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General

1. Allowable Travel and Transportation Options. A member may elect to:
 - a. Travel by POC (see par. U5105-B),
 - b. Procure common carrier transportation (see par. U5105-C), or
 - c. Be provided transportation in kind (see par. U5105-D),
2. Exceptions. A member may elect the travel and transportation options listed above except when:
 - a. Travel is performed partly at personal expense and partly by GOV'T-procured transportation and/or GOV'T conveyance (see par. U5105-E),
 - b. The transportation mode is directed (including members traveling together with no/limited reimbursement directed in the authorization/order) (see par. U5108),
 - c. Travel OCONUS is involved (see par. U5116),
 - d. There are special circumstances (see par. U5120 and Ch 7), or
 - e. POV delivery/pickup is involved, (see par. U5413).

B. 'MALT-Plus' for POC Travel. Other than for transoceanic travel, PCS travel by POC is to the GOV'T'S advantage. A member traveling by POC is authorized 'MALT-Plus'. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel. See par. U3010. The 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time. 'Lodgings-Plus' computed per diem or AEA (as prescribed in Ch 4, Part B or Ch 4, Part C) may not be paid for the same day as 'MALT-Plus' per diem. However, a per diem or AEA is authorized for any necessary overnight delay or processing time at a transportation terminal or personnel processing center except when prohibited by par. U5125-A3 or U5130-A3. On any day that 'MALT-Plus' and a 'Lodgings-Plus' computed per diem are potentially payable (e.g., mixed transportation modes used on the same day, or when arriving by POC and remaining overnight near a transportation terminal), 'Lodgings-Plus' computed per diem is paid. In addition to 'Lodgings-Plus' computed per diem, the member is authorized the MALT for POC travel. See par. U5106 for examples.

1. MALT Rate. The MALT paid (see par. U2605 for the rate) is determined by the official distance for which MALT may be paid under the circumstances (as determined IAW the applicable provisions of this regulation). An authorized traveler is a member, a civilian employee, and/or a dependent traveling IAW a PCS authorization/order and whose transportation is to be reimbursed using a PCS authorization/order as authority. If more than one member/civilian employee travels as an authorized traveler in the same POC, only the authorized traveler incurring the expenses is authorized MALT for the official distance. The authorized traveler who is authorized MALT is also authorized to receive the reimbursable expenses.

Example 1: A member-married-to-member couple, each on a PCS authorization/order, and their two children travel together in one POC. One member is paid MALT for the official distance and all reimbursable expenses.

Example 2: Three unrelated members, each on a PCS authorization/order, travel together in one POC between two PDS locations. The member incurring the costs receives MALT for the official distance and may submit all reimbursable expenses.

Example 3: Member-married-to-GOV'T civilian employee, each traveling on an authorization/order and eligible for travel and transportation allowances, and their child travel together in one POC. Only one may receive MALT for the official distance. Either the member or the GOV'T civilian employee may submit all reimbursable expenses.

Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved. Only one authorized traveler may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

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 member may be eligible to submit a claim for repairs to POCs used for official travel, using Service procedures, under 31 USC §3721.*

2. Per Diem. A flat per diem at the Standard CONUS per diem rate is paid for each PCS travel day between authorized points, NTE the allowable travel time computed under par. U5160. ***If used, GOV'T QTRS and/or mess have no effect on the per diem amount paid.*** Each member traveling in a POC is authorized the Standard CONUS per diem rate.

C. Reimbursement for Common Carrier Transportation Plus Per Diem. ***It is MANDATORY DOD policy to use CTOs for all official transportation requirements.*** A member who, despite the DOD policy, procures common carrier transportation at personal expense for official travel is authorized reimbursement NTE the amount authorized in pars. U3110, U3125, U3130, and U3135. However, reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule necessary to meet the authorization/order requirements. ***Reimbursement under par. U5105-C is based on the non-capacity-controlled city-pair airfare (not the capacity-controlled city-pair airfare if both capacity-controlled and non-capacity-controlled airfares are available) only if GOV'T-procured transportation is available under par. U3120 (B-163758, 24 July 1972).*** Per diem is computed under par. U5113.

D. Transportation in Kind Plus Per Diem. When the GOV'T provides transportation-in-kind at no cost, the member is authorized per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), reimbursement is determined under par. U5105-E2.

NOTE: *The following is not part of mixed mode travel in a journey:*

a. Travel between the duty station and local transportation terminal, or

b. Travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the 'MALT-Plus' payable for the entire ordered travel distance less the cost of any GOV'T-procured transportation used for a portion of the journey. ***NOTE: Do not collect excess cost from the member if deducting the cost of the GOV'T-procured transportation for the ordered travel from the 'MALT-Plus' results in a negative amount.***

3. PCS Mixed Modes Example

PCS Mixed Modes

NOTE: The rates used in this example may not be current. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. U2025 for the current Standard CONUS per diem and par. U2600 for the MALT rate.

<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>
01 Jun	Depart:	Old PDS	CP
01 Jun	Arrive:	LV address	
20 Jun	Depart:	LV address	POC
30 Jun	Arrive:	New PDS	
DTOD distance from the old PDS to the new PDS is 2,984 miles DTOD distance from the leave address to the new PDS is 838 miles *MALT rate per authorized POC is \$.24/mile 'MALT-Plus' per diem rate is \$109/day LV address M&IE is \$44.00 New PDS M&IE is \$64.00			
*COST FOR ACTUAL TRAVEL:			
*1 Jun		*Commercial air cost from old PDS to leave address (non city-pair airfare)	\$250.00
		Taxi to airport	\$25.00
		*Per diem: 75% x \$44 =	*\$33.00
20 – 30 Jun		*MALT: 838 miles x \$.24/mile =	*\$201.12
		* 'MALT-Plus' per diem: \$109/day x 3 days =	\$327.00
Total Actual Cost =			*\$836.12
COST FOR POC TRAVEL FOR THE ORDERED DISTANCE:			
1-9 Jun		*MALT rate: 2,984 miles x \$.24/mile =	*\$716.16
		'MALT-Plus' per diem: \$109/day x 9 days =	\$981.00
Total Constructed Cost =			*\$1,697.16
*Reimburse to the traveler the actual cost (\$836.12) NTE the constructed cost (\$1,697.16). The traveler is due \$836.12.			

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SECTION 3: PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

U5106 PCS EXAMPLES - LODGINGS AND 'MALT-PLUS' PER DIEM

EXAMPLE 1				
Date	Departure/Arrival	Location	Transportation	Distance
15 Jul	Depart:	Old PDS	POC	
	Arrive:	POE		114 miles
16 Jul	Depart:	POE	TP	
	Arrive:	POD		
16 Jul	Depart:	POD	CA	Taxi \$25
	Arrive:	New PDS		
Traveler spends \$115 for lodging on 15 July. POE per diem rate is \$188 (\$126/ \$62). POE is not the local terminal for the old PDS. M&IE for the new PDS is \$39. *MALT rate per authorized POC is \$.24/mile.				
REIMBURSEMENT:				
15 Jul		*Per Diem: 75% x \$62 = \$46.50 + \$115 (\$115 < \$126) =		\$ 161.50
		*MALT: 114 miles x \$.24/mile =		*\$27.36
16 Jul		*Per Diem: 75% x \$39 =		\$29.25
		*Taxi		<u>\$25.00</u>
Total Reimbursement =				*\$243.11
<i>NOTE: MALT & 'Lodgings-Plus' per diem are paid for the same day.</i>				

EXAMPLE 2				
The Standard CONUS per diem rate used in this example may not be current. See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. U2025 for the current Standard CONUS per diem rate.				
Date	Departure/Arrival	Location	Transportation	Distance
1 Aug	Depart:	Old PDS	POC	
3 Aug	Arrive:	POE		805 miles
4 Aug	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	CA	Taxi \$20
	Arrive:	New PDS		
Traveler spends \$110 for lodging on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). M&IE for the new PDS is \$60. Standard CONUS per diem = \$109. *MALT rate per authorized POC is \$.24/mile.				
REIMBURSEMENT:				
1-2 Aug		\$109/day x 2 days =		*\$ 218.00
3 Aug		\$110 + \$42 =		\$152.00
		*805 miles x \$.24/mile =		*\$193.20
4 Aug		75% x \$60 =		\$45.00
		Taxi		<u>\$20.00</u>
Total Reimbursement =				*\$628.20
<i>NOTE: Even though there is another 'MALT-Plus' per diem day payable, pay 'Lodgings-Plus' computed per diem for the night spent at the port.</i>				

EXAMPLE 3				
The Standard CONUS per diem rate used in this example may not be current. See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. U2025 for the current Standard CONUS per				

Part B: Mbr Alws for Transp & Subsistence/Section 3: PCS Examples

diem rate.				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jun	Depart:	Old PDS	POC	
4 Jun	Arrive:	TDY Site		1,200 miles
10 Jun	Depart:	TDY Site	POC	
10 Jun	Arrive:	New PDS		300 miles
Traveler spends \$70/night for lodging 4-9 Jun while TDY. TDY per diem rate is \$109 (\$70/ \$39). Standard CONUS per diem = \$109. *MALT rate per authorized POC is \$.24/mile.				
REIMBURSEMENT:				
1-3 Jun		\$109/day x 3 days =		\$ 327.00
4 Jun		\$70 + \$39 =		\$109.00
		*1,200 miles x \$.24/mile =		*\$288.00
5-9 Jun		(\$70 + \$39)/day x 5 days =		\$545.00
10 Jun		\$109/day x 1 day =		\$109.00
		*300 miles x \$.24/mile =		*\$72.00
Total Reimbursement =				*\$1,450.00
<i>NOTE: Even though MALT is paid 4 June, pay 'Lodgings-Plus' per diem since the traveler arrived at the TDY location that day.</i>				

EXAMPLE 4				
The Standard CONUS per diem rate used in this example may not be current. See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. U2025 for the current Standard CONUS per diem rate				
<u>Date</u>	<u>Departure/Arrival</u>	<u>Location</u>	<u>Transportation</u>	<u>Distance</u>
1 Jul	Depart:	Old PDS	POC	
10 Jul	Arrive:	POE		1,080 miles
11 Jul	Depart:	POE	TP	
	Arrive:	POD		
	Depart:	POD	POC	120 miles
	Arrive:	New PDS		
Traveler spends \$109 for lodging on 10 Jul. POE per diem rate is \$155 (\$109/ \$46). POD is not the local terminal for the new PDS. New PDS M&IE is \$82. Standard CONUS per diem = \$109. *MALT rate per authorized POC is \$.24/mile.				
REIMBURSEMENT:				
1-9 Jul		\$109/day x 3 days =		\$ 327.00
10 Jul		\$109 + \$46 =		\$155.00
		*1,080 miles x \$.24/mile =		*\$259.20
11 Jul		75% x \$82 =		\$61.50
		*120 miles x \$.24/mile =		*\$28.80
Total Reimbursement =				*\$831.50
<i>NOTE: Even though MALT is paid 11 July, pay 'Lodgings-Plus' computed per diem since the traveler also traveled by TP that day. This allows the traveler to also receive TLA on 11 July.</i>				

SECTION 3: MISCELLANEOUS TRAVEL FACTORS

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 GOV'T air transportation.
3. A dependent is not required to use GOV'T 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 GOV'T 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 GOV'T/GOV'T-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

C. Travel by Oceangoing Car Ferry. 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

See http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl or par. U2025 for the current Standard CONUS per diem rate.				
EXAMPLE 1: CONUS TO OCONUS PCS				
Member, spouse, and 4-year old child perform PCS travel. Family spends \$150 for lodging (single room rate is \$120) on 3 Aug. POE per diem rate is \$152 (\$110/ \$42). New PDS M&IE is \$60. Standard CONUS per diem = \$109.				
<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
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	\$245.25 (\$109 member + 81.75 spouse + 54.50 child)/day x 2 days=			\$ 490.50
3 Aug	\$110 + \$42 = (member)			\$152.00
	(\$152 x 75% spouse) + (\$152 x 50% child) =			\$190.00
4 Aug	\$60 x 75% = (member)			\$45.00
	(\$60 x 75% x 75% spouse) + \$22.50 (\$60 x 75% x 50% child) =			\$56.25
MALT	*600 miles x \$.24/ mile =			*\$144.00
Taxi				\$20.00
Total Reimbursement				*\$1,097.75

EXAMPLE 2: OCONUS TO CONUS PCS

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

<u>Date</u>	<u>Depart</u>	<u>Arrived</u>	<u>Transportation Mode</u>	<u>Travel Distance/Cost</u>
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	\$62 x 75% = \$46.50 + \$100 (\$100 less than \$126) = (member)			\$ 146.50
	\$219.75 (\$146.50 x 75%/dependent x 2 dependents ≥ age 12) + \$73.25 (\$146.50 x 50%/dependent < age 12) =			\$293.00
16 July	\$39 x 75% = (member)			\$29.25
	\$43.88 (\$39 x 75% x 75%/dependent x 2 dependents ≥ age 12) + \$14.63 (\$39 x 75% x 50%/dependent < age 12) =			*\$58.51
	*MALT: 300 miles x \$.24/mile =			*\$72.00
	Taxi			\$25.00
Total Reimbursement				*\$624.26

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

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. U5201-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 GOV'T Expense – Return at GOV'T 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 GOV'T 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. U5201-B3d and U5201-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. Authority for travel and transportation allowances is based on a dependent's age on the date travel begins, provided travel begins 60 or fewer days after the PCS authorization/order effective date. When travel begins more than 60 days after the PCS authorization/order effective date, authority for travel and transportation allowances is based on a dependent's age on the 60th day. The following governs the per diem amount to which a member is authorized for dependent travel 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, per diem is based on the age on the PCS authorization/order effective date;

*b. Ends before the PCS authorization/order effective date, per diem is based on the age on the date travel ends;

*c. Begins 60 or fewer days after the PCS authorization/order effective date, per diem is based on the age on the date travel begins; or

*d. Begins more than 60 days after the PCS authorization/order effective date, per diem 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. U5201-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:

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 GOV'T-procured transportation had been used for travel between authorized points, plus a per diem as prescribed in Ch 4, Part B for the time required for travel between authorized points.

If GOV'T-procured transportation is used, the GOV'T-procured transportation cost 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.

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SECTION 1: GENERAL

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. U5201 for dependent transportation. See par. U5500 for mobile home transportation.

1. The GOV'T'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 GOV'T. 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 GOV'T 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 GOV'T 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 an RC 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 GOV'T 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 GOV'T 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. The Secretarial Process for each Service may authorize a member an additional weight allowance NTE 500 pounds for PBP&E that belongs to the member's spouse when on a PCS.

3. 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.

4. 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.

5. Articles which lose their identities as PBP&E continue as HHG, if otherwise qualified.

6. 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.

NOTE 1: The member is responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

NOTE 2: A personal watercraft (e.g., a jet ski) and associated trailer for which the total length does 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 GOV'T'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.	\$43,145.57
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 GOV'T'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

EXCESS COST COMPUTATION	
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 GOV'T'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 (GOV'T'S obligation)	- \$ 10,347.26
Difference (if negative amount enter zero)	\$ 3,062.74
Additional accessorial costs member owes	+ 000.00
Total transportation cost for which the member is financially responsible	\$ 3,062.74

G. Recruit's Civilian Clothing. 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. GOV'T-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 QTRS to packing/crating facility and/or to place of storage;
- b. From packing/crating facility to QTRS, 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 QTRS, 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 QTRS and/or place of storage;
- b. Place of storage to QTRS.

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 Medical Equipment (CTO/TMC use is still MANDATORY). 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 Service-established 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 a Service-concerned designated OCONUS PDS as a place at which GOV'T-owned furnishings are provided for all QTRS, a member is limited to HHG transportation to the PDS of 2,500 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus UB transportation. The limitation for a member serving an accompanied tour in Korea (except Chinhae and Osan which are full JFTR weight allowance locations) is 50 percent (net) of the weight allowance in par. U5310-B. See par. U5315-C for other exceptions. If both spouses are members and are assigned to the same OCONUS area at which they jointly occupy QTRS, they are limited to one administrative weight allowance (50% if Korea), based on the higher ranking member's weight allowance; 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. GOV'T Furnishings Unavailable. When an item of GOV'T 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 GOV'T may transport additional HHG at the GOV'T rate; however, the member is responsible for the excess weight transportation cost.

U5317 HHG TRANSPORTATION DISALLOWED

NOTE: See par. U5201-B for related dependent transportation.

HHG transportation authorization does not exist for a member:

1. Of an RC 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.

U5319 FUNDS ADVANCE

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 GOV'T's constructed cost arranged under par. U5320-D2a.
3. 60% of the monetary allowance under par. U5320-D2b.

SECTION 2: TRANSPORTATION METHODS**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 GOV'T.
- B. UB. UB transportation is authorized by an expedited transportation 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 transportation 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. GOV'T-procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the GOV'T assumes responsibility for HHG transportation 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 HHG transportation and/or NTS. Transportation cost claims should be prepared and submitted IAW Service regulations. See par. U1010-B8. The GOV'T'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 transportation (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. GOV'T-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 shipping or transportation officer instructs the member in writing 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. GOV'T-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is authorized:
 - a. Actual cost reimbursement NTE the GOV'T's constructed transportation and/or NTS cost (see par. U5320-D6), or
 - b. Payment of a monetary allowance equal to 95% of the GOV'T'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

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a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or GOV'T 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 GOV'T 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 GOV'T-procured transportation and/or NTS is available, the GOV'T must never incur expenses for the HHG movement in excess of 100 percent of the GOV'T'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. GOV'T Constructed Cost. For the Armed Forces and NOAA, the GOV'T'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 GOV'T-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 GOV'T-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/separatees at the HOS/HOR (limited by the lesser authorization.)

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

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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 GOV'T 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 GOV'T, 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 GOV'T 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 GOV'T-Procured Transportation. When a GOV'T-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 GOV'T 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 GOV'T-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 GOV'T expense. The cost of transporting these HHG must be deducted from the total cost of what it would have cost the GOV'T to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home transportation 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. Applicant-signed written agreement 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 applicant-signed agreement to pay the entire transportation cost (if a PCS authorization/order is not later issued to authorize the transportation). 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 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, 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 Transportation.** 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.

