

# **THE JOINT FEDERAL TRAVEL REGULATIONS**

## **VOLUME 1**

### **UNIFORMED SERVICE MEMBERS**

Published by:

The Per Diem, Travel and Transportation Allowance Committee,  
A Division of the Defense Travel Management Office (DTMO),

Department of Defense

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**JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)****Change 270 — 1 June 2009**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 June 2009 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**LYNN S. HEIRAKUJI**

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

**CURTIS B. ODOM**

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

- D. Applicable MAP Items. This change includes all material written in the following MAP items: 15-09; 23-09; 25 through 27-09; 29 through 33-09; 35-09; and 37-09.
- E. Brief of Revision. The following are this month's major revisions:

U1000-D. Clarifies that if an expense is incurred and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not be claimed against, nor paid by the GOV'T.

U2020-A. Changes punctuation for readability.

U3415-C. Reinserts wording that was unintentionally deleted in a previous item.

U5120-G and I. Reformats paragraphs for easier referencing.

U5355-D. This item corrects the PCS HHG weight limitations reference.

U5390-B56, U5900, and U5905-A2. Reformats paragraph for easier referencing.

U5810-B and C2. Updates websites for animal importation and exportation information.

U7207-B. Clarifies that once a traveler meets the eligibility requirement for FEML and is not otherwise prohibited by the paragraph (e.g., maximum number of trips) the FEML is not discretionary and the supervisor/commander may not deny the FEML.

U10208-Table U10C-1, note 11. Clarifies that either member may claim the with-dependent housing allowance for children of either member -- even stepchildren not living with the member couple -- provided the children qualify as dependents (i.e., paying sufficient child support).

U10400-A, U10402-C. Adds cross reference indicating applicability to members in transit.

APP G. Clearly states materials are not miscellaneous reimbursable travel expenses.

APP Q1. Realigns Appendix to reflect changes in note numbers.

**JOINT FEDERAL TRAVEL REGULATIONS**

**VOLUME 1**

**CHANGE 270**

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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## PART A: APPLICABILITY AND GENERAL INFORMATION

### U1000 APPLICATION

A. Authority. The JFTR contains basic statutory regulations concerning a Uniformed Service member's travel and transportation, certain OCONUS station allowances (COLA, TLA), housing allowances (BAH, FSH, and OHA), and CONUS COLA. These regulations have been interpreted to have the force and effect of law. The JFTR is issued primarily under the authority of 37 USC §411 and Chapter 7.

B. Application. Each member of the Active and RCs, without regard to the Service, Agency (i.e., DIA), or other GOV'T entity (e.g., DHS, DOS) to which assigned, is covered by JFTR. See APP A, Part I for JFTR definitions of terms and Part II for acronyms.

C. Authorization Not Stated. There may be circumstances under which payment of certain allowances is prohibited in JFTR. Those circumstances are stated. However, the absence of a prohibition does not imply or grant authority or permission for any action for which authority does not exist/is not explicitly allowed in JFTR (i.e., just because the JFTR does not say something cannot be done does not mean that it can be done).

\*D. Duplicate Payment. A duplicate payment is a GOV'T payment claimed by a traveler for an expense paid/to be paid to the traveler by another entity. If an expense is incurred and reimbursed by another entity that would otherwise be reimbursed by the GOV'T, that expense must not be claimed against, nor paid by the GOV'T. ***A non-deductible meal as listed in par. U4167 provided to a traveler in a per diem status does not result in a duplicate payment.*** The traveler is financially responsible to the GOV'T for all duplicate travel and transportation allowance payments received. ***This includes any and all allowances covered in these regulations.*** The Improper Payments Information Act of 2002, Public Law 107-300 may apply. See <http://www.whitehouse.gov/omb/memoranda/m03-13-attach.pdf>.

### U1005 GENERAL

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

### U1006 COMPLEMENTARY REGULATIONS

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

1. Environmental and morale leave transportation ***NOTE: Funded EML (FEML) and the 'Special R&R Program', covered under DIAM 100-1, are one in the same program. This means that trips under both programs are not authorized. If a total of two trips are authorized (for a 36-month tour), one may be taken under each program or both under one program. If one trip is authorized for a 24-month tour, only one trip may be taken, but it may be taken under either program.,***

2. Travel and other expenses for dependent education,
3. Home visitation between consecutive tours,
4. Dependent travel ICW TDY,
5. Dependent visitation,
6. Dependent care expenses connected with training of responsible dependents,
7. Dependent representational travel,
8. Removal of dependents and HHG,
9. Transportation of a POV.

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

### **U1007 COMPUTATION RULES**

A. Computation Rules. The computation rules in these regulations may be unique to this Volume. Consult the relevant Chapters and Parts to determine the correct computation process for the specific travel and transportation allowances.