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SECTION 3: NET WEIGHT AND EXCESS CHARGES**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 or as excess accompanied baggage. 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. GOV'T-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 GOV'T-arranged 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 GOV'T 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 GOV'T 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 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 GOV'T 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 from the member for excess charges is 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);

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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. Member-requested special services, i.e., increased valuation liability cost; and

f. Transportation related costs that are GOV'T-incurred 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; http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.*

2. **NTS.** The GOV'T'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 GOV'T 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 GOV'T'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 GOV'T. 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 GOV'T 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)).

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SECTION 5: LOCAL SHORT DISTANCE MOVES**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 GOV'T QTRS 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).
- *8. Foreclosure on Leased on Rental Housing (par. U5355-D3).

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 GOV'T'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 GOV'T'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 GOV'T/GOV'T-controlled QTRS 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 GOV'T/GOV'T-controlled QTRS 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 GOV'T/GOV'T-controlled QTRS 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 GOV'T QTRS. A member is authorized a short distance HHG move, between GOV'T QTRS 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 GOV'T QTRS to use idle housing,
- b. Vacating GOV'T QTRS (e.g., authorization/order, unfit for occupancy, some unusual Service operational requirement), or
- c. Reassignment to GOV'T QTRS 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 GOV'T for all excess costs. ***A short distance HHG move, incident to moving to/from GOV'T QTRS, is not authorized to accommodate a member's personal problems, convenience, or morale.***

2. Moving from GOV'T-controlled QTRS. When a member, occupying QTRS under a Service's jurisdiction (other than GOV'T QTRS), is directed by competent authority to vacate the QTRS because the QTRS 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 QTRS 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 GOV'T 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 QTRS

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

- a. A member is authorized a short distance HHG move, at GOV'T expense, from local economy QTRS to other local economy QTRS (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 QTRS for the GOV'T's convenience.
- b. Example: When the member is directed by competent authority to vacate local economy QTRS 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 QTRS 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 QTRS 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 QTRS,
- b. From NTS to GOV'T or economy QTRS,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

Effective 30 July 2008

*3. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action Against the Landlord. An Armed Forces member who relocates from, or whose dependent relocates from, leased or rented private housing, by reason of a foreclosure action against the landlord is authorized a short distance move. ***This provision does not apply if a member and/or dependent is the homeowner.*** The HHG move is to another dwelling from which the member is to commute daily to the PDS (or at a location at which the dependent resides). The PCS HHG weight limitations in par. U5355-B apply. Before use of this authority, a member is encouraged to exhaust remedies available under the Servicemembers Civil Relief Act (50 USC, App 531) and state law.

**SECTION 6: SEPARATION FROM THE SERVICE OR RELIEF FROM
ACTIVE DUTY EXCEPT FOR
DISCHARGE WITH SEVERANCE OR SEPARATION PAY**

**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 an RC 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 par. U5125 conditions, is authorized HHG transportation to the location the member elects, from the following:

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 GOV'T 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 GOV'T, 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 an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training. An RC 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 GOV'T expense, to the:
 - a. HOR, or
 - b. PLEAD or active duty for training.

NOTE: NTS is not authorized.

F. Member Required to Vacate GOV'T/GOV'T-controlled QTRS 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 GOV'T/GOV'T-controlled QTRS or privatized housing, is authorized a short distance HHG move from the vacated QTRS/privatized housing to a local temporary residence in the vacated QTRS/privatized housing vicinity. 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 member-elected place 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, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process. A time limit extension for transportation in no way extends the GOV'T'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 GOV'T acting as the member's agent for the extension period, 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 NTS expiration, 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 GOV'T'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 member-selected location 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 member-selected location 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 GOV'T 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.

SECTION 7: RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**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 cost (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. See 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 GOV'T acting as the member's agent for the extension period, 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). Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, 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 time limit extension 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 time limit extension for HHG transportation and continued NTS at member's expense but under GOV'T auspices, may be authorized/approved through the Secretarial Process (see par. U5012-I). Notwithstanding the time limit extension within which HHG transportation must begin, the storage period at GOV'T 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 Service's best interest, 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 GOV'T'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 the member's separation from the Service (B-207157, 2 February 1983).

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

G. Member Required to Vacate GOV'T/GOV'T-controlled QTRS or Privatized Housing before Selecting a Home. A member authorized HHG transportation under par. U5365-A, who is required by competent authority to vacate GOV'T/GOV'T-controlled QTRS or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated QTRS/privatized housing to a local temporary residence in the vacated QTRS/privatized housing vicinity. 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 dependent-selected place, or partly to each. The dependents are financially responsible 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 financially responsible 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 GOV'T expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. U5130-A, or partly to each. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the dependent-selected home. 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 GOV'T'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)).

SECTION 11: NON-TEMPORARY STORAGE (NTS)

U5380 NON-TEMPORARY STORAGE (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 HHG weight in NTS at GOV'T expense on the same PCS authorization/order should not exceed the weight allowance in par. U5310-B.

1. If the HHG weight in NTS plus the HHG weight 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 GOV'T 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 GOV'T. Any transportation cost to and from a selected storage facility is at GOV'T 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 GOV'T.
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 GOV'T'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 GOV'T 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 HHG storage converted from NTS to SIT, is authorized before another PCS authorization/order is issued.

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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 GOV'T 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 GOV'T/GOV'T-controlled QTRS or Privatized Housing and Incident to Vacating Local Private Sector Housing

1. Occupancy of GOV'T/GOV'T-controlled QTRS or Privatized Housing. The NTS provided for in pars. U5380-G1a and U5380-G1b applies to every member assigned to GOV'T/GOV'T-controlled QTRS or privatized housing in CONUS; it may be applied to a member assigned to OCONUS GOV'T/GOV'T-controlled QTRS 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 GOV'T/GOV'T-controlled QTRS 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 GOV'T/GOV'T-controlled QTRS or privatized housing under other circumstances.

a. Moving to and from GOV'T QTRS. A member is authorized NTS of HHG that cannot be accommodated in assigned GOV'T QTRS for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) Assignment to GOV'T QTRS to use idle housing facilities (par. U5380-L21);
- (2) Vacating GOV'T QTRS (i.e., authorization/order, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L22); or
- (3) Reassignment to GOV'T QTRS when the conditions, addressed in par. U5380-G1b, have been rectified or alleviated (par. U5380-L21).

NTS is not authorized incident to GOV'T QTRS assignment for the member's convenience or morale. If a member voluntarily vacates GOV'T QTRS for personal reasons or convenience, neither GOV'T funded NTS of the HHG moved from the GOV'T QTRS, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the GOV'T QTRS, is authorized. Charges for handling out delivery and unpacking of HHG in NTS as being in excess to what could be accommodated in the GOV'T QTRS to the member's local residence are payable by the GOV'T. NTS must not be authorized under par. U5380-G1 when GOV'T QTRS 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 GOV'T 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 GOV'T. 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 GOV'T-controlled QTRS. When a member occupying GOV'T-controlled QTRS is directed by competent authority to vacate the GOV'T-controlled QTRS because the GOV'T-controlled QTRS 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 GOV'T-controlled QTRS and the NTS facility incident to vacating and reoccupying the GOV'T-controlled QTRS, or between the NTS facility and GOV'T QTRS if such QTRS were occupied in lieu of reoccupying the vacated GOV'T-controlled QTRS. If vacating the GOV'T-controlled QTRS 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 QTRS

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 GOV'T 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.

Part D: HHG Transportation & Storage/Section 11: NTS**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 storage place vicinity (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).
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 par. U5350-B condition.	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	11. Member's reporting not later than date, or the

Situation	Storage Termination
which HHG transportation is authorized (par. U5350-F).	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.
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 GOV'T QTRS or privatized housing (par. U5380-G1a).	22. Date member is ordered to relinquish GOV'T QTRS/privatized housing.
23. Assignment to GOV'T QTRS or privatized housing is terminated or member is required to vacate GOV'T QTRS or privatized housing temporarily (par. U5380-G1a).	23. Date member is subsequently assigned to GOV'T QTRS, privatized housing or to other QTRS under a Service's jurisdiction, is authorized to return to previously vacated or similar GOV'T QTRS/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 GOV'T-controlled (par. U5380-G1b).	24. Date member is authorized to reoccupy these GOV'T-controlled QTRS, is assigned GOV'T QTRS/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 GOV'T owned furniture and appliances that displace similar privately owned items in	25. Date member is ordered to relinquish the QTRS.

Situation	Storage Termination
GOV'T QTRS/GOV'T-controlled QTRS, privatized housing (par. U5380-G).	
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 OCONUS PDS vicinity is authorized.

SECTION 1: POV TRANSPORTATION**U5400 GENERAL**

- A. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
- B. *These allowances are discretionary.*
- C. POV transportation is authorized unless restricted by the AO or Service PCS-authorization/order regulations.
- D. See the SDDC website at: <http://www.sddc.army.mil/>, and "Shipping your POV" at: <http://www.sddc.army.mil/CONTENT/8808/DBCN8808.pdf> for other requirements related to transporting a POV.

U5405 ELIGIBILITY

- A. Initial Authorization. A POV (see APP A) may be authorized by a PCS authorization/order to be transported for the member's or dependents' personal use when:
1. Ordered to make a PCS to, from, or between OCONUS PDSs;
 2. A change in a ship's home port is authorized; or
 3. Any of the conditions in par. U5415, or the conditions in par. U5417, are met dealing with CONUS to CONUS transportation of a POV.

NOTE: An authorization/order authorizing a PCS to, from, or between OCONUS PDSs may authorize POV shipment even though the POV can be driven between the PDSs involved (e.g., a member PCSing from Germany to Italy may be authorized shipment of a POV).

- B. Related Shipment/Transportation. Once the POV transportation has been authorized, the related POV shipment/transportation to/from appropriate port/VPC is authorized.

U5410 TRANSPORTATION**A. Transportation Permitted**

1. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
 - a. POV unloading port/VPC serving the new PDS;
 - b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B);
 - c. New PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
 - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
3. Upon Separation/Retirement. For POV transportation upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.

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4. For Member-Married-to-Member Couples. For combining POV shipping weight limits when husband and wife are members, see par. U5420-D.
5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5420-B).

B. POV Transportation when Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized to a foreign OCONUS PDS, see Ch 5, Part E2.

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because
 - a. POV transportation is not permitted to the new PDS;
 - b. The member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS; or
 - c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a); then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. Any place in CONUS the member designates, if the old PDS is OCONUS;
 - b. Alaska, Hawai'i, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Part C; or
 - c. Any OCONUS location to which dependent transportation is authorized under par. U5222-D1c; or
 - d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/approved by the Secretarial Process.***
2. Subsequent Transportation. A member:
 - a. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command-sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.
 - b. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS authorization/order. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5415 or U5417, or ICW authorized POV storage in Ch 5, Part E2.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at GOV'T expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or

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2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983). A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal determination.

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

EXAMPLES	
Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	\$00.00
Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June – 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	\$210.00
(15-21 June – 7 days @ \$30 a day = \$210.00)	
Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5-6 June
	11-14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Authorized:	\$210.00
(7 days vehicle rental @ \$30 a day = \$210.00)	
Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Authorized:	\$60.00
(30-31 Jan – 2 Days @ \$30 a day = \$60.00)	
(Authorization does not start until after the RDD.)	

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC. The Service Concerned designates the ports, using par. U5435. No authorization exists under par. U5413-A when POV transportation to the new PDS is not permitted. See par. U5410-B. For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par.

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U5130-A1. If dependents do not travel to/from the new/old PDS when delivering/picking-up a POV see pars. U5201-A, U5215, U5218 and U5222 for authorized PCS allowances.

B. POV Delivery/Pick-up Separate from PCS Travel. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (see par. U2600) from the:

1. Old PDS to the designated POV loading port/VPC; and
2. Designated POV unloading port/VPC to the new PDS.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under par. U5413-B.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via POV Loading Port/VPC. An eligible member and/or dependent(s) who travels via the POV loading port/VPC is authorized:

- a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and
- b. Reimbursement for transportation (see pars. U3320, U3410, U3420 and U5105-C) from the POV loading port/VPC to the passenger port.

2. Delivery - Travel to POV Loading Port/VPC via Passenger Port. An eligible member, who travels from the old PDS to the passenger port to drop off dependents, then to the designated POV loading port/VPC, and then returns to the passenger port, is paid PCS allowances from the:

- a. Old PDS to the passenger port for self and dependents; and
- b. Passenger port to the designated POV loading port/VPC for self.

Reimbursement for travel back to the passenger port is not authorized.

D. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route Involved. An eligible member and/or dependent(s) who travels via the vehicle port/VPC is authorized PCS allowances for direct travel from the passenger port to the designated POV unloading port/VPC and then to the new PDS.

E. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route

1. POV Delivery to POV Port/VPC ICW TDY En Route. An eligible member who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

- a. MALT at the rate in par. U2605-B for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT at the rate in par. U2605-B for the official distance from the TDY station to the designated POV port/VPC plus per diem (see par. U5105-B2); and
- c. PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

NOTE: When a dependent accompanies the member and/or delivers the POV to the designated POV port/VPC, the travel and transportation allowances for the dependent are computed using par. U5220. If a dependent delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, see par. U5413-C for dependent travel and transportation allowances.

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2. POV Pick-up from POV Port/VPC ICW TDY En Route. An eligible member who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

- a. PCS allowances for direct travel from the passenger port to the designated POV port/VPC;
- b. MALT at the rate in par. U2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. U5105-B2; and
- c. MALT at the rate in par. U2605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

NOTE: When a dependent accompanies the member and/or picks up a POV from the designated POV port/VPC, the travel and transportation allowances for the dependent is computed using par. U5220. If a dependent picks up the POV from the designated POV port/VPC without traveling to the TDY en route location see par. U5413-D for dependent travel and transportation allowances.

U5414 POV TRANSPORTATION TO/FROM AN OCONUS PDS

A. Transportation of a POV from Old to New PDS Incident to a Unit Move Involving an OCONUS PDS. An eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV from the unit's old PDS to the designated POV VPC/loading port, and from the designated POV VPC/unloading port to the new PDS.

B. Transportation of a POV between OCONUS Port/VPC and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port/VPC when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. A travel hazard exists between the port/VPC and PDS;
2. The member is physically unable to drive between the port/VPC and PDS; or
3. The conditions of the member's authorization/order or assignment are such that it is prudent for overland transportation to be provided.

Example 1: The member is assigned to a sensitive position at a new OCONUS PDS. The POV is at the unloading port/VPC. It is determined prudent to have the POV transported to the PDS.

Example 2: The member is assigned to an OCONUS country. That country's GOV'T requires the member to remain inside the country. The member cannot travel to the unloading port/VPC in another country to pick up the POV. Transportation to the PDS is authorized.

U5415 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS WHEN THE MEMBER IS UNABLE TO DRIVE THE VEHICLE

An eligible member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS PDS to new CONUS PDS when:

1. The member is physically unable to drive, or
2. There is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

NOTE: A dependent's inability to drive does not satisfy this criterion.

***U5417 POV TRANSPORTATION WITHIN CONUS INCIDENT TO A PCS**

Part E: POV Transportation & Storage/Section 1: POV Transportation

A. General

*1. An eligible member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS provided that the:

- *a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS;
- b. Member and dependents then travel at one time in one POC;
- c. GOV'T's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT-Plus' for driving two POCs to the new PDS. See example below in par. U5417-D; *and*
- d. Member is financially responsible for all excess costs/additional expenses associated with POV transportation. ***NOTE: If the POV transportation cost exceeds the reimbursement limitation (see par. U5417-D) the member is financially responsible for the cost difference to enable the POV to be transported.***

2. MALT and cost reimbursement are separately authorized for driving the second vehicle.

*B. **Member Possesses More than Two Vehicles.** Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

- *1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle, and
- *2. Must go through the Secretarial Process IAW JFTR, par. U5015-B.

C. Restrictions

1. A member must not be authorized POV transportation at GOV'T expense if the member has:

- a. No dependents,
- b. No dependents *eligible* for transportation at GOV'T expense, or
- c. No dependents being relocated incident to the PCS.

2. A member who is authorized POV transportation is not authorized commercial travel at GOV'T expense for the member and/or dependents ICW the PCS.

3. The member must personally procure all POV transportation. ***GOV'T-procured transportation is not authorized.***

4. ***Payment of TDY mileage or MALT is not authorized to drop off/pick up the POV ICW transportation.***

*5. POV storage at GOV'T expense is ***not authorized*** in lieu of POV transportation in par. U5417.

D. **Cost Reimbursement Example.** The example below is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = \$1,500.

NOTE: Of the various computation possibilities, the Services chose the following comparisons to use.

1. **Step 1.** Construct the cost for the member, spouse, and 2 children to perform concurrent travel in one POC.

Part E: POV Transportation & Storage/Section 1: POV Transportation

Step 1			
Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC			
	Per Diem		MALT
			Total
Member	\$109/day x 8 days (\$872)	+	*2,666 miles x \$.24/mile (\$639.84) =
Spouse	\$81.75/day x 8 days (\$654) = (75% of the member's per diem)		
1st Child	\$81.75/day x 8 days (\$654) = (75% of the member's per diem)		
2nd Child	\$81.75/day x 8 days (\$654) = (75% of the member's per diem)		
Total			*\$3,473.84

2. **Step 2.** Construct the cost for the member, spouse, and 2 children to perform non-concurrent (not traveling on the same route at the same time) travel in two POCs.

Step 2			
Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs			
	Per Diem		MALT
			Total
Member	\$109/day x 8 days (\$872)	+	*2,666 miles x \$.24/mile (\$639.84) =
Spouse	\$109/day x 8 days (\$872)	+	*2,666 miles x \$.24/mile (\$639.84) =
1st Child	\$81.75/day x 8 days (\$654) =		
2nd Child	\$81.75/day x 8 days (\$654) =		
Total			*\$4,331.68

3. **Step 3.** Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3	
Reimbursement Limitation to Drive One POC and Transport One POV	
*Based on the above steps the funds available for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,331.68) <i>minus</i> the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,473.84). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
*2. Reimbursement limitation is \$4,331.68 (Step 2) - \$3,473.84 (Step 1) =	*\$857.84
*3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500 - \$857.84 =	*\$642.16

Part E: POV Transportation & Storage/Section 1: POV Transportation

E. Cost Reimbursement Example. The example below is based on a member-married-to-member couple, and two other dependents (both age 12 or older) traveling across CONUS west coast to east coast. The cost to transport a POV (for illustration purposes only) = \$1,500.

1. Step 1. Construct the cost for the 2 members and 2 children to perform concurrent travel in one POC.

Step 1				
Member, Member, and 2 Children, Perform Concurrent Travel in One POC				
(See pars. U5100-B1 and U5100-B2.)				
	Per Diem		MALT	Total
Member 1	\$109/day x 8 days (\$872)	+	*2,666 miles x \$.24/mile (\$639.84) =	*\$1,511.84
Member 2	\$109/day x 8 days (\$872)			\$ 872.00
1st Child				
75% of Mbr 1 Per Diem	\$81.75/day x 8 days (\$654) =			\$ 654.00
2nd Child				
75% of Mbr 2 Per Diem	\$81.75/day x 8 days (\$654) =			\$ 654.00
Total				*\$3,691.84

2. Step 2. Construct the cost for the 2 members and 2 children to perform non-concurrent (*not* traveling on the same route at the same time) travel in two POCs.

Step 2				
Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	Per Diem		MALT	Total
Member 1	\$109/day x 8 days (\$872)	+	*2,666 miles x \$.24/mile (\$639.84) =	*\$1,511.84
Member 2	\$109/day x 8 days (\$872)	+	*2,666 miles x \$.24/mile (\$639.84) =	*\$1,511.84
1st Child				
75% of Mbr 1 Per Diem	\$81.75/day x 8 days (\$654) =			\$ 654.00
2nd Child				
75% of Mbr 2 Per Diem	\$81.75/day x 8 days (\$654) =			\$ 654.00
Total				*\$4,331.68

3. Step 3. Determine the funds available to the member to transport one POC while the entire family travels as a unit in the other POC.

Step 3	
Reimbursement Limitation to Drive One POC and Transport One POC	
*Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,331.84) <i>minus</i> the cost of both members and 2 children, performing concurrent travel in 1 POC (\$3,691.84). MALT and cost reimbursement for driving the second vehicle are separately authorized per par. U5417-A2.	
1. Cost to transport POV = (<i>The \$1,500 amount shown is for illustration purposes only.</i>)	\$1,500.00
*2. Reimbursement limitation is \$4,331.68 (Step 2) - \$3,691.84 (Step 1) =	*\$639.84
*3. Total out-of-pocket expense for the member to 'drive one & ship one' is \$1,500-\$639.84=	*\$860.16

U5420 TRANSPORTATION RESTRICTIONS**A. POV Purchased in a Non-foreign OCONUS Area**

1. A POV purchased in a non-foreign OCONUS area by a member not permanently assigned there at the time of the purchase, may not be transported at GOV'T expense during the first PCS following purchase of the POV, except if the POV is used by the member/dependent for transportation at the member's OCONUS PDS.
2. Par. U5420-A1 does not apply to alternate port transportation authorized by the Secretary Concerned.

B. Restriction, Prohibition, or Suspension to a Member's OCONUS PDS. Transportation of POVs to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined to be necessary by the Service concerned;
2. Determined to be necessary for reasons of national interest by the Secretary Concerned or higher authority; or
3. Directed by that country's government.

C. Vehicle Size

1. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B9) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.
2. Excess cost collection is IAW Service regulations.
3. Pars. U5420-C1 and U5420-C2 do not apply to travel aboard car ferries.

D. Combining POV Weight Limitations when Husband and Wife Are Members

1. The 20 measurement tons limitation contained in par. U5420-C may be combined to transport one larger POV at GOV'T expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS authorization/order.
2. Payment for transporting the vehicle may not exceed the total cost the GOV'T would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

U5425 TRANSPORTATION METHODS

NOTE: ICW transportation of a POV within CONUS when advantageous and cost-effective to the GOV'T, the member is responsible for making all arrangements. See par. U5417.

A. GOV'T/Commercial Transportation. Transportation of a POV may be by GOV'T/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in par. U5116-C3.

NOTE: Transportation of a POV by air is not authorized at GOV'T expense (54 Comp. Gen. 756 (1975)).

B. Personally Procured Transportation. An eligible member, who has not transported a POV at GOV'T expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a GOV'T representative (e.g., the TMO or ITO). Reimbursement must not exceed the cost that would have incurred if the GOV'T had arranged the transportation (51 Comp. Gen. 838 (1972)). The cost of a vehicle transported on a car ferry with the member/dependents is a reimbursable transportation expense (see par. U5116-C3) and does not constitute transportation of a POV. Additional authority exists for reimbursement under other very limited circumstances. See par. U5455-E.

U5435 PORTS/VPCS USED

A. Designation of Ports. The Service concerned designates ports/VPCs to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the GOV'T for any excess cost involved.
2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/VPC in a different country is authorized/approved by the Secretarial Process.
3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV even if the primary port/VPC is OCONUS.

C. Transshipment from a Designated Port/VPC. A POV transported from an OCONUS port/VPC to the designated CONUS port/VPC, may be transshipped to another CONUS port/VPC if:

1. The PCS authorization/order is amended or modified before the member takes delivery of the POV at the designated POV unloading port/VPC;
2. Transshipment is authorized by the Secretarial Process;
3. The member agrees to reimburse the GOV'T for the transshipment cost; or
4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING POV TRANSPORTATION

A. POV Transportation May Be Deferred. An eligible member electing not to transport a POV at GOV'T expense may, upon assignment to a new PDS to which a transportation authorization exists, transport the POV from the POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation authorization, to the POV unloading port/VPC serving the new PDS; or
2. Present PDS to the POV unloading port/VPC serving the new PDS;

whichever provides the greater authorization.

NOTE: The member is not authorized CONUS to CONUS POV transportation except as specifically authorized in par. U5415, (if applicable see par. U5410-A), par. U5417, or ICW authorized POV storage in Ch 5, Part E2.

B. Error. A POV, transported by the GOV'T to a wrong destination, must be reshipped or transshipped to the proper destination at GOV'T expense.

C. Authorization/Order Amended, Modified, Canceled or Revoked. A POV transported after receipt of a PCS authorization/order may be reshipped or transshipped to the proper destination, including the old PDS, at GOV'T expense if the PCS authorization/order is later amended, modified, canceled, or revoked.

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D. Transportation before an Authorization/Order Is Issued. POV transportation is permitted (see pars. U5710-A and U5420-B), before a PCS authorization/order is issued to an eligible member, provided the request is supported by a:

1. Statement from the PCS AO or the designated representative that the member was advised before the PCS authorization/order was issued that the PCS authorization/order would be issued;
2. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS authorization/order to authorize transportation is not issued later;
3. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the authorization/order is different than that named in the statement required in par. U5440-D1.

The length of time before a PCS authorization/order is issued, during which a member may be advised that the PCS 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 the PCS authorization/order is actually issued. General information furnished to the member concerning the issuance of a PCS authorization/order before the determination is made to actually issue the authorization/order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) are not advice that the authorization/order would be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the GOV'T must be collected (see par. U1010-B9). This provision is not applicable to POV transportation aboard oceangoing car ferries.

U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**A. Official and Personal Situations**

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:
 - a. Ordered on PCS to an OCONUS PDS; and
 - b. Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the transportation when it is determined the return transportation is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Authorization on Next PCS. *A member who has transported a POV under par. U5455-A1 has no further POV transportation authorization on the PCS from that PDS.*

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. A member whose PDS is OCONUS, and who is not authorized transportation of a POV ICW early return of dependents because dependents are not returned to CONUS under par. U5900-D2h (that is, the member has no dependents, dependents returned at personal expense without an authorization/order, dependents are not returning to CONUS, etc.), is authorized, and an authorization/order may be issued providing for transportation of a POV to the designated POV unloading port/VPC serving the member's HOR or PLEAD when the conditions in par. U5900-D2h, apply.

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B. Member Reassigned from OCONUS PDS to which Dependent Travel Is Authorized to an OCONUS PDS to which Dependents' Travel Is Not Authorized before the POV Is Transported from a CONUS VPC/Port. When a member, on PCS from a CONUS PDS to an OCONUS PDS to which transportation of a POV is authorized, has:

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and
2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

transportation is authorized to the CONUS POV unloading port/VPC ordinarily serving the CONUS designated place.

C. Incident to Alert Notice. A member, authorized dependents' transportation under par. U5240-D, is authorized POV transportation under par. U5410-B.

D. PDS Evacuation. See pars. U6008 and U6057.

E. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon Death

1. POV Transportation at GOV'T Expense

a. General. When a member on active duty is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status, two of the member's POVs may be transported at GOV'T expense (including required overland transportation) to:

- (1) The member's HOR;
- (2) The dependents' residence;
- (3) Next of kin, or other person authorized to receive custody of personal effects; or
- (4) Such other place(s) as determined IAW Service regulations.

b. POV Destination. Both POVs must be transported to the same destination.

c. POV Weight Restriction. *The 20 measurement ton per vehicle restriction does not apply to par. U5455-E.*

d. Member Injured or Ill. If a member is reported injured or ill, the allowances provided by par. U5455-E are authorized only when a prolonged (140 or more days) hospitalization period or treatment is anticipated as shown by a statement accepted by the Service concerned as being from competent authority at the receiving hospital.

NOTE: Both POVs must be transported to the same destination.

2. POV Transported by Other than the GOV'T

a. In lieu of having the GOV'T transport the POV(s), the member, the dependent, next-of-kin, any other person authorized to receive custody of the POV(s), or someone designated by one of these may:

- (1) Drive the POV(s) to the authorized destination (in which case reimbursement of necessary expenses such as fuel; oil; parking fees; ferry fares; and road, bridge, and tunnel tolls – **but not a mileage payment** - is authorized); or

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- (2) Arrange transportation of the POV(s) and receive reimbursement.

NOTE: Both POVs must be driven/transported to the same destination.

b. The total reimbursement cannot exceed the cost that would have been incurred had the GOV'T transported/stored the POV(s). See Service claims regulations for GOV'T damage liability when the POV is driven.

c. Reimbursement is also limited to the cost of over water and overland transportation between the authorized points or locations between which the POV is actually transported, whichever is less.

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late. If the POV(s) of the member (or dependent), transported at GOV'T expense, does/do not arrive at the authorized destination by the designated delivery date, the provisions in par. U5410-D apply. If two POVs are transported at GOV'T expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

4. Storage

a. Non-temporary Storage. If the person authorized to receive custody of the POV(s):

- (1) Is not known;
- (2) Is subject to litigation; or
- (3) If known, has not yet been located and notified to take custody of the POV(s);

the POV(s) may be stored at GOV'T expense until such time as proper disposition can be made.

b. Storage in Transit (SIT). SIT of one or both POV(s) may be authorized/approved (using the provisions of par. U5375) provided the POV(s) is/are turned over for transportation within the time limits in par. U5372-B3. ***SIT in excess of 180 days in such cases is the financial responsibility of the person for whom the shipment is being made.***

c. Size Restriction. ***The SDDC storage contract maximum standard size restriction does not apply.***

5. Additional Moves

a. Status Change. A POV transported under par. U5455-E1 may again be moved under par. U5455-E1 when official notice is received that the member's status has changed from one to another of those listed in par. U5455-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. U5455-E1 may again be transported under par. U5455-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependents Relocating for Personal Safety. See par. U5205.

U5456 TRANSPORTATION INCIDENT TO DIVORCE

When a member has POV transportation authorized by a PCS authorization/order, and a POV has been legally awarded to the member's ex-spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part E1. This applies to those cases not coming under par. U5455-A, and is subject to the member's written request and agreement to pay any excess costs involved (61

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Comp. Gen. 180 (1981)). *Transportation under par. U5456 exhausts the authorization for transportation of a POV under the member's PCS authorization/order.*

U5457 TIME LIMITATION FOR TRANSPORTATION OF A POV

A. Incident to Separation from Service or Relief from Active Duty. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty. This time limit may be extended by the Secretarial Process. A time extension must be for a specific additional time period. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

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

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination. This time limit may be extended by the Secretarial Process. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases (see the provisions of pars. U5365-D, U5365-E, and U5365-F).

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

C. Incident to PCS. Unless otherwise prescribed in this Volume or in Service Regulations, transportation of a POV for an eligible member may be initiated any time while the PCS authorization/order remains in effect and prior to receipt of another PCS authorization/order, as long as the POV transportation is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

U5460 CARE AND STORAGE

The GOV'TS responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to the member at the destination, or when the POV is delivered to a commercial warehouse. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

U5461 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE

This applies to GOV'T-authorized movement of a POV for a member or the member's dependents under unusual or emergency circumstances, and various other situations that may not be directly related to a PCS. If the motor vehicle of a member (or dependent), transported at GOV'T expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned must have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first.

NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized (required) delivery date. The maximum reimbursement is \$210. See Examples in par. U5410-D.

SECTION 1: GENERAL

U5600 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the GOV'T's convenience (see par. U5630-B15), or incident to an evacuation (see pars. U6012 and U6059). This allowance is in addition to all other allowances authorized in this Volume and may be paid in advance (37 USC §407).

U5605 DEFINITION OF TERMS

A. Member with Dependent. As used in this Part, "member with dependent" means a member who, on the PCS authorization/order effective date, has dependents authorized transportation ICW the PCS. (A member, whose spouse is a dependent on the member's PCS authorization/order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983)).

B. Member without Dependent. As used in this Part, "member without dependent" means a member who:

1. Has no dependents;

*2. Is not authorized travel and transportation allowances for travel of dependents under par. U5201-B ICW a PCS (see par. U5605-A for exceptions in parenthesis); or

*3. Has dependents authorized travel and transportation allowances under par. U5201, but the dependents do not relocate ICW a PCS (59 comp. Gen. 376 (1980)).

U5610 ELIGIBILITY

A. Member with Dependents. A member with dependents is authorized a DLA when dependents:

1. Relocate ICW a PCS,

2. Move ICW the closure or realignment of a military installation (see par. U5630-B12),

3. Move to a designated place incident to an evacuation (IAW pars. U6012 and U6059), or

4. As otherwise authorized in this Part.

B. Member without Dependents. A member without dependents is authorized DLA when:

1. Relocated ICW a PCS to a PDS where GOV'T QTRS are not assigned, or

2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation. See par. U5630-B12.

In the circumstances of par. U5610-B1, DLA authorization continues to exist if GOV'T QTRS' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days. ***NOTE: See pars. U5630-B14 and U5630-E for regulations applicable to member-married-to-member couples.***

U5615 DETERMINING AMOUNT PAYABLE

A. General. DLA rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. U5630-B6 only). DLA is based on the member being with or without dependents (par. U5605) on the PCS authorization/order effective date or the authorization/order directing the member to move ICW the closure or realignment of a military installation.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned GOV'T QTRS at the new PDS. If the dependent later joins the member and is authorized such travel at GOV'T expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

U5620 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §407, a member is authorized only one DLA during a fiscal year, unless the:

1. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year. With the exceptions noted below for USCG and NOAA, the authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned. Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned. ***NOTE: For the Coast Guard: delegation is to the Commander, Coast Guard Personnel Command (CGPC) with no further re-delegation authorized; for the NOAA Corps: delegation is to the Director of the NOAA Corps only.***
2. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
3. Eligible dependents are relocated to a designated place incident to an evacuation (see pars. U6012 and U6059);
4. Movement of a member's household is made in conjunction with a national emergency or in time of war;
5. Movement of a member and/or dependents is made as envisioned by par. U5630-B6, U5630-B8 or U5630-B10;
6. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC); or
7. Member's dependents relocate incident to the member being assigned to Indeterminate TDY (see par. U4605).

NOTE: The one DLA per fiscal year limitation does not apply to partial DLA. See par. U5630-B15.

B. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authorization occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS authorization/order governs.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to GOV'T QTRS carry no DLA authorization. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service installation, or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in pars. U5620-A2, U5620-A5, and par. U5620-B2 above, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

PART I: PET QUARANTINE

U5800 GENERAL

Pet quarantine reimbursement is for PCS moves.

U5805 PET QUARANTINE REIMBURSEMENT

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

U5810 GENERAL PET INFORMATION

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

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

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

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

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

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

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

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

3. TLE or TLA – lodging expense incurred for the member's pet, for example a second hotel room (pars. U5700 and U9150-A). Adopted from GSBICA 15843-RELO, 24 July 2002.

4. Kennel or boarding fees, for example, the member paid a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the member's residence. Adopted from GSBICA 16104-RELO, 19 June 2003.

5. Non-transportation and handling pet related expenses such as boarding fees, inoculations, country entry fees, and examination costs which are necessary to enable a member to bring a pet to the new PDS. Adopted from GSBICA 16827-RELO, 14 April 2006.

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

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

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**PART G: TRAVEL OF A RESERVE COMPONENT MEMBER OR RETIRED
MEMBER CALLED/ORDERED TO ACTIVE DUTY**

U7150 RESERVE COMPONENT MEMBER TRAVEL

A. Active Duty with Pay (48 Comp. Gen. 301 (1968))

1. General

a. Applicability. Par. U7150-A applies to an RC member called (or ordered) to active duty for any reason with pay under an authorization/order that provide for return to home or PLEAD.

b. Travel and Transportation Allowances when a Member Commutes. *Travel and/or transportation allowances are not authorized for travel between the home/PLEAD and the place of active duty when:*

- (1) Both are in the corporate limits of the same city or town,
- (2) The member commutes daily between home/PLEAD and the place of active duty, or
- (3) The AO/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, a member commuting under pars. U7150-A1b(2) and U7150-A1b(3) is authorized the applicable automobile or motorcycle mileage rate (see par. U2600), for one round trip between the duty station and,

- (a) Home, or
- (b) Place of unit assignment, or
- (c) Place from which called (or ordered) to active duty.