1. Use the actual amount without rounding when computing TDY mileage, MALT, TLA/TLE and per diem computation. AEA and [PMR computations](#) are rounded to the next highest dollar with the par. U1007-A2 provisions in force.
2. AEA computation is rounded up to the nearest dollar. For example, \$29.25 = \$30.00. The AEA must not exceed the approved percentage of the maximum locality per diem rate. ***When AEA for M&IE exceeds the maximum locality AEA M&IE rate, decrease the AEA M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate.*** For example, reduce an AEA M&IE of \$70.50 to \$70 as shown in par. U4265, Example 5.
3. PMR computation is rounded-up to the nearest dollar.

***NOTE: A conference lodging allowance is a pre-determined allowance of up to 125 percent of the applicable lodging per diem rate (rounded to the next highest dollar). For example, the locality lodging rate of \$100 may be increased to \$125. A conference lodging allowance is not an AEA and must not used with AEA per diem. See APP R, Part 2, par. M.***

B. AEA Limitation. The AEA limit is 300% of the maximum locality per diem rate. For OCONUS travel, the PDTATAC Division Chief may authorize a per diem rate exceeding 300% only prior to the official travel IAW par. U4250.

## U1008 CHAPLAIN-LED PROGRAMS

Title 10 USC §1789 authorizes the Secretary of a military department (i.e., Air Force, Army, Navy) to provide Chaplain-led programs that provide assistance to an active duty and/or RC member in an 'active status' as defined in 10 USC § 10141, and the member's immediate family, in building and maintaining a strong family structure. A chaplain and/or other member ordered, and/or family members authorized, to attend these functions in an *official* capacity as outlined in APP E, Part I are to be sent using an official TDY authorization/order or an ITA, as appropriate. *For all others, the JFTR is not the authority for payments connected with attendance at these programs and the payments are not travel and transportation allowances. An ITA is not used to document attendance at, or payments related to, attendance by an individual participating in an unofficial capacity at these Chaplain-led programs.* The travel-directing/sponsoring organization or agency should be consulted to determine the appropriate funds (for attendees not attending in an official capacity) for these events.

## U1010 IMPLEMENTATION

A. Allowance Regulations. *The allowance regulations in this Volume require no further allowances implementation.* When necessary, they may be supplemented by administrative regulations that must not prescribe allowances different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR. [DODD 5154.29](#) requires that PDTATAC staff review all DOD written material that implements JFTR provisions to ensure per diem, travel and transportation, and other allowances are uniformly applied. Non-DOD Uniformed Services may submit their written material as desired. See par. U1000 for the applicable JFTR provisions which are subject to review by the PDTATAC staff. A word document of the written material should be forwarded, via the Service MAP representative found in the Feedback Reporting section of the Introduction, for review to:

1. Email address: [pdtatac@dtmo.pentagon.mil](mailto:pdtatac@dtmo.pentagon.mil); or
2. Fax: (703) 696-7890 (DSN 312-426-7890); or
3. Mail to:

Per Diem, Travel and Transportation Allowance Committee  
Attn: T&T Branch  
4601 North Fairfax Drive  
Suite 800  
Arlington, VA 22203-1546

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain allowances. The listing below cites allowances that do or should have implementing instructions provided by Service regulations. There may be additional implementing instruction requirements that are not specifically cited below.

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

5. Procedures and conditions under which advance payments are authorized including those in:
  - a. Permanent Duty Travel: Ch 5, Parts B (par. U5104); C (par. U5204); D (par. U5319); E2 (par. U5479); F (par. U5560); G (par. U5600); and H (par. U5725) may be paid IAW par. U5020.
  - b. Evacuation Allowances: Ch 6, Parts A and B (pars. U6001-F and U6050-F);
  - c. Recruiting expenses (par. U7033);
  - d. TLA (par. U9157);
  - e. OHA (par. U10028) ***NOTE: Advance MIHA is not authorized.***
6. Appropriate separation or retirement activities (pars. U5125-A3 and U5130-A3);
7. Required documentation for personally procured transportation reimbursement or POC travel for dependents ICW a ship being constructed or undergoing overhaul or inactivation (pars. U5222-M5 and U7115-B);
8. Claims for personally procured HHG transportation (par. U5320-D);
9. Member financial responsibility (pars. U2010, U3015, U5340-A2, U5380-A, U5417-A1d, U5420-C, U5445, U5474, and U5520);
10. Personal emergency determination (par. U7205-A);
11. Transportation of the remains of a deceased member and/or a deceased dependent (Ch 5, Part R);
12. Currency loss/gain procedures for OHA (see Service Regulations IAW par. U10028-D);
13. Command sponsorship criteria (see APP A definition of DEPENDENT, COMMAND SPONSORED);
14. Establishing children's dependency (APP A DEPENDENT definition),
15. CTO use policy (par. U3120) ;
16. Travel and transportation for a family member incident to the repatriation of a member held captive (par. U5258);
17. Procedures for extending safe haven allowances incident to an evacuation (par. U6054-D2); and
18. Authorization/order writing procedures for certain foreign uniformed personnel (Ch 7, Parts Z1 and Z2).

**U1015 EXPENDITURE AUTHORITY**

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations and/or in law.

## U1020 REGULATION CHANGE EFFECTIVE DATE

A change to this Volume is effective, unless otherwise noted, on the date of the published change in which it first appears. This date appears in the lower left corner of each page. When an effective date is different from the published change date, that effective date is indicated.

## U1025 COMPTROLLER GENERAL (COMP. GEN.), DEFENSE OFFICE OF HEARINGS AND APPEALS (DOHA), GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) OR CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), AND OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific travel circumstances is subject to interpretation by the Comp. Gen., DOHA, occasionally GSBCA or CBCA, and OSD GC. Comp. Gen., DOHA, GSBCA, CBCA and OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

## U1030 TERMINOLOGY

The terminology used in JFTR may be unique to this Volume. Consult the glossary in APP A, and the relevant Chapters and Parts, to determine the exact definition of a specific term. Definitions in JFTR are not necessarily applicable to other Volumes or to other GOV'T regulations.

## U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The SECDEF may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel authorizations/orders.*

*Effective 15 May 2008*

## U1035 PAY AND ALLOWANCES CONTINUATION (PAC) PROGRAM

If a member is authorized PAC IAW OUSD (P&R) Memorandum, 15 May 2008, and DODFMR, Volume 7A, Ch 13, the member is authorized IE as part of the PAC even though not in a travel status.

## U1039 DOD TEST OF SIMPLIFIED ALLOWANCES

Simplified travel and transportation allowance rules in APP O govern TDY for DOD Components listed in APP O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

## U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share GOV'T travel and transportation cost savings with a traveler. While authority exists in 5 USC, Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

## U1041 PILOT PROGRAM ON CAREER FLEXIBILITY TO ENHANCE RETENTION

*Effective 1 January 2009 through 31 December 2012*

Sec 533 of FY09 NDAA (P.L. 110-417) allows the Secretary of each military department to set up a pilot program on career flexibility to enhance retention. The pilot program allows up to 20 enlisted personnel and 20 officers of the Regular Components of each Armed Force each year to be inactivated from active duty to the Ready Reserve to meet personal or professional needs and return to active duty within 3 years. The pilot program runs from calendar years 2009-2012. A member chosen for the pilot program is authorized to select a HOS in the U.S. and receive travel and transportation allowances to that HOS upon release from active duty, rather than being limited to the HOR or PLEAD as described in pars. U5125, U5225, U5360 and U5410-A3. Upon return to active duty the member is authorized travel and transportation allowances from the PLEAD, limited to the HOS at the time of release from active duty (pars. U5000-B3, U5120-A, U5201-A2a, U5222-A1, U5345-A, U5345-B, U5410-A2). A member must return to active duty within 3 years of release but NLT 31 December 2015.

## U1045 GOV'T QTRS USE/AVAILABILITY

A. QTRS Available. A member ordered to a U.S. INSTALLATION (as opposed to a geographic location like a town or city) is required to check GOV'T QTRS availability (e.g., through the CTO) at the U.S. INSTALLATION to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available GOV'T QTRS use for a uniformed member on a U.S. INSTALLATION only if the uniformed member is TDY to that U.S. INSTALLATION. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available GOV'T QTRS on the U.S. INSTALLATION at which assigned TDY; *however, when the use of adequate GOV'T QTRS is directed and those QTRS are available on the U.S. INSTALLATION to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the GOV'T QTRS cost on the U.S. INSTALLATION to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot, however, be limited based on the presence of 'nearby' GOV'T QTRS (i.e., not on the U.S. INSTALLATION to which the member is assigned TDY but on another 'nearby' U.S. INSTALLATION or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for GOV'T lodging 'AT' the U.S. INSTALLATION at which the member is assigned TDY.*

***NOTE 1: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: GOV'T QTRS are available only if use is directed in the authorization/order.***

***NOTE 2: The member is not required to seek (or check for) GOV'T QTRS when TDY to a U.S. INSTALLATION after non-availability documentation has been initially provided. Checking QTRS availability is a one-time requirement at a TDY U.S. INSTALLATION. (Ex: A member, who is required to check QTRS availability on arrival at a U.S. INSTALLATION, does so and is issued non-availability documentation, cannot be required to re-check later for QTRS availability at that U.S. INSTALLATION during that TDY period there). See par. U1045-C.***