In determinations required by par. U7150-A1b(3), areas within a reasonable commuting distance are described in par. U3500-B. Regarding par. U7150-A1b(3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the nature of the duty requires the member to remain overnight and GOV'T QTRS and/or GOV'T dining facility/mess are unavailable. For this duty, the member is authorized AEA as computed under par. U4510 for all meals and QTRS, except for the meal ordinarily procured when commuting. Payment for local travel within/around the member's place of active duty may be authorized under Ch 3, Part F.

c. No Per Diem or AEA for Certain Active Duty Periods. There is no authority for per diem or AEA under par. U7150-A3 for a:

- (1) Member performing annual training duty when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;
- (2) Member ordered to involuntary active duty for training because of unsatisfactory participation in the reserve commitment when both GOV'T QTRS (other than temporary lodging facilities) and a GOV'T dining facility/mess are available;
- (3) Newly enlisted member who is undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes a member attending courses of instruction with a break in active duty between courses of instruction and both GOV'T dining facility/mess/QTRS (other than temporary lodging facilities) are available. Per diem is payable to a member who is on TDY under instruction following completion of initial technical/specialty training after basic training. The course of instruction must be designated by the

Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

An RC member performing active duty for training, who is not authorized per diem or AEA, may be reimbursed for lodging service charges when transient GOV'T housing is occupied, or lodgings in kind may be provided. ***Reimbursement for other than service charges for GOV'T QTRS use (see APP A) is not authorized.***

2. Physical Examination ICW a Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is authorized PCS allowances from the place the authorization/order is received or addressed to the place of physical examination (whichever is less) and (as directed in the authorization/order):

- a. Return, or
- b. Then to the new PDS, or
- c. Return and then to the new PDS.

Travel required ICW these examinations is IAW par. U7150-A3.

3. Active Duty for Training

a. 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) at any location, travel and transportation allowances are payable as provided for TDY in Ch 4. Except if par. U7150-A1b or U7150-A1c applies, per diem or AEA is payable at the training location. When, during an active-duty-for-training period of fewer than 140 days, the duty must be extended due to unforeseen circumstances and the prospective extended period is fewer than 140 days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for 140 or more days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized in par. U7150-A4b(3) for non-training active duty TDY. See par. U2146 for extension examples.

b. 140 or More Days

(1) Duty at One Location. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Ch 5 as for a PCS (except as noted in par. U2146-B). ***No per diem or AEA is payable at the duty location. The availability of GOV'T QTRS and/or GOV'T dining facility/mess does not change this determination.***

(2) Duty at More than One Location. When the active duty to be performed is at more than one location and the duty is 140 or more days at one location, the member is authorized PCS travel and transportation allowances (Ch 5). TDY allowances are payable at any location where the duty is for fewer than 140 days as provided for TDY in Chs 3 and 4. If the duty to be performed is fewer than 140 days at each location, travel and transportation allowances are payable as provided for TDY in Ch 3 and 4 for the entire duty, including travel to and from the duty locations.

4. Active Duty for and Active Duty Extensions (Other than Training)

a. For 180 or Fewer Days. When the active-duty-for-other-than-training (ADOT) contemplated by an authorization/order at any location is for 180 or fewer days (except as noted in par. U2146) TDY travel and transportation allowances are payable as provided in Chs 3 and 4. Per diem or AEA is payable at the duty

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location, except if par. U7150-A1b or U7150-A1c applies. When, during an ADOT of 180 or fewer days, the duty must be extended due to unforeseen circumstances and the prospective extended period is 180 or fewer days (including the days remaining on the existing authorization/order and the number of days added by the extension), per diem or AEA continues for the entire period. When the prospective extended period is for more than 180 days (including the days remaining on the existing authorization/order and the number of days added by the extension), no per diem or AEA is payable from the date of the authorization/order directing the additional/extended duty except as authorized for non-training active duty TDY in par. U2145-B. The current station becomes a PDS and the member is authorized PCS allowances to that station. See par. U2146 for extension examples.

b. Active Duty for More Than 180 Days(1) Active Duty at One Location

(a) When a member is called to active-duty-for-other-than-training for more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5.

(b) No per diem or AEA is payable at the duty location except as noted in pars. U7150-A4b(3) and U7150-A4b(4). GOV'T QTRS and/or GOV'T dining facility/mess availability does not change this determination.

(2) Active Duty at More Than One Location

(a) When active duty is to be performed at more than one location, and the duty is more than 180 days at one location, PCS travel and transportation allowances are payable under Ch 5 to the 181-day location.

(b) No per diem or AEA is payable at the location at which the member is to perform duty for more than 180 days except as noted in pars. U7150-A4b(3) and U7150-A4b(4).

(c) TDY travel and transportation allowances are payable at any location at which the duty is for 180 or fewer days under Chs 3 and 4.

(d) If the duty to be performed is 180 or fewer days at each location, TDY travel and transportation allowances are payable under Chs 3 and 4 for the entire duty.

(3) Per Diem in Excess of 180 Days. Except when paid station allowances and/or OHA under par. U7150-H, a member called to active duty away from home for other than training purposes for:

(a) More than 180 days at one location, or

(b) 180 or fewer days but extended to be more than 180 days (from the extension date) at one location,

may be authorized per diem for the entire period if the call to active duty/extension is required by:

(c) Unusual circumstances, or

(d) Emergency circumstances, or

(e) Contingency Operations, or

(f) Exigencies of the Service concerned,

as determined by the Secretarial Process.

(4) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY 180 or fewer days. See par. U2145.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A3b(1), per diem or AEA is computed under Ch 4.

B. Active Duty without Pay

1. Standby Reserve. *Travel and transportation allowances are not authorized for an Armed Forces Standby Reserve member who voluntarily performs active duty training without pay.*

NOTE: Par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). The Secretarial Process may authorize per diem for a dual status military technician (as described in 10 USC §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 USC §6323(d)) outside the U. S.

3. Others. Except as provided in par. U7150-B2, an RC member who performs duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from the duty station including travel required ICW a qualifying physical examination or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or QTRS. See par. U4510. *The member is not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).*

C. Inactive Duty Training with Pay

1. General. The following definitions apply to par. U7150-C.

a. Assigned Unit. For travel allowance purposes, an RC member's designated post of duty is the assigned unit.

b. TDY Station. An alternate site outside the local commuting area of the member's assigned unit or home is a TDY Station. See par. U3500-B.

2. Travel from Home to the Assigned Unit or to an Alternate Site in the Local Commuting Area

a. Allowances. There are no travel or transportation allowances for:

(1) Inactive duty training at the:

- (a) Training duty station,
- (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 Ch 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 TDY mileage only 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 (usual 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 \$0.55/mile = \$11.00.

**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 \$0.55/mile = \$8.80.

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 Ch 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 Ch 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.*

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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 Arlington, 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 \$0.55/mile = \$7.70.

6. Reimbursement of Service Charges for Transient GOV'T Housing Use. An RC member not authorized per diem or AEA, who occupies transient GOV'T 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 GOV'T QTRS use (see APP 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' RC member authorized to perform inactive duty training without pay is authorized the travel and transportation allowances in par. U7150-C.

An RC member not authorized per diem or AEA, who occupies transient GOV'T 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 GOV'T QTRS use (see APP A) is not authorized.***

E. SROTC Member

1. Applicability. Par. U7150-E applies to a designated SROTC applicant and member appointed under 10 USC §2104 and §2107.

2. Advanced Training (10 USC §2104)

a. Transportation for Field or At-Sea Training. An SROTC Advanced Training member or designated applicant is authorized transportation between home or the SROTC unit's location, as specified in the authorization/order, and the authorized field or at-sea training site.

b. Transportation for Examination or to Observe. An SROTC Advanced Training member or designated applicant may be furnished transportation and subsistence, or be paid mileage as prescribed in pars. U7150-E2c and U7150-E2d for travel to and from installations: (1) for medical or other examinations, (2) to observe military functions or operations, or (3) for other observations deemed appropriate by the Service concerned.

c. Transportation and Meals. GOV'T or GOV'T-procured transportation and GOV'T-supplied meals are authorized.

d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under par. U7150-E2a or U7150-E2b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

e. Mixed Modes. If travel under par. U7150-E2a or U7150-E2b is by mixed modes, authorization is for

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the automobile mileage (no per diem) for the distance of the ordered travel NTE the constructed cost of GOV'T-procured transportation plus GOV'T-supplied meals for travel between the authorized points (minus the cost of any GOV'T-procured transportation and/or GOV'T-supplied meals).

f. Per Diem Not Authorized. *Per diem is not authorized for members and designated applicants appointed under 10 USC §2104 (53 Comp. Gen. 957 (1974)).*

g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no GOV'T QTRS or dining facility/mess are available (B-195791, 31 March 1980). Reimbursement for the cost of occasional meals/QTRS is made IAW par. U4510.

3. Financial Assistance Program for a Cadet or Midshipman in SROTC (10 USC §2107)

a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is authorized the Ch 5, Part B PCS allowances; the allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Eligibility for reimbursement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was ICW appointment.

b. Travel under a TDY Authorization/Order. TDY travel and transportation allowances are the same as the travel and transportation allowances prescribed for a cadet or a midshipman of the Service academies in par. U7001 for TDY, except while performing field or at-sea training and both GOV'T QTRS (other than temporary lodging facilities) and GOV'T dining facility/mess are available. This includes travel from home or the SROTC unit location (as specified in the authorization/order) to the place designated for field or at-sea training and return. For the purpose of par. U7150-E3, a GOV'T dining facility/mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before a member departs from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the authorization/order).

c. Travel upon Discharge. Upon discharge from the Financial Assistance Program, a member is authorized the Ch 5, Part B allowances, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 USC §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is authorized the Ch 5, Part B PCS allowances. The authorization is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the authorization/order.

F. Travel Allowances for a Member Authorized Medical and Dental Care. A member, authorized medical or dental care under 10 USC §1074a for an illness, disease, or injury incurred or aggravated while:

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1, U7150-F2, and U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized the Chs 3 and 4 TDY travel and transportation allowances for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. An RC 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 the Chs 3 and 4 TDY travel and transportation allowances.

H. COLA and Housing Allowances. See par. U9145 for COLA and par. U10428 for housing allowances.

Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.

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

U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for a periodic physical examination 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 an RC member.

U7160 INACTIVE DUTY TRAINING OUTSIDE NORMAL COMMUTING DISTANCE

Effective for travel that occurs on/after 20 March 2008 or on/after the Service implementation date, whichever comes later, 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 RC 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 RC 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 tax (see **NOTE**), tips, and service charges) and actual cost of meals (including tax 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' RC MEMBER

See DODFMR, Volume 7A, par. 580105.A (at <http://www.defenselink.mil/comptroller/fmr/>) for rate.

U7180 ALLOWANCE SUMMARY TABLES

NOTE: These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in Ch 5, Part G.

Table U7G-1		
RC 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)	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available; otherwise Ch 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Ch 3 applies	Not authorized if GOV'T QTRS & dining facility/mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Ch 3 applies--reimbursement for POC is the automobile mileage, limited to cost of GOV'T contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Ch 4, Part B). Otherwise, may be authorized reimbursement under Ch 3	Not authorized if GOV'T QTRS and dining facility/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 Ch 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	Ch 3 applies	Ch 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	Ch 5, Part B applies	Ch 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	Ch 3 applies if the Secretarial Process authorizes per diem, otherwise Ch 5 applies	Ch 4 applies if the Secretarial Process authorizes per diem, otherwise no per diem at the location -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days
Active duty for more than 180 days at one location	Ch 5 applies	No per diem at the location except as noted in par. U2146-B -- Ch 5 applies en route and Ch 4 applies when duty performed at any other location for 180 or fewer days

NOTES:

1. Applies to an RC 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/town.
3. An RC member may not be paid for commuting from home to duty--only one round-trip may be paid.
4. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.
5. An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T 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 GOV'T QTRS & dining facility/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.

Table U7G-2		
RC MEMBER ON ACTIVE DUTY WITHOUT PAY		
SITUATION	TRANSPORTATION	PER DIEM (<i>NOTES 1 and 2</i>)
Standby RC Member	Not authorized	Not authorized
Others performing duty without pay	Service discretion to reimburse under Ch 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 QTRS may be authorized for travel days only. See par. U4510.

NOTES:

1. Temporary lodging facilities are not GOV'T QTRS for the purpose of this table.
2. An RC member on active duty for training who otherwise is not authorized per diem and who occupies transient GOV'T housing may be reimbursed the actual cost incurred for service charges/lodging.

Table U7G-3		
INACTIVE DUTY TRAINING WITH OR WITHOUT PAY (<i>NOTES 1 and 2</i>)		
SITUATION	TRANSPORTATION	PER DIEM
TDY to an RC member's assigned unit including the training duty station, drill site, city or town in which assigned unit is located <i>NOTE 3</i>	Not authorized - may be authorized reimbursement under Ch 3, Part F	Not authorized
TDY to other than the RC member's assigned unit	Ch 3 applies, limited to lesser cost from member's residence or home unit.	Ch 4 applies
A Standby RC member voluntarily performing without pay	Not authorized	Not authorized

NOTES:

1. For travel and transportation allowance purposes, the RC unit is the designated post of duty for an RC member attached or assigned to that unit.
2. An RC member on inactive duty for training who otherwise is not authorized per diem and who occupies transient GOV'T 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.

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 GOV'T conveyance or GOV'T-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 GOV'T 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 GOV'T-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 GOV'T QTRS and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Ch 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	Ch 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	Ch 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Ch 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	Ch 5, Part B applies	Ch 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.	Ch 3 applies	Ch 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.

PART A: DEFINITIONS

U9000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Member with Dependents. In this Chapter, a member who:

1. Is authorized to have dependents reside at/ in the member's OCONUS PDS vicinity, and whose dependents do so reside, or
2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to a member whose PDS is in a non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or
3. On the PCS authorization/order effective date had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member's former PDS.

***NOTE:** *A member is authorized COLA for all command-sponsored dependents (including a Federal employee spouse/child who is eligible for a post allowance in his or her own right).*

B. Member without Dependents. In this Chapter, a member without dependents means a member:

1. Who has no dependents, or
2. Whose dependents do not reside at/ in the PDS vicinity, or
3. Who is not a "member-with-dependents" under par. U9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or
4. Who has non-command-sponsored dependents residing at/in the PDS vicinity, or
5. Who does not have legal custody and control of the dependents (B-131142, 3 June 1957). **NOTE:** *For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command-sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.*

NOTE: *A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependent remains at the member's old OCONUS PDS or is at a designated place at an OCONUS location IAW par. U5222-D1 is a member without dependents at the member's unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with-dependents rate for the dependent location. See par. U5222-D1d if a foreign-born spouse is returned to a foreign country and par. U5222-F3 when a dependent is at a designated place. Other than a dependent described in par. U5222-D1 or U5222-F3, a dependent must be command-sponsored for the member to receive to receive station allowances based on the dependent's presence.*

C. Station Allowances

1. COLA authorized in Part B, and
2. TLA authorized in Part C.

D. Vicinity. In this Chapter, the country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent and commutes to the PDS, the dependent is deemed to be residing at/in the PDS vicinity even if at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession as the

designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependent location to the PDS) a second station allowance may be authorized/approved through the Secretarial Process. In this case, the dependent is not at/in the "vicinity" of the member's PDS even though located in the same country, state or U.S. territory or possession. Except as provided in par. U9130-A1, temporary absences of a dependent from the member's residence, including absences of a dependent child attending school in another OCONUS location, do not affect COLA if the member maintains family-type QTRS/housing during the absence.

E. GOV'T Dining Facility/Mess and GOV'T QTRS

1. **GOV'T Meals.** In addition to GOV'T Dining Facility/Mess as defined in APP A, GOV'T dining facility/mess, for COLA purposes, also includes a facility providing meals to Uniformed Service members, with or without charge, under agreement with the GOV'T.

2. **GOV'T QTRS.** In addition to GOV'T QTRS as defined in APP A, GOV'T QTRS include individual QTRS furnished with or without charge under agreement with the GOV'T.

F. Command-sponsored Dependent. See DODI 1315.18, Procedures for Military Personnel Assignments, for DOD Services and/or Service regulations for dependent command sponsorship criteria. See par. U1010-B13.

A: GENERAL INFORMATION

U10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. Sharer. For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or
2. Federal civilian employees, including dependents, authorized a living QTRS allowance or COLA (in non-foreign OCONUS locations); and/or
3. Other persons, excluding the member's dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. Owner-owned Multiple Occupancy Dwelling. A member/owner-owned duplex, triplex or other type of multiple-occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. Vicinity. When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawai'i), or U.S. territory or possession within which the member's PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the vicinity of the PDS for FSH purposes if maintaining two households is authorized/approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N-130E), 2 Navy Annex, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
4. Air Force - Through appropriate command channels to: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;
7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

D. GOV'T QTRS. GOV'T QTRS include:

1. U.S. GOV'T owned or leased sleeping accommodations or family-type housing;
2. Lodgings or other QTRS obtained by U.S. GOV'T contract;
3. Dormitories or similar facilities operated by cost-plus-a-fixed-fee contract;

4. Sleeping or housing facilities furnished by a foreign government on behalf of the GOV'T;
5. QTRS in a state-owned National Guard camp.

For BAH, GOV'T QTRS do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. Privatized Housing

1. GOV'T housing that has been privatized is, by definition (see APP A), no longer GOV'T housing.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to GOV'T QTRS.
4. See par. U10010-C for Navy Barracks Privatization Test.

F. Rental Charge. A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. Housing Allowance. Housing allowance includes:

1. Basic Allowance for Housing (BAH). See pars. U10004 and U10006.;
2. Overseas Housing Allowance (OHA). See pars. U10020 – U10032.;
3. Family Separation Housing (FSH). See par. U10016.;
4. Basic Allowance for Housing Differential (BAH-Diff). See par. U10008.;
5. Partial Basic Allowance for Housing (Partial BAH). See par. U10010.;
6. Transit Rate (BAH-T). See par. U10012.; and
7. RC Rate (BAH-RC). See par. U10014.

U10002 HOUSING ALLOWANCE

A. General. Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member's grade, dependency status, and location. Rates are prescribed depending on the member's grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S. OHA is a cost-reimbursement based allowance. The authorization depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members' actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (see par. U10010) or BAH-Diff (see par. U10008), a housing allowance is not paid to a member assigned to adequate GOV'T QTRS. See Ch 10, Part D.

B. Rates. See <http://perdiem.hqda.pentagon.mil/perdiem/> for BAH, OHA, BAH-RC, BAH- Partial, BAH-Transit and BAH-Diff rates.

1. BAH Rates

- a. The PDTATAC determines adequate housing costs in a Military Housing Area (MHA) for all Uniformed Services' members authorized BAH by location. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.
- b. An adjustment in the rates of BAH as a result of the PDTATAC's re-determination of housing costs in a MHA takes effect with the pay raise each year.
- c. Military Housing Areas (MHA) are defined geographically by Zip Code within the U.S. Major military population areas are further identified by a combination of 2 digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups. For specific BAH rates, select 'Rates and Allowances', then 'Housing Rates', then 'BAH Rates' on the PDTATAC website at:
<http://perdiem.hqda.pentagon.mil/perdiem/>.

2. OHA Rates

- a. The PDTATAC determines adequate housing costs in a locality for all Uniformed Services' members authorized OHA by location.
- b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.
- c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in APP K, Part I, par. A. For specific OHA rates, select 'Rates and Allowances', then 'Housing Rates', then 'OHA Rates' on the PDTATAC website at:
<http://perdiem.hqda.pentagon.mil/perdiem/>.

3. FSH Rates

- a. The FSH-B rate is the same as the without-dependent BAH rate for the same location.
- b. FSH-O is computed under the same rules and conditions as without-dependent OHA for the same location.

4. BAH Partial. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member's grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit. The BAH Transit rate varies depending on old PDS location and the type of housing allowance received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. GOV'T QTRS. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to GOV'T QTRS appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents. See Part D for GOV'T QTRS.

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DOD Services, see Service regulations. The Secretary Concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority. See Part B for dependents.

E. Housing Allowance Start and Stop Dates. See Tables U10A-1, U10A-2, and U10A-3.

1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member's reporting day to a new PDS. OHA *eligibility* starts on the day after the member's reporting day if, on the reporting day, a member is authorized MALT PLUS per diem. OHA starts on the day the member obtains private sector housing. The authorization document for OHA is DD Form 2367. See APP K.

2. Stop. Unless an extension is authorized/approved under par. U10402-B, or the PCS is a close proximity move as described in pars. U10400-B or U10402-B, OHA and FSH-O authorization stops:

- a. On the day the member's OHA lease terminates, or
- b. On the day before the member departs in compliance with a PCS order, or
- c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (see par. U10002-E3 below for exception), or
- d. Upon assignment to GOV'T QTRS.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS		
Table U10A-1		
Rule	If a member	then BAH or OHA at the with-dependent rate begins on the date /1
1	enlists, or is called to EAD	of enlistment or entry on active duty, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
2	is appointed to commissioned/warrant officer status	active duty pay begins, if the member is not assigned GOV'T QTRS for the member and dependents on that date.
3	occupies GOV'T QTRS with dependents and QTRS assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order	of QTRS assignment termination or PCS departure date, unless dependents continue to occupy the QTRS. If definite QTRS assignment was not required, then BAH or OHA begins the date QTRS are vacated.
4	occupies GOV'T QTRS with dependents and the QTRS are declared inadequate	on which designation of inadequacy of QTRS is effective, if the member and dependents continue to occupy such QTRS.
5	acquires a dependent (marriage, birth, adoption, etc.) / 2	dependent is acquired, if the member is not assigned GOV'T QTRS for member and dependent(s) on that date /3. See Table U10E-3.
6	acquires a dependent while in an unauthorized absence status	member is returned to a pay status after apprehension or surrender, if member is not assigned GOV'T QTRS for the member and dependents on that date /4.
7	claims dependent parent	determined /approved by authority shown in Table U10B-1 or U10B-2.
8	claims doubtful dependent	

NOTES:

1. Payment of OHA requires a lease agreement or mortgage.
2. Includes dependent acquired while member is on authorized leave.
3.
 - a. Applies to sole dependent of officer or enlisted member.
 - b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.
 - c. BAH or OHA starts with date of member's marriage even though the marriage occurs on same day as divorce from another member.
 - d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.
4. If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS		
Table U10A-2		
Rule	If the sole dependent	then stop with-dependent housing allowances at midnight of the day
1	dies	of death.
2	is divorced (note 1)	of the final decree of divorce /1.
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree	before date of the decree. No payment of BAH or OHA may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained /2.
4	is a spouse in an invalid (void) marriage	before discovery of invalidity of the marriage. No payment of housing allowances may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DODFMR, Vol. 7A, section 5005.
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday.
6	marries (regardless of age, or mental or physical incapacity)	of the child's marriage. This applies even though even though the child's marriage is to a Service member who is also authorized BAH or OHA on child's behalf for that date.
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption /3.
8	is adopted by a third party and a final order or decree has been entered	before date of adoption.
9	enters military service	before day of entry into service.
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases.

NOTES:

1. Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.
2. Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.
3. A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Office of Commissioned Corps Operations Attn: DEERS Determination.

DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES		
Table U10A-3		
Rule	A	B
	If a member	then stop BAH or OHA at 2400 hours of the day
1	is furnished GOV'T QTRS at the PDS, adequate for the member and dependents	before the day QTRS are assigned (or before the day occupancy begins, if definite assignment was not made) /1.
2	is furnished QTRS (cash or in kind) on behalf of the United States, adequate for the member and dependents	before the day QTRS are furnished.
3	and dependents occupy inadequate QTRS which are rehabilitated and designated as adequate QTRS	before the effective date of re-designation as adequate QTRS.
4	is absent without leave	See Table U10E-2.
5	is discharged or released from active duty	of discharge or release.
6	is retired	before the retirement effective date.
7	Dies	of death.

NOTES:

1. When dependents are prevented from occupying the assigned QTRS because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member's station via a direct route.

U10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member's promotion. If the member is demoted, or loses authorization for BAH, then the member's BAH rate protection at the current amount ceases on the date the member's eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member's new protected BAH rate.

U10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member's commanding officer, the commanding officer's designated representative, or another designated official may authorize an advance payment of BAH to pay advance rent, security deposits, and/or initial expenses incident to occupying other than GOV'T housing. The advance may be made at any time during a member's tour at the station concerned. It also may be authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. Amount. The advance amount is determined based on the member's current prescribed BAH rate. The member's ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the amount of the advance. ***The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.***

C. Liquidation. Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after payment of the advance has been made. When justified by the member and authorized by the member's commanding officer, the commanding officer's designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member's scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. U10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. Administrative Instructions. Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. Special Circumstances. The Secretary Concerned or the Secretary's designee may authorize an advance BAH payment in circumstances and conditions other than those under par. U10006-A. Service regulations must prescribe liquidation procedures for advances made under par. U10006-E.

U10008 BAH DIFFERENTIAL (BAH-DIFF)

A. General. BAH-DIFF is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year. For rates see <http://perdiem.hqda.pentagon.mil/perdiem/bah.html>.

B. Limitation on the Amount of BAH Payable to a Member Authorized BAH Solely on the Basis of the Member's Payment of Child Support

1. If a member is assigned to single-type GOV'T QTRS or a housing facility under the jurisdiction of a Uniformed Service and is authorized BAH solely by reason of the member's payment of adequate child support, the member is authorized only BAH-DIFF. A member is not authorized BAH-DIFF if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.
2. A member not assigned to GOV'T QTRS, who is authorized BAH or OHA on behalf of a dependent solely on the basis of payment of child support, is authorized a with-dependent housing allowance (either BAH or OHA).

U10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single-type QTRS or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized BAH-Partial at the rates provided at <http://perdiem.hqda.pentagon.mil/perdiem/>.

B. Conditions

1. A member without dependents assigned to single-type adequate GOV'T QTRS at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.
2. Except as provided in pars. U10400-D and U10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate GOV'T QTRS, or is assigned GOV'T QTRS but elects not to occupy such QTRS and resides in private QTRS at own expense, is considered to be assigned to GOV'T QTRS and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.
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 GOV'T QTRS 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 GOV'T QTRS and is not authorized BAH or OHA at the full rate. However, such a member assigned to family-type GOV'T QTRS is not authorized BAH-Partial.
5. A member occupying single-type GOV'T QTRS whose dependents reside in family-type GOV'T QTRS, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family QTRS are not assigned under the member's eligibility.
6. A single member without dependents is not authorized BAH-Partial when assigned to family-type GOV'T QTRS.
7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, GOV'T QTRS before confinement and remains assigned to such QTRS 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 GOV'T QTRS, 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 QTRS 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 GOV'T family QTRS assigned to the spouse when the ship is in port, is a member without dependents assigned to QTRS 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 QTRS 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 GOV'T QTRS 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 GOV'T single-type QTRS (including GOV'T-leased QTRS) that exceed the minimum standards of single QTRS 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 GOV'T QTRS 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 QTRS 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 GOV'T QTRS. 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)

RC BAH rates are established by the Secretary of Defense and are determined and set forth in par. U10002-B1. The RC BAH Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC 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.

E. Termination. The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. There is no rate protection of temporary increased rates. The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. Is Promoted. The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.
2. Is Demoted. The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.
3. Has a Dependency Change. The member must recertify housing costs for purposes of comparing applicable rates.

F. Locations. Any locations that a temporary BAH rate increase is approved are listed below:

1. *No Locations at this Time*

U10020 OHA - GENERAL

NOTES:

1. The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member's dependent occupies.

2. OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

3. OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member's dependent.

4. Disciplinary action addressed in par. U1055 applies when housing allowances are used for other than the

purpose intended.

A. Purpose. OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. See APP M, Part III for responsibilities of the Overseas Command/Commander, Senior Officer and Country Allowance Coordinator. There are two types of housing allowances paid under the OHA:

1. An up-front, lump-sum MIHA for those who qualify (see par. U10026 and APP N for rules and information), and
2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average “move-in” costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. OHA and ‘MALT-Plus’. OHA is not payable on the arrival day when ‘MALT-Plus’ per diem is paid.

C. Allowances Payable. The amount of OHA payable is determined as shown in APP K, unless a special determination jointly issued by the Secretary Concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member’s PDS except as indicated in Part E or par. U10400-B or U10402-B.

D. OHA Calculation. OHA is calculated by comparing the member’s monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detail computation procedures, see APP K.

U10022 OHA DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of private sector housing. (The term “private sector housing” includes a mobile home or boat.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. ***The cost of parking at the place of duty is not included in rent.*** The following rules apply for determining rent.

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.
2. See par. U10022-C for a member-owned dwelling place.
3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.
4. ***In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.***
5. Re-compute OHA if/when the rent changes.

B. Sharers. See ***NOTE*** below. A sharer is authorized up to the maximum rental allowance set for a member-without-dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member-with-dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer's prorated share of the rent paid or the maximum rental established for the sharer's grade and locality, whichever is less, plus
2. Prorated monthly Utility/Recurring Maintenance Allowance.

A member authorized MIHA (see par. U10026 and APP N for specific rules) receives a full rather than prorated "Miscellaneous" allowance. **Only one sharer may claim reimbursement for any individual rent or security-related expense.**

NOTE: A renter living in a completely separate unit of an owner-owned multiplex dwelling as described in par. U10022-C4 is not a "sharer", and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly "rent" for a member-owned private sector dwelling. ***Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price.***
NOTE: For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

- (1) Renovating: Restoring to a previous condition, as by remodeling.
- (2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. ***A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.***

c. To determine the monthly OHA rental equivalency when adding a loan described in par. U10022-C2a, add the loan amount to the original mortgage amount, divide the new total by 120 (24 for the Azores), and the new 'rental equivalency' ***starts from the loan start date.***

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member's command to:

- (1) Army - Through appropriate command channels to: HQDA (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300;
- (2) Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N-130E), 2 Navy Annex, Washington, DC 20350-2000;
- (3) Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;
- (4) Air Force - Through appropriate command channels to: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;
- (5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;

(6) NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;

(7) U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061

3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the purchase price of the dwelling or residence is \$0. In this case, the member is authorized to receive the utility/recurring maintenance allowance.

NOTE: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the cost of the mortgage or loan may be used as an OHA housing cost.

4. If the dwelling is a member-owned multiplex unit, the allowance claimed is based on the multiplex unit's square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is \$300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is \$2,500. \$1,000 (40% of \$2,500) may be claimed for OHA. Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. The maximum amount of monthly rent considered in computing the amount of OHA payable is contained in <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>.

U10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the OHA locality tables at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html> and is based on member (with-dependent) reported expenses of members who pay all or a majority of their utilities,
2. Covers the utility costs for 80 percent of the members assigned to an area,
3. Is paid to sharers (see par. U10000-A) on a pro rated amount of the net allowance,
4. Is paid to a member 'without dependent' (who *is not* a sharer) at 75 percent of the 'with-dependent' rate, and
5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.

B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. U10024-A above.
2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. U10024-A above is added to the member's rental allowance when computing the OHA.
3. When rent includes some utilities, a member is not authorized all of the utility/recurring maintenance

allowance in par. U10024-A. The locality *climate code* and the *utility point score* determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is to be added to the appropriate rental allowance ceiling when computing OHA.

a. Climate Codes. Locality climate codes are indicated on each locality table. See PDTATAC website at <http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>. The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (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 APP 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	
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 GOV'T or GOV'T 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 APP 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 GOV'T-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 GOV'T funded;
 - *b. a member complies with a PCS authorization/order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
 - c. a member moves from GOV'T QTRS 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 GOV'T 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 App K, Part 2 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.

3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC in Part IV, APP K. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- a. law,
- b. local custom for everyone, including local nationals, or
- c. economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in APP M and the Combatant Commander to:

Director
Per Diem, Travel and Transportation Allowance Committee
Hoffman Building 1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: Once a location is authorized by PDTATAC and listed in APP K, Part IV as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. Amount. The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member's ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or
2. OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.

5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under par. U10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U10028-D.

7. Pay System Reporting of Monthly Rent. In countries in which rate protection for advance rent has not been implemented, per par. U10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rental allowance in effect at the time of the advance, or
2. any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U10030 OHA COMPUTATION DATA

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by APP M, or PDTATAC. For housing reports submission, see <http://perdiem.hqda.pentagon.mil/cola/appm/appm.pdf>.

U10032 A MEMBER OCCUPYING A GOV'T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in APP K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or GOV'T owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

PART E: ASSIGNMENT SITUATIONS**SECTION 1: MEMBER WITHOUT DEPENDENTS****U10400 MEMBER WITHOUT DEPENDENTS**

A. General. A member without dependents who is entitled to basic pay is authorized BAH or OHA as set forth in Table U10E-1.

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS or the home port for a member assigned to a ship or afloat unit. However, effective 1 July 2001, the Service instead may pay a housing allowance based on the old PDS rate in a situation involving a low/no cost move. The Secretary Concerned or the Secretarial Process, at Service discretion, determines if it is inequitable to pay a housing allowance based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, the housing allowance continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, the housing allowance is based on the old PDS if:

1. Requested by the member, and
2. The Service selected decision process determines that it would be inequitable to base the member's allowances on the housing cost in the new PDS area to which the member is assigned.

C. Member in Grade E-7 or above not on Sea Duty. A member without dependents in grade E-7 and above may elect at any time not to occupy GOV'T QTRS at the PDS and is authorized BAH or OHA unless the Secretary Concerned or designee has determined that the member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

D. Member in Grade E-6 not on Sea Duty. Effective on or after 1 July 1996, a member without dependents in grade E-6 assigned to GOV'T QTRS that do not meet the minimum adequacy standards established by DOD for a member in such grade, or to a housing facility under the jurisdiction of a Uniformed Service that does not meet such standards, may elect not to occupy such QTRS or facility and instead to receive BAH or OHA. The Secretary Concerned, or the designee, may deny BAH or OHA on determining that the member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

E. Member on Sea Duty. In the case of a member assigned for permanent duty to a ship, GOV'T QTRS (Appendix A, GOV'T QTRS) ordinarily are available aboard that ship. The Secretary Concerned may determine that a ship or class of ships is inadequate for berthing a member in home port, in which case the ship or class of ships is not available as GOV'T QTRS for housing allowance determination purposes. When QTRS aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, GOV'T QTRS are no longer available onboard the ship. The Service Concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.

1. A member without dependents in grade E-6 or above assigned to sea duty. A member in grade E-6 or above, who has no dependents and is assigned to permanent (sea) duty aboard a ship may elect not to occupy assigned shipboard GOV'T QTRS and receive BAH or OHA.
2. A member without dependents in grade E-5 assigned to sea duty. A member in grade E-5, who has no dependents, and is assigned to permanent (sea) duty aboard a ship cannot elect to not occupy assigned shipboard GOV'T QTRS and receive BAH or OHA. Under Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-5 and is assigned to sea duty. In prescribing regulations under par. U10400-E2, the Secretary Concerned must consider GOV'T QTRS availability for a member serving in grade E-5.

3. A member without dependents in grade E-4 assigned to sea duty. A member in grade E-4, who has no dependents, and is assigned to permanent (sea) duty aboard a ship cannot elect to not occupy assigned shipboard GOV'T QTRS and receive BAH or OHA. On or after 31 October 2002, under Service regulations, the Secretary Concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-4 and is assigned to sea duty. In prescribing regulations under par. U10400-E3, the Secretary Concerned must consider GOV'T QTRS availability for a member serving in grade E-4.