B. QTRS Not Available. ***GOV'T QTRS are not available:***

1. When a TDY/delay point is at other than a U.S. INSTALLATION;
2. When an AO determines that GOV'T QTRS use would adversely affect mission performance, except for:
  - a. A member attending a service school at a uniformed service facility; and
  - b. An officer in grades O-7 through O-10 who personally determines QTRS availability;
3. During all periods of en route travel;
4. For any TDY/delay of less than 24 hours at one location;

5. When travel is ICW a PCS:
  - a. When per diem is payable under 'MALT-Plus' (see par. U5105-B);
  - b. When a member is authorized concurrent travel, and the family (including the member) cannot lodge together in GOV'T QTRS at a POE/POD; or
  - c. To a ship/afloat staff with an OCONUS home port, and;
    - (1) A member is accompanied by dependents authorized concurrent travel;
    - (2) Is put on TDY at the homeport while awaiting ship/staff arrival or onward transportation;and GOV'T QTRS are not available for the entire family; or
6. When a member is TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status. See par. U7551.

**C. Travel Authorization/Order or Voucher**

1. Documentation. A travel authorization/order/voucher must document availability/non-availability by:
  - a. Confirmation number provided by the Service's lodging registration process;
  - b. The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
  - c. Member certification that GOV'T QTRS were not available on arrival.
2. Authorization/Approval. When a member provides acceptable documentation on a travel authorization/order/voucher of GOV'T QTRS non-availability, the AO must authorize/approve reimbursement for commercial lodgings.

**U1050 CONFERENCE/TRAINING AT THE PDS**

Registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 USC, §404. For authority to pay related training costs at the PDS see 10 USC §2013; 5 USC §4109; 42 USC §218a; and 14 USC §469. The costs must clearly be an integral part of the training ([39 Comp. Gen. 119 \(1959\)](#); and [B-244473, 13 January 1992](#)). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

**U1051 HOTEL AND MOTEL FIRE SAFETY - APPROVED ACCOMMODATIONS**

GOV'T policy is to save lives and protect property by promoting the use of fire safe hotels and other establishments that provide lodging. Each DOD component must ensure that not less than 90% of all official travelers who use commercial lodgings while on official travel in the U.S. or non-foreign OCONUS areas are booked in fire-safe approved places of public accommodation. Lodgings that meet GOV'T requirements are listed on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>. Services are in compliance with the 90% requirement if travel arrangements are made through use of an agency-designated Travel Management System (see APP A) whenever possible (5 USC §5707a).

**U1055 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR**

Each command/unit is expected to take appropriate disciplinary action when a member and/or AO fails to follow the JFTR. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate means. Action must *not* be through refusal to reimburse. See par. U3120-A4 for exceptions when reimbursement is *not* allowed.

**U1060 REGISTERED TRAVELER PROGRAM MEMBERSHIP FEE**

A. General. The Registered Traveler program was developed by the Transportation Security Administration (TSA) to accelerate the screening process, at participating airports, for travelers who voluntarily enroll in the program.

B. Participation. Participation in this program is voluntary and is not required by the GOV'T. GOV'T fund use to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per [GSA Bulletin FTR 08-05 of 25 June 2008](#).

C. Enrollment Fee. Enrollment fees in this program are *not* reimbursable. See APP G.

## PART A: TRAVEL POLICY

### U2000 GENERAL

A. Travel and Transportation Policy. The following applies to every uniformed member and/or their dependents:

1. They must use economy (less than premium) -class transportation accommodations unless otherwise provided for in par. U3125-B, U3130, or U3135.
2. Premium (First and Business)-class Travel/Accommodations. (See APP A): (See pars. U3125-B2a, U3125-B2b and U3135-C (trains only) to determine whose authority is required for GOV'T-funded premium-class transportation to be provided.) See APP H, Part II, Section C, for first-class and Part III, Section B for business-class decision support tool.

***NOTE: The travel order MUST include the cost difference shown in items 13 and 14, and the information in items 16 and 17, of APP H, Part II, Section A (Premium-class Travel Reporting Data Elements and Procedures). Example: "Business (or First) –class accommodations have been justified and authorized/approved based on JFTR, par. U3125-B4a. The cost difference between the business-class fare and the coach-class fare is \$765.00. LtGen. Aaaaa Bbbbb, HQ USA/XXXX, authorized/approved this use of premium-class accommodations. Full documentation of the authorization/approval for use of these premium-class accommodations is on file in the office of the premium-class AO."***

- a. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the member must obtain written approval from the appropriate authority within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the member is responsible for the cost difference between the premium-class transportation used and the transportation class for which the member (and/or dependents(s)) was/were eligible. A travel order authorizing premium-class accommodations due to extenuating circumstances or emergency situations must clearly explain the situation circumstances (i.e., not simply state the JFTR phrase, but provide the background and justification to enable an audit of the upgrade rationale) and include the difference in cost between the premium-class and coach-class fares, authority and authorization source (memo/letter/message/etc.), including date and position identity of the signatory for premium-class). Appropriate GOV'T transportation documents must be annotated with the same information.
- b. Only a person senior to the member may authorize/approve premium-class accommodations for the member/dependents (DOD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005). See par. U3125-B2.
- c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that the medical condition necessitates (for a specific time period) the accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member or dependent is/was so disabled or limited by other special medical needs that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

***NOTE: The attendant who is authorized transportation under par. U7250-B or U7251-B may be authorized/approved for premium-class accommodations use to accompany the attended member or dependent, when the attended member or dependent is authorized premium-class accommodations use and requires the attendant's services en route. Authorization for one member of a family to use premium-class accommodations due to a disability does not authorize the entire family to use premium-class accommodations during official travel. Premium-class authorization is limited to the disabled traveler and attendant (if required). See APP A for the definition of "special needs".***

d. Use of premium-class accommodations is not authorized during travel incident to PCS, COT leave, emergency leave, R&R, FEML, or personnel evacuations unless for physical handicap or medical reasons in par. U2000-A2c.

3. Travel other than by a usually traveled route must be justified.

4. A member or dependent may not be provided contract city-pair airfares provided under GSA contract (see APP P) or any other airfares intended for official GOV'T business for any portion of a circuitous route traveled for personal convenience.

5. The member and/or dependent(s) is/are personally financially responsible for any additional expense accrued by not complying with par. U3125-C.

6. Personnel directives dictate if/how leave is to be charged for workday time not justified as official travel.

7. A member may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the member's or Service's needs require use of these accommodations.

8. A member may not be reimbursed for travel at personal expense (see par. U3120-D) on non-U.S.-certificated ships/aircraft, except as specified in par. U3130-F.

9. Each dependent is allowed a seat.

B. Service Responsibility. Each Service must:

1. Authorize only travel necessary to accomplish the GOV'T's mission effectively and economically.

2. Establish internal controls to ensure that only travel essential to the GOV'T's needs are authorized.

#### U2010 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

\*A. A member must exercise the same care and regard for incurring expenses to be paid by the GOV'T as would a prudent person traveling at personal expense.

\*B. A traveler must maintain records to validate individual expenses of \$75 or more and for all lodging costs. All receipts should be maintained as required by finance regulations.

\*C. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

\*D. Travelers are advised that the Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide quality lodging at or below per diem and properties often are close to worksites at TDY locations. ***NOTE: The FedRooms Lodging Program is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.*** Use of lodging facilities in these programs often results in cost savings to the GOV'T. Not all programs are available to all travelers.

#### U2015 GOV'T TRAVEL CHARGE CARD (GTCC) USE

A. General Policy. "It is the general policy of DOD that the (GTCC) be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other IE, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

B. DOD Policy. *The policies and procedures for the GTCC program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14-R), Volume 9, "Travel Policy and Procedures." The [DOD Comptroller Finance Management Regulation](http://www.dtic.mil/comptroller/fmr/) website is found at <http://www.dtic.mil/comptroller/fmr/>.*

C. Non-DOD Policy. The policies and procedures for the GTCC program are found in Service regulations.

D. Centrally Billed Account (CBA)/Individually Billed Account (IBA) Statements. A statement must be on each travel order/authorization indicating whether transportation tickets ordinarily are purchased using a CBA or an IBA GTCC. *This statement alerts voucher examiners when a transportation cost shows up as a reimbursable expense, and assists in preventing duplicate payments.*

**NOTE:** [DODFMR 7000.14-R, Volume 9, Chapter 3, par. 030607](http://www.dod.mil/comptroller/fmr/09/09_03.pdf) (available at: [http://www.dod.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dod.mil/comptroller/fmr/09/09_03.pdf)) indicates the purposes for which a DOD GTCC may be used. Charging personal travel expenses is GTCC misuse. A DOD traveler who misuses the GTCC is subject to administrative or disciplinary action. To prevent misuse of the IBA GTCC and city-pair airfares for leisure travel, a copy of the relevant travel order/authorization must be provided to the CTO before the final ticketing. Electronic DTS generated authorizations, available on line for viewing or reproducing, suffice to meet this requirement and preclude the necessity of the authorization being physically provided. A CTO may issue tickets for official travel authorized by proper oral, letter, or message authority if travel must begin or is performed before a written travel order/authorization is issued; however, the official who directed the travel is responsible for providing a confirmatory travel order/authorization to the CTO as soon as possible.

## U2020 OFFICIAL DISTANCE DETERMINATION

A. POC (Except Airplane). The DTOD:

- \*1. Is the only official source for worldwide PCS and TDY distance information.
- \*2. Replaces all other sources used for computing distance (except for airplanes see par. U2020-B below).