4. Member married to member in grades E-5 and below and each is assigned to sea duty. On or after 1 October 2003, two Uniformed Services members in grade E-5 and/or below who are married to each other, have no other dependents, and are simultaneously assigned to permanent (sea) duty are each authorized BAH or OHA at the without-dependent rate applicable for their appropriate grades. *Service regulations do not affect this authorization.*

BAH AND OHA MEMBER WITHOUT DEPENDENTS, ENTITLED TO BASIC PAY

Table U10E-1			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
1	assigned to a PDS	if GOV'T QTRS or housing facilities are not assigned (<u>NOTES 1 & 2</u>)	if member is assigned or occupies GOV'T QTRS suitable and adequate for the member's grade (<u>NOTE 3</u>).
2		while on short period of special alert duty during which the member is furnished sleeping accommodations at the PDS at which GOV'T QTRS are not available for assignment.	
3		while on short training periods during which, due to military necessity, the member is furnished sleeping accommodations at the PDS at which GOV'T QTRS are not available for assignment.	
4	ordered to report for TDY ICW the fitting out or conversion of a ship and permanent duty aboard when the ship is placed in commission	if per diem allowance is not authorized for the TDY period (<u>NOTES 4 & 10</u>)	if QTRS are available or member is authorized per diem allowance for the period of such duty.
5	on sea duty	if member is grade E-6 or above and elects on or after 1 July 1996 not to occupy available QTRS (<u>NOTE 5</u>)	if member is grade E-5 or below (<u>NOTE 5</u>).
6	on field duty, PCS not involved (<u>NOTE 7</u>)	if receiving BAH or OHA at the PDS	if assigned or occupying GOV'T QTRS at the PDS.
7	assigned PCS to a unit on field duty	if the commander certifies that the member was required to procure QTRS 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 QTRS 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 QTRS are terminated incident to separation (<u>NOTE 1</u>)	if assigned QTRS 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, (<u>NOTE 1</u>)	if assigned QTRS at the PDS.
11	being treated at hospital TDY en route PCS; or assigned PCS direct to hospital for treatment	If not assigned QTRS	if assigned QTRS in the hospital.
12	on TDY (PCS not involved), including	If receiving BAH or OHA at the PDS	if assigned QTRS at the PDS.

Table U10E-1			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
	such duty on transport or under a permissive travel authorization (NOTES 2 & 6)		
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 GOV'T QTRS while at the old or new PDS. See par. U10416 to determine which rate is payable.	if member is assigned GOV'T QTRS 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 GOV'T QTRS while at the old or new PDS.	for of the GOV'T QTRS occupancy period not incident to a PCS. NOTE: <i>OHA cannot be paid if there is no rent expense.</i>
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 GOV'T QTRS 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 primary 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.	
18	training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition	if not furnished QTRS by the GOV'T or by an agency sponsoring the member's participation	if furnished QTRS by the GOV'T, 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 QTRS without charge by the hospital	if furnished QTRS without charge by the hospital. Such QTRS are considered furnished on behalf of the United States.
20	a student training on a fellowship, scholarship or grant	if not furnished QTRS by the college, university, or research facility	if furnished QTRS by the college, university, or research facility. Such QTRS 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 QTRS without charge	if furnished QTRS without charge by the hospital. Such QTRS 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 GOV'T QTRS assignment was not terminated before or during confinement. Uniformed Service procedures must prescribe how

Table U10E-1			
R U L E	If member is	then BAH or OHA accrues	BAH or OHA does not accrue
			and by whom GOV'T QTRS termination must be certified.

NOTES:

1. When not assigned to GOV'T QTRS 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 GOV'T QTRS are occupied.
2. A member away from PDS may occupy GOV'T QTRS 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 QTRS, if any, at the member's PDS. Under such circumstances, a member may not occupy GOV'T QTRS that exceed the minimum prescribed Service standards for a member of that grade without dependents, unless the only QTRS available (a) exceed the minimum standards, and (b) are made available for joint occupancy with other members.
3. GOV'T QTRS in fact occupied without payment of rental charges are deemed assigned as appropriate and adequate QTRS.
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.
5. A member in grade E-6 or above is authorized to receive BAH after reporting to a deployed ship or afloat unit. A member TDY to the ship or afloat unit is also authorized BAH/OHA after reporting to the deployed ship or afloat unit if in receipt of BAH/OHA at the PDS before beginning TDY. A member in grade E-4 or E-5, without a dependent, assigned to sea duty may be authorized BAH/OHA if appropriate considering the availability of QTRS for E-4s and E-5s. Effective 1 October 2003, member-married-to-member couples in grades E-5 and/or below are authorized BAH/OHA at the without-dependent rate applicable for their appropriate grades. *Service regulations do not affect this last authorization.* See par. U10400-E for requirements.
6. For a member below grade E-7, authorization does not exist during TDY if QTRS are assigned or furnished at the PDS, even though the QTRS are vacated at the beginning of the TDY.
7. See par. U10416 for transit rules.
8. Neither pretrial confinement/pretrial restraint (which is not punishment) other than confinement nor an adjudged court-martial sentence that includes restriction alone (which is not confinement) affects a member's BAH authorization. This rule does not address a member's authorization for a housing allowance when the member is confined by civil or foreign authorities. See par. U10420.
9. Confinement imposed pursuant to a court-martial sentence begins to run from the date the sentence is adjudged. (10 USC §857(a), (b)).
10. The Secretarial Process may continue the old PDS housing allowance for close proximity moves IAW par. U10400-B for TDY en route ICW fitting out or conversion of a ship, regardless of whether the member is paid per diem or GOV'T QTRS are available at the TDY location.

SECTION 9: MEMBER IN TRANSIT

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 GOV'T QTRS. 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 GOV'T QTRS at the old PDS, the member is authorized BAH as of the GOV'T QTRS 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 GOV'T QTRS) 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 an RC 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 an RC member until completion of entry-level training, or attendance at a technical training location for 20 or more weeks). Once a member arrives at a PDS (including a location for training of 20 or more weeks) the member is no longer in the accession pipeline. 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 GOV'T QTRS, 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 dependent location effective the date the dependent is acquired.

1. Member who is undergoing initial entry training, to include an RC 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 an RC member without a dependent. A member without a dependent is not authorized BAH since GOV'T QTRS are assigned. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH based on the primary 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 GOV'T QTRS at the old PDS, the member is authorized BAH on GOV'T QTRS 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 GOV'T QTRS 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 GOV'T QTRS) 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 BAH rate 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 GOV'T QTRS) 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			
RULE	If the member	and	then (NOTES 1 and 2)
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 GOV'T QTRS were assigned	from a PDS in the US.	Start the old PDS-based BAH beginning the day the member terminates GOV'T QTRS 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 dependent 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 PDS (including a training location for 20 or more weeks). 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 PDS (including a training location for 20 or more weeks). 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 (including a training location for 20 or more weeks). For an RC member, pay BAH based on the primary 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.
8		the member is with dependents	For dependents located in the U.S., continue dependent 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.

Table U10E-12			
R U L E	If the member	and	then (<i>NOTES 1 and 2</i>)
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned GOV'T QTRS	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 dependent 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 dependent 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 dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

NOTES:

1. The member is not authorized BAH/OHA if assigned GOV'T QTRS adequate for the member and dependent (if applicable). Start BAH/OHA effective the date of QTRS termination, if applicable.

2. If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent's location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.

SECTION 11: HOUSING ALLOWANCE FOLLOWING MEMBER'S DEATH**U10424 HOUSING ALLOWANCE FOLLOWING A MEMBER'S DEATH**

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

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

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

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

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

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

D. Payment Amount and Method

*1. General. The housing allowance is paid in the same amount and in the same manner as the deceased member would have been paid. The housing allowance may be paid quarterly as an advance payment but must be reconciled. Housing allowance payments to the dependents are not subject to collection of any debts owed by the deceased member to the United States. If the deceased member's spouse is also a member see par. U10424-E. See DFAS INST 7330.22.

2. Examples

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

b. A member dies on 5 January 2007, and dependents vacate GOV'T QTRS on 12 February 2007. Pay a housing allowance to the dependents at the appropriate monthly rate for 12 February 2007 through 5 January 2008, which is the 365th calendar day after the date of the member's death. Had the member died 5 January of a leap year, the housing allowance termination date would be 4 January of the following year.

E. Payment to a Deceased Member's Spouse Who is also a Member (Surviving Member Spouse) (37 USC §403(l)).

The allowance in par. U10424-A may be paid to a deceased member's spouse even though the spouse is also a uniformed service member entitled to basic pay. For a member who dies on or after 1 October 2006, the allowance is paid to the surviving member spouse in addition to any other pay and allowances to which the surviving member spouse is authorized as a member. Pars. U10424-A, U10424-B, U10424-C and U10424-D apply.

TRANSITION RULE: New payment rules for surviving member spouses are effective 1 October 2006. Payment is authorized under the new authority for that portion of the 365 day period following the date of the member's death that occurs on/or after 1 October 2006. The payment rules in par. U10424-E1 below apply to these payments;

however, since payments under prior rules may have been made in advance and in some cases dependency of children for housing allowance purposes automatically changed to the surviving spouse, claims for retroactive periods must be individually submitted to and adjudicated by each Service.

1. Payment Rules. The following rules apply:

- a. Dual housing allowance payments are authorized for a surviving member spouse.
- b. When dependents other than a surviving member spouse are involved, the housing allowances are paid in the same manner that was provided for prior to the member's death. If the surviving member spouse was drawing the without dependent housing allowance on the member's date of death, that rate would continue for 365 days. On day 366, the surviving member spouse's housing allowance could change to the with-dependent rate.
- c. If the family vacates GOV'T QTRS, the surviving member spouse is paid the housing allowance that would have been paid to the deceased member as well as the housing allowance to which the surviving member spouse is authorized. In this case, the surviving member spouse may determine on whose behalf the with- and without-dependents housing allowances are paid (i.e., which member 'claims' the dependents for housing allowance purposes).
- d. If the deceased member was receiving a with-dependent rate housing allowance solely for dependents who may not be claimed by the surviving member spouse, the surviving member spouse is only authorized housing allowance continuation at the without-dependent rate. The remainder, the difference between the with- and without-dependent rates, is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent rate. For example, this rule would apply the deceased member and surviving member spouse who lived in separate locations and each received a with-dependent housing allowance for children from previous marriages, but claimed no children from the current marriage. Each would have been drawing a with-dependent housing allowance.

2. Examples

- a. A member dies on 1 April 2007 while stationed OCONUS. The surviving member spouse is stationed at Location A in CONUS and receiving without-dependent rate BAH. The couple had no other dependents. Continue the surviving member spouse's BAH at the without-dependent rate for Location A. Also pay the surviving member a without-dependent Location A BAH at the rate the deceased member would have received from 2 April 2007 through 31 March 2008 (2008 is a leap year). If 2008 had not been a leap year, the housing allowance termination would be 1 April 2008.
- b. A member dies on 3 May 2007. The deceased member was drawing BAH at the with-dependent rate. The surviving member spouse was drawing BAH at the without-dependent rate. The couple had children from the current marriage. The surviving member spouse continues to receive BAH at the without-dependent rate and also receives a with-dependent rate BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year). On 3 May 2008 the surviving member spouse begins receiving BAH at the with-dependent rate.
- c. A member dies on 3 May 2007. The deceased member was drawing without-dependent rate BAH. The surviving member spouse was drawing the with-dependent rate BAH. The surviving member spouse continues to receive the with-dependent BAH and also receives a without-dependent BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year).
- d. A member dies on 30 January 2007. The deceased member was drawing with-dependent BAH for payment of child support for children from a previous marriage. The deceased member was married to another service member and there were no children of that marriage. The surviving member spouse was drawing without-dependent BAH. The surviving member spouse continues to receive the without-dependent BAH and also receives a without-dependent rate BAH that the deceased member would have received from 31 January 2007 through 30 January 2008. The remainder of the deceased member's BAH

(the difference between the with-and-without-dependent BAH rates) is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent BAH.

e. A member dies on 15 January 2007. The deceased member was not in receipt of BAH at the time of death because the deceased member was living in family-type GOV'T QTRS with the surviving member spouse and children. The surviving member spouse and children vacate GOV'T QTRS on 1 March 2007. The surviving member spouse elects to receive without-dependent BAH and also receives a with-dependent BAH that the deceased member would have received from 1 March 2007 through 15 January 2008. On 16 January 2008 the surviving member spouse begins receiving only with-dependent rate BAH.

f. A member dies on 15 June 2006. The deceased member was drawing with-dependent BAH. The deceased member was married to another service member and there were children from that marriage. The surviving member spouse was receiving without dependent BAH but began receiving a single with-dependent BAH for the children on 16 June 2006 under policies in effect at the time. Under the new payment rules, on 1 October 2006 change the surviving member spouse's BAH to the without dependent BAH and also pay the with-dependent rate BAH that the deceased member would have received from 1 October 2006 through 15 June 2007. On 16 June 2007 the surviving member spouse begins receiving only the with-dependent BAH.

F. Decision Logic Table

RATE DEFINING LOCATION

Table U10E-13			
R U L E	If a member with dependents	and	then the payable housing allowance rate the dependents receive is that which is prescribed for the
1	dies on active duty while assigned to a U. S. PDS		deceased member's PDS regardless of the location at which the dependents choose to reside (unless the dependents are in receipt of a Secretarial waiver).
2	dies on active duty while assigned to a PDS outside the U. S.		location at which the dependents reside or choose to reside in the U. S. If the dependents stay overseas, the housing allowance is based on the OHA rate (and documented cost) for the location at which the dependents reside and then reverts to BAH at the U.S. location at which the dependents later decide to reside, on the date one or more dependents arrive at the U.S. location at which they choose to reside or the date all dependents have departed the PDS location, whichever is later. Authorization exists for 365 days after the member's death.
3	dies on active duty	dependents reside in GOV'T QTRS	dependent location the day the GOV'T housing facilities were vacated and that rate continues for 365 days less the number of days the GOV'T housing facilities were occupied following the date of the member's death. If GOV'T housing was outside the U.S., pay the housing allowance based on the location at which the dependents choose to reside.

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SECTION 13: RESERVE COMPONENTS**U10428 RESERVE COMPONENTS****A. Order Duration**

1. Active Duty Tour Begins before 6 January 2006. An RC member called/ordered to active duty for 139 or fewer days is authorized the RC 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 an RC 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. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC 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. An RC 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. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC 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 primary residence location at the time called/ordered to active duty.

C. Member Married to Member. Unless par. U10428-B above applies, an RC member married to another member on active duty, without dependents, not assigned to GOV'T QTRS, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC 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. An RC member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary residence-based BAH/OHA 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 PDS location BAH/OHA 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 par. U2146-B, the member continues to receive BAH/OHA based on the member's primary 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. Authority for PDS location BAH/OHA 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. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

*(1) At one or more locations outside the local commuting distance of the member's primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

* (2) At a location other than the member's primary residence location (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 primary residence (at the time called/ordered to active duty), or

(4) At an OCONUS location for less than 12 months,

*and not authorized PCS HHG transportation IAW Ch 5, Part D, continues to receive primary residence-based BAH/OHA.

HHG transportation under a TDY authorization/order IAW Chapter 4, Part H, does not affect this housing allowance authority. See par. U10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

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

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

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

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

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

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

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

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

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

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

F. Decision Logic Tables

RESERVE COMPONENT MEMBER
Called/Ordered to AD/ADT on or after 6 January 2006

Table U10E-16				
R U L E	If member is (<u>NOTES 1</u> and <u>2</u>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then (<u>NOTE 3</u>)
1	Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days	No	No	*Start primary residence-based BAH/OHA at the time called/ordered to active duty for training beginning on first active duty day.
2	Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days	No	No	*Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
3	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days	Yes	No	*Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS (<u>NOTE 4</u>).
4		Yes	Yes	*Start primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS (<u>NOTE 4</u>).
5		No	No	*Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
6		No	Yes	*Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.
7	Called/Ordered to Active Duty for 30 or fewer Days	No	No	Start BAH-RC beginning on first active duty day.
8	Active Duty for 30 or fewer Days	No	Yes	*Start primary residence-based BAH/OHA at time called/ordered to active duty beginning on first active duty day.
9	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DODD 1241.1 (<u>NOTE 5</u>)			*Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay (<u>NOTE 6</u>).

NOTES:

1. A DOD retired member ordered to active duty is authorized the same housing allowances as an R C member.

***2. If the RC member receives an authorization/order modification or amendment extending the assignment, the prospective (new) active duty period determines authorizations. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.**

3. A lease agreement or mortgage is required before OHA payment.

4. OHA/BAH is not authorized for a member assigned adequate (to member's grade and dependency status) GOV'T QTRS at the PDS.

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

a. Active duty;

b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

*6. BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. See 37 USC §204(g) and (h), DODD 1241.1 and DODI 1241.2 for offsets.

RESERVE COMPONENT MEMBER
Called/Ordered to AD/ADT before 6 January 2006

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

Table U10E-17					
R U L E	If member is (<i>NOTES 1 and 2</i>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Member Assigned Single GOV'T QTRS at the Duty Location	Then (<i>NOTES 3, 4 and 5</i>)
7	Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days				*Primary residence-based BAH/OHA at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. PDS location-based BAH/OHA begins on the day member reports to duty location if QTRS are not adequate for dependents.
8		Yes	Yes	Yes	*No Housing Allowances for member without dependent– other than Partial BAH except BAH/OHA based on the primary residence at the time called/ordered to active duty/active duty for training beginning on first active duty day through day before arrival at duty location.
9		Yes	Yes	Yes	*BAH/OHA based on the primary residence at the time called/ordered to active duty/active duty for training for member with dependents beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to duty location if QTRS are not adequate for dependents.
10		No	No	No	*No Housing Allowances for member without dependents – other than Partial BAH except BAH/OHA based on the primary residence at the time called/ordered to active duty beginning on first active duty day through day before arrival at duty location.
11		Yes	No	No	*BAH/OHA based on the primary residence at the time called/ordered to active duty for member with dependents beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if QTRS are not adequate for dependents.
12		Yes	No	Yes	*BAH/OHA based on the primary residence at time called/ordered to active duty for member with dependents beginning on first active duty day. BAH/OHA based on the primary residence at the time called/ordered to active duty for member without dependents if member continues to maintain a primary residence either owned by the member or for which the member is responsible for rental payments.
13		No	No	No	*BAH/OHA based on the primary residence at the time called/ordered to active duty beginning on first active duty day through the day before arrival day at duty location. BAH/OHA for the PDS location begins on the day member reports to the duty location if QTRS are not adequate for dependents.