### *Effective 1 March 2009*

- \*3. Uses zip code to zip code distance within the CONUS and non-foreign OCONUS areas and city to city distance elsewhere (e.g., within foreign locations or to/from foreign locations).

**NOTE:** *All DOD facilities (CONUS and OCONUS) are supposed to be listed in the DTOD. If a facility cannot be located, SDDC should be informed of the missing location. A missing facility can be added to the DTOD system. All feedback should be directed through the [DTOD](http://dtod.sddc.army.mil) website at <http://dtod.sddc.army.mil>.*

- \*4. Provides distances which must be rounded to the nearest mile for each leg of a journey.
- 5. Does *not* apply to the following travel distances that are determined by odometer readings:
  - a. In and around the PDS/TDY sites,
  - b. Between home/office and transportation terminal,
  - c. For short distance moves, within the same city, or
  - \*d. Round trip travel between home and active duty tour site for an RC member performing active duty when the member commutes under the provisions of par. U7150-A1b.

6. Website is found at <http://dtod.sddc.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distance Use. The official distance is used in determining the distance between any two of the locations listed in par. U3010.

D. Personally Procured Moves. The DTOD (shortest distance) is the only official source for distances for personally procured moves.

**U2025 STANDARD CONUS PER DIEM RATE**

A. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS [per diem rates](#).

B. The Standard CONUS per diem rate is:

<b>Effective 1 October 2007</b>		
<b><u>LODGING</u></b>	<b><u>M&amp;IE</u></b>	<b><u>TOTAL</u></b>
<b>\$70</b>	<b>\$39</b>	<b>\$109</b>

## PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

### U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

### U3405 MISCELLANEOUS REIMBURSABLE EXPENSES

A member may be reimbursed for miscellaneous transportation-related reimbursable expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for miscellaneous reimbursable transportation expenses regardless of the transportation mode.

### U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminal. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. Between a transportation terminal and limousine service terminal.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

### U3415 SPECIAL CONVEYANCE USE

A. General. An AO may authorize/approve a special conveyance when to the GOV'T's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. U3310-A.

#### B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: [http://www.transcom.mil/j5/pt/dtrpart1/dtr\\_part\\_i\\_106.pdf](http://www.transcom.mil/j5/pt/dtrpart1/dtr_part_i_106.pdf))

a. *It is mandatory, within DOD and in the NOAA Corps, to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*

b. The lowest cost rental service that meets the mission requirement must be selected when selecting commercially rented vehicles.

c. Use of a company and rental car location participating in the [DTMO](#) rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T. ***NOTE: To view appropriate rental car companies and rates go to the [DTMO](#) website at <http://www.defensetravel.dod.mil> and click on Car/Truck Programs in the left-hand column. A vehicle listed in the rental car agreement on the [DTMO](#) website is covered under the DTMO rental-car agreement. A vehicle, offered by a company that is under the DTMO rental car agreement but not listed on the DTMO list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T and should not be rented for official GOV'T travel. Usually, there is at least one company listed that has a vehicle necessary for official GOV'T travel and this company should be used.***

***Example: Rental Car Company A may have a standard SUV to rent listed on the [DTMO](#) website. If this type SUV is rented, it is covered under the DTMO rental car agreement and has full liability and vehicle loss and damage insurance coverage for the GOV'T traveler traveling on official GOV'T business. However, Rental Car Company B may not list any SUVs on the DTMO website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents an SUV from Rental Car Company B who does not have SUVs listed on the DTMO website as participating vehicle under the DTMO rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official GOV'T travel.***

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see [DTR, Part I, Chapter 106](#) and Service regulations.

2. [Defense Travel Management Office \(DTMO\)](#) Policy (website address: <http://www.defensetravel.dod.mil>)

a. [DTMO](#) vehicle rental agreements apply to all DOD components and activities and non-Defense Agencies.

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Defense Travel Management Office (DTMO)  
Commercial Travel Division  
Travel Management Branch  
4601 North Fairfax Drive, Suite 800  
Arlington, VA 22203-1546

or via the DTMO website at <http://www.defensetravel.dod.mil>.

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

4. Non-DOD Services. For CTO/TMC use ICW rental cars, see Service regulations.

C. [Special Conveyance \(Includes Aircraft\) Reimbursement](#)

\*1. [Reimbursable Expenses](#)

\*a. ***It is mandatory to obtain a rental vehicle (except for an aircraft or a bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

\*b. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

\*c. When the AO authorizes/approves special conveyance/rental vehicle use for official business, the following reimbursements are authorized per APP G:

\* (1) Rental cost, tax and local assessments on rental vehicle users, necessary gas and oil, aircraft landing and tie-down fees, and transportation to and from the rental facility.