Table U10E-17					
R U L E	If member is (<i>NOTES 1 and 2</i>)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Member Assigned Single GOV'T QTRS at the Duty Location	Then (<i>NOTES 3, 4 and 5</i>)
14	Injured or physically disabled while on active duty/inactive duty training, authorized incapacitation pay (including BAH/OHA) under DODD 1241.1 (<i>NOTE 6</i>)	No	No	No	*BAH/OHA based on the member's primary residence beginning on the date the member becomes entitled to incapacitation pay (<i>NOTE 7</i>).

NOTES:

1. A DOD retired member ordered to active duty is authorized the same housing allowances as an RC member.
2. An RC member who is called or ordered to active duty for more than 30 days and begins serving on active duty on or after 6 January 2006, to include a member whose service is extended on or after 6 January 2006, through an amended or modified authorization/order, and the member serves more than 30 days from the date the authorization/order is extended. Examples:

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

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

**Example 3: Member lives in Dallas, receives an authorization/order dated 15 November 2005 to begin active duty for 50 days on 8 January 2006 in Naples, Italy – the member is under the new rules since active duty begins on or after 6 January 2006, also using the policy of basing the housing allowance on the location at which housing expenses are borne (member's primary residence), the member receives Dallas BAH starting 8 January 2006.*
3. OHA payment requires a lease agreement or mortgage.
4. A member whose only dependents are those for which the member is paying child support is authorized BAH-DIFF if assigned GOV'T QTRS at the duty location (see par. U10030) or BAH/OHA with-dependent rate if not assigned GOV'T QTRS.
5. Before 6 January 2006, the PDS for BAH purposes for a member of the Army National Guard, the Air National Guard, or an RC of any of the Uniformed Services on active duty for training was the training duty location. Before 6 January 2006, the PDS for BAH purposes for an RC member ordered to active duty for other than training and for whom no PCS authorization/order was issued was the member's monthly drill/training location. The PDS for an RC member who has no monthly drill/training station (i.e., some individual mobilization augmentees, a Standby RC member, a retired RC member and IRRR) is the place from which called/ordered to active duty.

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

a. Active duty;

b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

**7. Authorization for a BAH/OHA rate for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary Concerned or the Secretary's designated representative extends incapacitation pay. See 37 USC §204(g) and (h), DODD 1241.1 and DODI 1241.2 for offsets).*

APPENDIX A

PART I: DEFINITIONS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACADEMY, SERVICE. The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

1. First-Class. Generally, the highest accommodations class offered by commercial airlines in terms of both cost and amenities and termed "first class" by the airlines and in reservations systems. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Business-Class. A premium accommodations class offered by commercial airlines that is higher than coach/economy and lower than first-class in both cost and amenities (e.g., business-class). This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline. For business-class definition for trains see par. U3135-B3.
3. Coach-/Economy-Class. The basic accommodations class offered by commercial airlines and passenger rail carriers, that includes a service level available to all passengers regardless of the airfare paid. The term applies when an airline offers only one accommodations class and that class is sold as economy-class (i.e., some airlines only offer true business-class or true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class and economy-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The least expensive sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

1. A GOV'T-owned establishment;
2. An establishment treated as an apartment building by State or local law or regulation; or
3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTIVE DUTY. Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

ACTIVE DUTY FOR TRAINING. Full-time training duty in the active military service for the purpose of training a member of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary Concerned.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Authorization for reimbursement is contingent on authorization for per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, ***NOTE 2.***

ADVANCED TRAVEL OF DEPENDENTS. The movement of dependents based on a Permanent Change of Station (PCS) authorization/order, but before member travel.

AGENCY.

A. Includes a/an:

1. Executive agency, as defined in 5 USC §101;
2. Military department;
3. Office, agency or other establishment in the legislative branch;
4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T-controlled corporation;
2. Member of Congress; or
3. Office or committee of either House of Congress or of the two Houses.

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DOD and Service regulations). ***NOTE: The primary purpose of annual training is to provide readiness training, but annual training also may support active component missions and requirements; i.e., operational support.***

APPROVED. The ratification or confirmation of an act already done.

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

ATTENDANT. An attendant:

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

AUTHORIZED.

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

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

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

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a GTCC.

AUTOMOBILE MILEAGE RATES. See *MILEAGE (ALLOWANCE)*.

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the point of assignment. GOV'T material may be included. ***NOTE: Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).***

BAGGAGE, ACCOMPANIED. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler on a transportation ticket.

BAGGAGE, UNACCOMPANIED (UB). That part of a member's prescribed weight allowance of HHG that:

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

NOTE 1: UB ICW permanent duty and COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: ICW an extended TDY assignment, UB is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

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

NOTE 1: *The blanket/repeat travel authorization/order is not used in DTS.*

NOTE 2: *A blanket/repeat TDY travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for one or more specific trips, an authorization/order amendment, containing the necessary separate required statements for each trip, must be issued.*

NOTE 3: *AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA must not be authorized as part of a blanket/repeat travel authorization/order or used as blanket authority to authorize/approve automatic AEA for all travel to an area (par. U4215). NOTE 3 does not apply to the Coast Guard.*

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

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

CAPACITY-CONTROLLED CITY-PAIR AIRFARE. See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>. *These airfares are not used in cost-construction.*

CERTIFICATED AIR CARRIER. *See U.S. FLAG AIR CARRIER.*

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

CITY-PAIR AIRFARE. See the CITY-PAIR AIRFARE CONTRACT at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8211&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-13029>.

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

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. **NOTE:** *The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.*

COMMAND SPONSORED DEPENDENT. *See DEPENDENT, COMMAND SPONSORED.*

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

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

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

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 GOV'T or commercial training facility.***

CONSECUTIVE OVERSEAS TOUR (COT). (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***)
 The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of a member of the Uniformed Services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIER. U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced airfares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC).
 A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD). The DOD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod.sddc.army.mil>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. Also ref: <http://www.defenselink.mil/pubs/almanac/> and/or <http://www.gov.com/agency/dod/agency.html>

The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
Department of the Army
Department of the Air Force
Department of the Navy (including the Marine Corps)
DOD Inspector General
United States Court of Appeals for the Armed Forces
DOD FIELD ACTIVITIES: American Forces Information Service Defense Prisoner of War/Missing Personnel Office Defense Technology Security Administration DOD Counterintelligence Field Activity DOD Education Activity DOD Human Resources Activity Office of Economic Adjustments TRICARE Management Activity Washington Headquarters Services
DEFENSE AGENCIES: Defense Advanced Research Projects Agency Defense Commissary Agency Defense Contract Audit Agency

DEFENSE AGENCIES (cont.):

Defense Contract Management Agency
Defense Finance and Accounting Service
Defense Information Systems Agency
Defense Intelligence Agency
Defense Legal Services Agency
Defense Logistics Agency
Defense Security Cooperation Agency
Defense Security Service
Defense Threat Reduction Agency
Missile Defense Agency
National Geospatial Intelligence Agency
National Geospatial Intelligence College
National Security Agency/Central Security Service
Pentagon Force Protection Agency

JOINT SERVICE SCHOOLS:

Joint Military Intelligence College
Defense Acquisition University
National Defense University
Joint Professional Military Education Colleges
Uniformed Services University of the Health Sciences

DEPENDENT. Defined by 37 USC §401.

NOTE: Exception. For authorization purposes under JFTR:

- 1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;*
- 2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);*
- 3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.*

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: (See exception **NOTES** above.)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS authorization/order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established

IAW criteria prescribed in Service regulations;

6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one-half of his/her support;

7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.;***

8. For transportation authorized in JFTR, par. U5215-B,

a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or 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 5 years before the member became age 21 who:

a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or

b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional

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care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.

The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.

The following pertinent information is quoted from the DODFMR, Volume 7A, Interim Change 24-03:

(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted IAW state law.

(Par. 260403) Validity of Member's marriage. Any case where the validity of a member's marriage is questioned is considered a case of doubtful relationship.

(Par. U10104-G3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

a. Army
DFAS-PMTEC-C/IN
8899 East 56th Street
Indianapolis, IN 46249-0855

b. Navy
DFAS-CL/PMMACB
1240 East 9th Street
Cleveland, OH 44199-2055

- c. Air Force
DFAS-PMJPD/DE
6760 East Irvington Place
Denver, CO 80279-3000
- d. Marine Corps
Commandant of the Marine Corps (MRP-1)
3280 Russell Avenue
Quantico, VA 22134-5143
- e. NOAA Corps
Director, Commissioned Personnel Center
8403 Colesville Road, Suite 500
Silver Spring, MD 20910-6333
- f. Coast Guard
Commanding Officer (LGL)
Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, KS 66683-3591
- g. U.S. Public Health Service Commissioned Corps
Office of Commissioned Corps Support Services
5600 Fisher Lane, Room 4-50
Rockville, MD 20857-0001

Pertinent GSBCA decisions

GSBCA 15947-RELO, 31 March 2003 available at: <http://www.gsbca.gsa.gov/relo/r1594703.txt>

GSBCA 15382-RELO, 20 December 2000 available at: <http://www.gsbca.gsa.gov/relo/r1538220.txt>

GSBCA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>

GSBCA 14673-RELO, 9 December 1998 available at: <http://www.gsbca.gsa.gov/relo/r1467309.txt>

GSBCA 14122-RELO, 16 March 1998 available at: <http://www.gsbca.gsa.gov/relo/r141220.txt>

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. **NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.**

DEPENDENT, COMMAND-SPONSORED. (Also see **DEPENDENT**) A dependent residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances (COLA and TLA) at the with-dependent rate on behalf of a command-sponsored dependent as a result of the dependent's residence at/in the vicinity of the member's PDS. Command sponsorship is not required to receive OHA at the with-dependent rate.

DEPENDENT-RESTRICTED TOUR. A tour at any overseas duty station with an established tour that does not permit command-sponsored dependents. Also, referred to as an unaccompanied hardship overseas tour or remote tour. Also describes a tour at a station at which command-sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See DODI 1315.18, par. E2.1.13.

DESIGNATED PLACE. Except as used in Ch 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;
4. The OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DOD Services and Coast Guard.***

NOTE 1: To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at GOV'T expense.

NOTE 2: For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DISCOUNT GOVERNMENT MEAL RATE. The daily rate prescribed for meals in a GOV'T dining facility/mess after removal of the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATION. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
 - a. Appointment to regular Service from civilian life or an RC;
 - b. Being called to active duty or active duty for training for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. Enlistment or induction into the Service (regular or during emergency);

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2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

EARLY RETURN OF DEPENDENT. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS authorization/order.

EFFECTIVE DATE OF PCS ORDER. *See PCS AUTHORIZATION/ORDER EFFECTIVE DATE.*

EMPLOYEE. A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW a travel authorization/order/ITA, accompanies a member between authorized locations, when:
 - a. Member travel is authorized by competent authority, and
 - b. The member is incapable of traveling alone, and
2. May be appointed by the member's commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

EXTENDED STORAGE. *See NON-TEMPORARY STORAGE.*

FAMILY. *See DEPENDENT.*

FEDERAL TRAVEL REGULATION. Regulation contained in title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at GOV'T expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a GOV'T dining facility/mess or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate), or***
2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished QTRS and subsistence obtained by contract are performing field duty when so declared by a competent official.***

FIRST-CLASS. The best class of transportation and accommodations available -- See par. U3125-B2a for first-class transportation authority.

FOREIGN AIR CARRIER. An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

FOREIGN AREA AND FOREIGN COUNTRY. Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

FOREIGN-BORN DEPENDENT. A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S; also, children of a foreign-born dependent spouse.

FORMER CANAL ZONE AREA. Areas and facilities in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession are separate geographical localities.

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT (GOV'T). The GOV'T of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. See GOVERNMENT TRAVEL CHARGE CARD.

GOVERNMENT-CONTROLLED QUARTERS. Quarters, other than GOV'T or privatized QTRS. under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS) for which the GOV'T controls occupancy.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. **NOTE: A GOV'T-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a GOV'T conveyance (52 Comp. Gen. 936 (1973)).**

GOVERNMENT DINING FACILITY/MESS. A generic term used in lieu of GOV'T dining facility/mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp **NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;**
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A GOV'T-furnished automobile or a GOV'T aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) provided for meals in a GOV'T dining facility/mess.

Effective 1 January 2009.

1. Discount GOV'T Meal Rate: \$9.25 per day
2. Standard GOV'T Meal Rate: \$10.80 per day

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/MESS.**

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

GOVERNMENT QUARTERS.

NOTE: *Privatized housing, of any style or type and in any location, is not GOV'T QTRS.*

T. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodgings or other QTRS obtained by GOV'T contract;
3. QTRS in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities on a U.S. INSTALLATION owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned/leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DOD Services. Adequacy standards for DOD Services are prescribed by the Office, Secretary of Defense in DOD 4165.63-M, DOD Housing Management (see http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DOD Services. See Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). An accountable GOV'T document used to procure common carrier transportation services. The document obligates the GOV'T to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

NOTE: *A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.*

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the individual.

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 GOV'T-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Members, 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.***

HIGHEST CONUS M&IE RATE

\$64 Effective for travel by car ferry *on or after 1 October 2005*

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see ***NOTE 1***) belonging to a member and dependents on the effective date (see ***NOTE 2***) of the member's PCS or TDY authorization/order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: *See par. U5310-E for articles involving weight additives.*

NOTE 2: *HHG acquired after the authorization/order effective date but before entering an IPCOT may be shipped when par. U5370-IIb or U5370-I2 applies.*

A. HHG also include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
2. Spare POV parts (see the definition in APP A) and a pickup tailgate when removed;
3. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);

4. Consumable goods for a member ordered to locations listed in APP F;
5. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
6. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer); and
7. Ultralight vehicles (defined in 14 CFR §103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
8. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

B. HHG *do not* include:

1. Personal baggage when carried free on commercial transportation;
2. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Ch 5, Part E for POV shipment);
3. Live animals including birds, fish and reptiles;
4. Articles that otherwise would qualify as HHG but are acquired after the PCS authorization/order effective date, except:
 - a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of the PCS authorization/order, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U. S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - b. Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
5. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);
6. HHG for resale, disposal or commercial use;
7. Privately owned live ammunition (B-130583, 8 May 1957);
8. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DOD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

C. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

1. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
2. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

3. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
 - a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
 - b. No storage is required, and
 - c. No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION. See *TRANSPORTATION, HHG*.

HOUSEHOLD GOODS-WEIGHT ADDITIVE. A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. Duty prescribed for an RC member by the Secretary Concerned, or
 - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
 - a. Unit training assemblies;
 - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: This term does not include work or study for a correspondence course of a uniformed service.

NOTE 2: For pay purposes, inactive duty training must be performed under an authorization/order, cover a specific assignment, and have a prescribed time limit.

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: An IPCOT authorization/order effective date is the first day of duty on the new tour.*** No PCS movement is involved for a service member. However, dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length. ***Curtailed of the initial overseas tour is not authorized. (Ref: DODI 1315.18, <http://www.dtic.mil/whs/directives/corres/html/131518.htm>).*** For USCG, see Service directives.

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY ICW official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary Concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS IN KIND. Lodgings provided by the GOV'T without cost to the member.

LODGINGS-PLUS COMPUTATION METHOD. The per diem computation method for official travel. The per diem amount for each travel day is established on the basis of the actual amount paid for lodging NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum locality per diem rate.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes a Fleet Reserve or Fleet Marine Corps Reserve member who is in receipt of retainer pay.***

MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using 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,
2. GOV'T-procured commercial transportation,
3. GOV'T 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 towed. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member 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 member or the member's dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the 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 provisions of this regulation). 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 QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

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. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

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 OFFICIAL. See *AO*.

OVERSEAS. See *OCONUS*.

PCS AUTHORIZATION/ORDER EFFECTIVE DATE.

1. For a member being separated or retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT authorization/order effective date is the first day of duty on the new tour. See IPCOT definition.

NOTE: *The following are examples of computing an authorization's/order's effective date:*

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS authorization/order effective date

EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS authorization/order effective date

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 the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including GOV'T QTRS); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when such charges are not included in the room rate, *and in foreign OCONUS areas only lodging tax (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:

a. The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging tax. Tax on lodging in CONUS and non-foreign OCONUS areas is separately reimbursable travel expenses except when 'MALT-Plus' per diem for POC travel is paid.

b. The maximum amount allowed for lodging in foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging tax. Tax on lodging in foreign OCONUS areas are not separately reimbursable.

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (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 APP G for reimbursement of fees and tips incurred at transportation terminals.);
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE: If, in the AO's opinion, 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 Ch 3, Part F and Ch 1, Part C.**;
- c. Personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS - see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of GOV'T-sponsored contractor-issued travel charge card billings;

- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- h. Tax and service charges on any of the expenses in items 2 through 3g.

NOTE 2:

a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, 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.

b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing 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.

PER DIEM, REDUCED. See *REDUCED PER DIEM*.

PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered by the Uniformed Services and operates under the policy guidance of the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

The Committee's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to Title 37, United States Code, other applicable laws, Executive Orders and decisions of the Comptroller General of the United States, and Department of Defense Office of Hearings and Appeals (DOHA) for members of the seven Uniformed Services. ICW Defense Department civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the United States and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA). (PDC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DOD Directive 5154.29, 9 March 1993).

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent authorization/order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
 - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
 - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment or induction into the Service (regular or during emergency); and
- e. Change from the last PDS to home upon:
 - (1) Discharge, resignation, or separation from the Service under honorable conditions;
 - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) Retirement; and
 - (5) Temporary disability retirement.

PERMANENT DUTY STATION (PDS). *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's unaccompanied baggage located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

NOTE 1: *The geographic limits of the PDS are:*

*a. **For a member.** The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

*b. **For invitational travelers***

- 1. The corporate limits of the city or town in which the home or principal place of business is located; or*
- 2. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) 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), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

NOTE 2: *Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

NOTE 3: When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the authorization's/order's terms, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
 - a. Appointment to regular Service from civilian life or from an RC;
 - b. Being called to active duty (including for training) for 20 or more weeks;
 - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. Enlistment or induction into the Service (regular or during emergency); or
 - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;
4. The member's home upon:
 - a. Retirement;
 - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. Release from active duty;
 - d. Discharge, resignation, or separation, all under honorable conditions; or
 - e. Temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of a member of the regular Services, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an authorization/order to active duty is addressed.
3. In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service.
NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the

place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. *See ACCOMMODATIONS, PUBLIC.*

PLACE OF STORAGE. Residence or authorized storage location.