(2) Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day GARS called for in the DTMO rental car agreements; garage (POC parking is a separate miscellaneous reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

(3) Snow tires and similar non-standard equipment necessary for travel by the GOV'T renter, may incur additional charges which are reimbursable when authorized in the travel authorization/order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. **Reimbursement for purchase of snow tires and/or other non-standard items is not authorized.**

(4) A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

\* (5) A claim for damage to a rental vehicle, while the vehicle is being used for official business, may be reimbursable to the traveler or the rental car company when appropriate as a miscellaneous reimbursable transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) or appropriate Service directives for the non-DOD Services.

## \*2. Rented Automobile Insurance

**\*NOTE:** See par. U3415-B1c for information on other vehicles that are not covered with liability and vehicle loss and damage insurance for the traveler or the GOV'T when rented for official GOV'T travel.

\*a. Insurance Cost. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

\* (1) The insurance is required by the rental agency in a foreign area or country to provide full coverage insurance but only when renting an automobile, or

\* (2) Certain classified special operations are involved.

\*b. Rented Motor Vehicle Damage. A member may be reimbursed for personal funds paid to car rental companies for damage sustained by a rented motor vehicle that is damaged in the performance of official business if the claim is adjudicated as being payable. The GOV'T may make direct payment to car rental companies instead of to the member, if appropriate. In either case, the reimbursement is a miscellaneous reimbursable transportation expense. **Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.**

\*c. Damage Claims. Requests from a member, or from a rental company for reimbursement or payment should be documented and submitted IAW the DOD Financial Management Regulation, Volume 9, Chapter 4 (found at website <http://www.dtic.mil/comptroller/fmr/>), or appropriate Service regulations for the non-DOD Services. Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

\*3. Special Conveyance Receipts. See par. U2500-B.

D. To/from Transportation Terminals. The member:

1. May be authorized/approved special conveyance use for travel to and from local transportation terminals;
2. May be authorized/approved special conveyance use to, from, and between transportation terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the ordered travel requirements; and
3. Cannot be directed to use a special conveyance for transportation to/from transportation terminals.

E. Between Duty Stations. The AO may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the GOV'T. Reimbursement is authorized for the total expense incurred in the conveyance use. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use in and around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

#### **U3420 BUS, STREETCAR, AND SUBWAY USE**

A. To/from Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. Between places of residence, lodging, or duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The member's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the member's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the member's residence on the return day from TDY.

**U3430 COURTESY TRANSPORTATION USE**

*Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.*

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## SECTION 7: 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. When an authorization/order to active duty is received at, and travel begins from, a place other than that to which the authorization/order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the authorization/order was addressed.

B. PCS Authorization/Order Received at TDY Station

1. Member Issued a PCS Authorization/Order while on TDY. A member who receives a PCS authorization/order while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s). This includes a member who receives a PCS authorization/order while at a TDY station designating it as the new PDS *effective immediately* ([57 Comp. Gen. 198 \(1977\)](#)).

2. Member Issued a PCS Authorization/Order with TDY en route. A member who departed the old PDS on a PCS authorization/order with TDY en route is not authorized PCS allowances to return to the old PDS from the TDY station, even if the authorization/order is amended or modified naming a different new PDS.

C. PCS Authorization/Order Received while on Leave

1. PCS Authorization/Order Received while on Leave from TDY Station. A member who receives a PCS authorization/order while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), NTE the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives a PCS authorization/order while on leave from the old PDS, and begins PCS travel from that site, is authorized PCS allowances from the place at which the authorization/order is received to the new PDS, NTE allowances from the old to the new PDS.

D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location ICW a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the QTRS occupied while attached to the old PDS or the permanent QTRS the member intends to occupy at the new PDS. This also applies when a member performs TDY at or near the home port when the PDS is a ship or an afloat staff. *QTRS (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent QTRS on/after the PCS HHG weight allowance transportation date. QTRS at the new PDS are permanent on/after the date the PCS HHG weight allowance is accepted.* Transportation expenses incurred in commuting between the QTRS at the old PDS or QTRS at the new PDS and the TDY location may be paid under Ch 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits may be reimbursed for the meal(s) under par. U4510. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Ch 4, Part B, are authorized. *Exception:* A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS. 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 Ft. Belvoir 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem while at Ft. Belvoir (near old PDS) 5-15 August. If the member had departed on 15 June but performed TDY at Ft. Belvoir first, no per diem is payable for the TDY at Ft. Belvoir immediately after detachment if the member commuted from the permanent QTRS occupied while stationed at the Pentagon ([37 CG 669 \(1958\)](#), [B-138517, 27 February 1959](#), and [B-161267, 30 August 1967](#)).