POLICY-CONSTRUCTED AIRFARE. The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be or include a city-pair airfare and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD).

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE).

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. *See TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*

POST OF DUTY. *See PDS.*

POV, SPARE PARTS. 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). Also included are 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.

PREMIUM-CLASS. Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**; or
2. Business-class. See definition of **BUSINESS-CLASS.**

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. ***NOTE: A common carrier, or a conveyance owned by the GOV'T, is never a POC.*** A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:
 - a. Is self-propelled;
 - b. Is licensed to travel on the public highways;
 - c. Is designed to carry passengers or HHG; and
 - d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.
2. As used in Ch 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

NOTE 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

PRIVATIZED HOUSING. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired or constructed by private persons, under the authority of 10 USC §§2871-2885. ***Privatized housing is not GOV'T QTRS, nor is it GOV'T-controlled QTRS, nor is it private sector housing.*** See also par. U10000.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of a travel authorization/order.

***PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR MEMBER/EMPLOYEE.** (*Also called PRO or PRO-Gear.*) HHG in a member's or employee's possession needed for the performance of official duties at the next or a later destination (B-171877.03, 15 December 1976, B-196994, 9 May 1980, and B-251563, 14 June 1993). The following items are PBP&E:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by a member in association with the MARS (see DODD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/GOV'T or foreign country for significant contributions ICW official duties; and
7. Personal computers and accompanying equipment used for official GOV'T business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

****NOTE: Excluded from PBP&E are commercial products for sale/resale used in conducting business, 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.

***PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) FOR A MEMBER'S DEPENDENT SPOUSE.** (Also called *PRO* or *PRO-Gear*). (NOT APPLICABLE TO AN EMPLOYEE'S DEPENDENT SPOUSE). HHG in a spouse's possession needed for the member's spouse employment or community support activities at the next or a later destination. The following items are PBP&E:

- *1. Reference material,
- *2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- *3. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing; and
- *4. Personal computers and accompanying equipment used for business or community support activities (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE:** *Excluded from PBP&E are commercial products for sale/resale used in conducting business, 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 GOV'T 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. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL AUTHORIZATION/ORDER. See *BLANKET TRAVEL AUTHORIZATION/ORDER*.

RESERVE COMPONENT. The

1. Army National Guard of the United States,
2. Army Reserve,
3. Naval Reserve,
4. Marine Corps Reserve,
5. Air National Guard of the United States,
6. Air Force Reserve,
7. Coast Guard Reserve, and
8. 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 or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural directives issued under par. U1010-B.

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

1. The Army, with respect to matters concerning the Army;
2. 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;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

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

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS. Cost of maid service and fee for electricity.

SERVICES. See *UNIFORMED SERVICES*.

SHORT DISTANCE MOVE. A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

SPARE PARTS FOR A POV. See *POV, SPARE PARTS*.

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

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. 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>.

STANDARD GOVERNMENT MEAL RATE. See definition of "GOV'T Meal Rate" for current rates. The daily rate established for meals in a GOV'T dining facility/mess including the operating cost.

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. U5375. Also referred to as temporary storage.

SUBSISTING OUT. The non-leave status of an inpatient who is no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DOD 6015.1-M, January 1999, P19.1.19).

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under an authorization/order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

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 cash charge is levied, without direct charge against the occupants' QTRS allowances. They include guesthouses, except transient visiting officer QTRS occupied by official visitors to the facility. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted QTRS.***

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.)*

1. 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, Anathath, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef

10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. 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 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.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. See Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, Part H for TDY HHG transportation.

TRANSPORTATION-IN-KIND. Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

TRANSPORTATION, POV. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is IAW Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States GOV'T (including a GTR – see definition) to procure transportation, accommodations, or other services chargeable to the GOV'T from a commercial provider, ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume. When used ICW 'travel allowances', the term refers to per diem or AEA.

TRAVEL ADVANCE. Prepayment of estimated travel expense in the form of a loan.

TRAVEL AUTHORIZATION/ORDER. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of authorization/

order:

1. Unlimited Open. This is a form of blanket travel authorization/order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See NOTE below for restrictions.
2. Limited Open. This is a form of blanket travel authorization/order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See NOTE below for restrictions.
3. Repeat. This is a form of blanket travel authorization/order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See NOTE below for restrictions.
4. Trip-by-trip. This is a travel authorization/order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

NOTE: Unlimited Open, Limited Open, and Repeat Travel Authorizations/Orders (also called Blanket Travel Authorizations/Orders) are not used in DTS. The blanket travel authorization/order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel authorization/order for each such trip must be issued.

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel by individuals either not employed by the GOV'T or employed (under 5 USC §5703) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official GOV'T activities. Travel and transportation allowances authorized for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as provided by item A2m in APP E, Part I for spouse invitational travel. See APP E.

TRAVEL MANAGEMENT CENTER (TMC). See *(CONTRACTED) COMMERCIAL TRAVEL OFFICE/TRAVEL MANAGEMENT CENTER (CTO/TMC)* and *TRAVEL MANAGEMENT SYSTEM (TMS)*.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO/TMC, and an electronic system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely ICW business of the DOD or the GOV'T.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places ICW personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDER. See *TRAVEL AUTHORIZATION/ORDER*.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE: See par. U2200 for more detail.***

UNACCOMPANIED BAGGAGE. See *BAGGAGE, UNACCOMPANIED*.

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNACCOMPANIED TOUR. The authorized tour length at a specific overseas duty station for a Service member who is not accompanied by command-sponsored dependents. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see definition). For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour. See DODI 1315.18, par. E2.1.50

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. -CERTIFICATED AIR CARRIER. A U.S.-certificated air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S.-certificated air carrier service also includes service provided under a code share agreement with a foreign (non-.U.S.-certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S.-certificated air carrier's designator code and flight number.

U.S. FLAG AIR CARRIER. *See U.S.-CERTIFICATED AIR CARRIER.*

U.S. INSTALLATION. A base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent-type troop shelters and a GOV'T dining facility/mess, and
3. Where there are GOV'T operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the U.S. INSTALLATION.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

WEIGHT ADDITIVE. *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 USC §205.

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APPENDIX A

PART II: ACRONYMS

(C) means applicable only to JTR (U) means applicable only to JFTR

<u>Acronym</u>	<u>Meaning</u>
AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
AT	Annual Training (U)
ATM	Automated Teller Machine
AWOL	Absent Without Leave (U)
BAH	Basic Allowance for Housing (U)
BAH-DIFF	Basic Allowance for Housing – Differential (U)
BAH-RC	Basic Allowance for Housing - Reserve Component (U)
BAH-T	Basic Allowance for Housing – Transit (U)
BAS	Basic Allowance for Subsistence (U)
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
BCBA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	Continental United States Cost of Living Allowance (U)
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour (U)
CSRS	Civil Service Retirement System (C)
CTD	Civilian Travel Determination (C)
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance (U)
DOD	Department of Defense
DODD	Department of Defense Directive
DODDS	Department of Defense Dependents Schools (C)
DODEA	Department of Defense Education Activity
DODI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals (U)
DOJ	Department of Justice (U)
DPM	Direct Procurement Method (U)
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel (C)
FAM	Foreign Affairs Manual (C)

Part 2: Acronyms

<u>Acronym</u>	<u>Meaning</u>
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System (C)
FHA	Federal Housing Administration (C)
FTA	Foreign Transfer Allowance (C)
FSH	Family Separation Housing (U)
FSH-B	Family Separation Housing – BAH Based Location (U)
FSH-O	Family Separation Housing – OHA Based Location (U)
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance (C)
FVT	Family Visitation Travel (C)
FWS	U.S. Fish and Wildlife Service (C)
GAO	Government Accountability Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOV	Government-owned vehicle
GOV'T	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services (U)
HHT	House Hunting Trip (C)
HOR	Home of Record
HOS	Home of Selection (U)
HP	Home Port (U)
HSTA	Home Service Transfer Allowance (C)
IADT	Initial Active Duty for Training (U)
IAW	In Accordance With
ICW	In Connection With
IBA	Individually Billed Government Travel Charge Card Account. <i>NOTE: Does not apply to any other form of personal credit card.</i>
IPCOT	In-Place Consecutive Overseas Tour (U)
IRC	Internal Revenue Code (C)
IRS	Internal Revenue Service (C)
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY (U)
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance (C)
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (U)
LPQ	Living Pattern Questionnaire (U)
LPS	Living Pattern Survey (U)
LWOP	Leave Without Pay (C)
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance (C)
MIA	Missing in Action

Part 2: Acronyms

<u>Acronym</u>	<u>Meaning</u>
MIHA	Move-in Housing Allowance (<i>U</i>)
MILAIR	Military Aircraft
MSC	Military Sealift Command (<i>C</i>)
NIST	National Institute of Standards and Technology (<i>C</i>)
NOAA	National Oceanic and Atmospheric Administration (<i>Same as USNOAA</i>)
NTE	Not to exceed
NTS	Non-temporary Storage (<i>also referred to as Extended Storage</i>)
OCONUS	Outside the Continental United States
OHA	Overseas Housing Allowance (<i>U</i>)
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment (<i>also referred to as PRO-Gear</i>)
PCS	Permanent Change of Station
PDS	Permanent Duty Station (<i>U</i>)
PDT	Permanent Duty Travel (<i>C</i>)
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board (<i>U</i>)
PHS	Public Health Service (<i>Same as USPHS</i>)
PLEAD	Place from Which Entered (or Called) to Active Duty (<i>U</i>)
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
*QTRS	*Quarters
RAT	Renewal Agreement Travel (<i>C</i>)
*RC	*Reserve Component
RDD	Required Delivery Date (<i>U</i>)
RIT	Relocation Income Tax (<i>C</i>)
RPDCI	Retail Price Data Collection Instrument (<i>U</i>)
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance (<i>C</i>)
SECDEF	Secretary of Defense
SES	Senior Executive Service (<i>C</i>)
SIT	Storage in Transit
SMA	Separate Maintenance Allowance (<i>C</i>)
SR&R	Special Rest and Recuperative Absence (<i>U</i>)
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
STB	Surface Transportation Board (<i>C</i>)
TCS	Temporary Change of Station (<i>C</i>)
TDRL	Temporary Disability Retired List (<i>U</i>)
TDY	Temporary Duty
TLA	Temporary Lodging Allowance (<i>U</i>)
TLE	Temporary Lodging Expense (<i>U</i>)
TMC	Travel Management Center
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance (<i>C</i>)
TQSE	Temporary Quarters Subsistence Expenses (<i>C</i>)

Part 2: Acronyms

<u>Acronym</u>	<u>Meaning</u>
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
TQSE(F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses (<i>C</i>)
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration (<i>same as NOAA</i>)
USPHS	United States Public Health Service (<i>same as PHS</i>)
USSM	Under Secretary of State for Management (<i>C</i>)
UTD	Uniformed Travel Determination (<i>U</i>)
VA	Department of Veterans Affairs (<i>C</i>)
VAMC	Veterans Affairs Medical Center (<i>U</i>)
VPC	Vehicle Processing Center
WAE	When Actually Employed (<i>C</i>)
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

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

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

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DOD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel.

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

- a. It is in the DOD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DOD operation or program;
- c. An individual or as part of a group, who confers on an official DOD matter with DOD officials and who performs a direct service such as providing advice or guidance to DOD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DOD Component on a matter related to the Component's official business. See 55 Comp. Gen. 750 (1976);***
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5;***
- e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DOD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA.***);
- g. An individual is authorized pre-employment interview travel under JTR, par. C7150;
- h. The individual is serving without compensation on a Board of Visitors as provided for in DOD governing regulations consistent with statutory authority;
- i. A witness is called to testify in administrative proceedings directed against a GOV'T civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the GOV'T, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in JTR, Ch 7, Part K or par. C7100; or JFTR, par. U7551.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977)), <http://141.116.74.201/regs/comp-gen-dec/B-186598.pdf>; (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See JTR, par. C7370-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (JTR, par. C7370-B2).; or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under JFTR, par. U5240-C, U5241-D, U5242, U5243-C, U6004, or U6053. Round-trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 10 USC §1036 which may be paid per the Service's policy.

m. Dependents' Invitational Travel is for a family member. All applicable conditions in items (1) through (5) below must be met before allowances are authorized/approved.

(1) The AO determines that a dependent may travel with the sponsor, at GOV'T expense, when the:

(a) Dependent participates, in an official capacity, at an unquestionably official function , or

(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 GOV'T 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 GOV'T-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 GOV'T 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 GOV'T, 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 GOV'T 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 GOV'T 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 GOV'T 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, Ch 2 and JFTR, Ch 3 (see pars. A2p and q above) as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the GOV'T's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (see par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

*a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (B-233607, 26 October 1989):

- (1) Travel and transportation is authorized by the head of the DOD component concerned or designee; and,
- (2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DOD component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DOD component concerned may allow attendance at GOV'T expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DOD Education Agency (DODEA) Student for Academic Competitions and Co-curricular Activities. See JTR, par. C5120 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the GOV'T, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in JFTR/JTR, APP G for employees or members under pars. A2p and A2q may be authorized/approved.

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PART 2: 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 are funded to return to the origin point.

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

The authorizing/order-issuing official 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 GOV'T is refunded for the lost/stolen tickets. Unused transportation tickets must be returned 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 GOV'T employee. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the GOV'T 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 GOV'T, reimbursement is limited to the GOV'T's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the GOV'T and the CTO does not permit the CTO to arrange transportation for a traveler who is not a GOV'T employee, 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 coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

* You are authorized to travel by privately owned conveyance (POC) since it's to the Government's advantage. Reimbursement is at the rate of \$0.55/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this travel authorization/order.

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 tax 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 tax 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, Travel and Transportation Allowance 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, Ch 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, Ch 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 GOV'T-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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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	<u>NOTE</u>
All OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to SAO)	NA	12	08-10-07	8
Alaska (except as indicated)	36	36		1
Adak	NA	12		
Clear	NA	12		
Eareckson	NA	12		
Fort Greely	24	12	05-01-04	
Galena	NA	12		
King Salmon	NA	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	NA	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to 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		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	7
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		5, 11
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	NA	12		
Belize	24	18	09-17-04	
Benin	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
*Banja Luka	*24	*18	*06-30-08	*12
Sarajevo (Personnel assigned to 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		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	9
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
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		
Czech Republic				
Prague	36	24		
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to 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		
Personnel assigned to SAO	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to 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 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		
Souda Bay	24	18		
Drama	NA	12		
Elefsis	NA	12		
Horiatis	NA	12		
Larissa	24	12		
Lefkas	NA	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	NA	12		
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 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		
Papa	24	15	11-25-08	
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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
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		
Piano di Cors	NA	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	NA	12		
MCAS Iwakuni	36	12		
Okuma	NA	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	NA	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	NA	12		
Sendai	24	12	12-07-04	
Shariki	NA	12	11-05-08	
Johnston Atoll	NA	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to 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		

APP Q: OCONUS Tour Lengths/Tours of Duty JFTR/JTR)
 Part 1: DOD Service Members

Appendix Q1

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Osan AB	24	12		
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	*06-30-08	*12
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 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 ODC)	24	24	04-11-07	8
Norway	36	24	07-07-04	
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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Poland				
Bydgoszcz	24	24	10-21-05	
Sczcecin	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 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 (except as indicated)	24	12		5
Eskan Village, Riyadh	24	12	07-18-08	10
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to 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		
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		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
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		
Yumurталik	NA	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
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		
*Yemen	*36	*24	*06-30-08	*12
Zaire (See Democratic Republic of Congo)				

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 GOV'T QTRS 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.

9. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
10. PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e, at no cost to the member, and serve an unaccompanied tour (12 months).
11. PDUSD (P&R) memo of 28 October 2008 approves the return of adult dependents only to Bahrain. The decision to return school-age and below school-age children will be considered at a later time. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW DODI 1315.18 par. E4.5.2.5. and JFTR, par. U5900-D2e at no cost to the member, and serve the unaccompanied tour (12 months).
- *12. May be accompanied by adult dependents age 18 years or older.

PART III: CIVILIAN EMPLOYEE STANDARD TOURS OF DUTY

See JTR, Ch 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 an accompanied or unaccompanied employee 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 Q, Part IV, par. A.

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>15-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			
Bahamas				
Andros Island	X			
Bahrain	X ^{1 7}	X ²		
Bosnia-Herzegovina	X			
*Banja Luka	*X ⁸			
British Indian Ocean Territory				
Diego Garcia Island				X
Burma	X			
Canada				

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
Newfoundland & Labrador				
Gander				X
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			
Hungary (<i>eff 11-25-08</i>)				
Papa	X ¹		X ²	
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				
Sardinia (La Maddalena)	X ³	X ^{4 5}		
Sicily (Comiso and Ragusa)	X ³	X ^{4 5}		
Japan				
Iwo Jima				X
Kure	X ¹			X ²
Ryukyu Islands	X ¹			
Wakkanai	X ¹			X ²
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 ⁸			
Libya		X		
Mahe Island				X
Marshall Islands				
Eniwetok				X
Kwajalein	X			
Mexico				

<u>Location</u>	<u>24-Month Tour</u>	<u>18-Month Tour</u>	<u>15-Month Tour</u>	<u>12-Month Tour</u>
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 6}			X ²
Serbia	X			
Somali Republic		X		
Taiwan	X			
Thailand	X ¹			X ²
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 8}			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.

6/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. An employee executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the employer's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (12 months).

*7/ PDUSD (P&R) memo of 28 October 2008 approves the return of adult dependents only to Bahrain. The decision to return school-age and below school-age children will be considered at a later time. An employee executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the employee's arrival date), whether or not the employee believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. An employee may elect to return dependents to CONUS IAW JTR, par. C5450-A3, and serve the unaccompanied tour (18 months).

*8/ May be accompanied by adult dependents age 18 years or older.