**NOTE:** See par. U4102-D for TDY en route within the old and/or new PDS limits.

E. PCS Authorization/Order Canceled, Amended or Modified En Route

1. PCS Authorization/Order Canceled Returning Member to the Old PDS. If a PCS authorization/order is canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.
2. PCS Authorization/Order Amended or Modified to Name a New PDS or En Route TDY Station. If a PCS authorization/order is amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which the amended authorization/order was received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

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

1. Home Port Changed. When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY stations(s). If the unit is at the old home port, the member may be paid PCS allowances from the old home port to the new home port and return to the unit via any TDY station. This travel must begin within 1 year from the home port change effective date, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose home port is changed, the PCS allowances accrue from the leave point to the new home port via the old home port, NTE the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port ([57 Comp. Gen. 198 \(1977\)](#), [60 id. 561](#) and [564 \(1981\)](#)). For dependent and HHG travel and transportation allowances after a home port change announcement, see pars U5222-D6 and U5350-I.
2. PCS from a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS from a unit that is away from its home port/PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and/or any TDY station(s).
3. PCS to a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS to a unit that is away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).
4. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date. A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port either before or after the home port change effective date, may be paid PCS allowances from the old PDS to the unit via the new home port and/or any TDY station(s) ([60 Comp. Gen. 561 \(1981\)](#)).
5. PCS to a Ship with a Home Port Assignment Effective upon Commissioning. A member, ordered PCS to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to the old PDS (or home port), then to the ship's announced home port via any TDY stations, and then to the place at which the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the ship's commissioning effective date ([60 Comp. Gen. 561](#) and [564 \(1981\)](#)).
6. PCS from a Unit Undergoing a Home Port Change. A member, ordered PCS from a unit undergoing a home port change and who detaches after the home port change effective date, may be provided PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) ([60 Comp. Gen. 562 \(1981\)](#)).
7. Travel to/from a Place other than the New/Old Home Port. A member traveling under pars. U5120-F1 through U5120-F6, may be paid PCS allowances for travel via:

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

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

G. Travel to/from a Designated Place

\*1. PCS Allowances. A member ordered PCS, who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

- \*a. The new PDS via the designated place,
- \*b. The designated place via any TDY station(s) and then to the new PDS, or
- \*c. Any TDY station(s) via the designated place and then to the new PDS.

\*2. Limitation. A member may not be paid PCS allowances for round-trip travel between a TDY station and a designated place. On a subsequent PCS that results in dependent relocation, the member may be paid PCS allowances for travel from the old PDS to the:

- \*a. New PDS via any TDY station(s) and/or the designated place, or
- \*b. Authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place. ***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

\*3. Travel and Transportation Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must travel to the designated place en route between PDSs to assist:

- \*a. In moving dependents,
- \*b. Dependents with HHG shipment, or
- \*c. Dependent transportation by POC.

\*4. Travel Allowances When Dependents are No Longer at the Designated Place (60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the subsequent PCS effective date and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up:

- \*a. HHG, and/or
- \*b. Personal Effects, and/or
- \*c. Member's/Dependent's POC.

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

1. CONUS PDS to OCONUS PDS. A unit member who is required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. This member is authorized

round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by GOV'T-procured transportation.

2. OCONUS PDS to CONUS PDS. A unit member who is required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. A member who does, is authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by GOV'T-procured transportation.

I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated

\*1. A member, ordered PCS from a PDS from which dependents were evacuated under par. U6004 or U6053, may be paid PCS allowances for travel from the old PDS to:

- \*a. The new PDS via the designated place or safe haven, as applicable;
- \*b. The designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
- \*c. Any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
- \*d. The authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable; ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

\*2. Limitations. Travel allowances may not be paid for round-trip travel between a TDY station and a designated place or safe haven. Travel to a designated place must occur before the member completes PCS travel.

\*3. Travel Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must:

- \*a. Assist in the transportation of dependents and/or HHG, and/or
- \*b. Pick up personal items, and/or
- \*c. Personally drive the member's POC.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new home port/PDS with member's organization for reasons acceptable to the Service, but who later joins it under a competent authorization/order, is authorized the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the authorization/order does not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the GOV'T on an authorization/order that is amended or modified while en route, a member is authorized allowances over the ordered route.

## 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. 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:

- (1) Mission essential,
- (2) In the GOV'T's best interest, and
- (3) Not primarily for the member's convenience.

b. 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. 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:

- \* (1) Mission essential,
- \* (2) In the GOV'T's best interest, and

\*(3) Not primarily for the member's convenience.

\*b. Permanent duty stations are in proximity to each other if:

\*(1) Both are in an area ordinarily serviced by the same local transportation system, or

\*(2) A member could commute daily from home to either PDS.

\*c. 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. 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:

(1) Separated from the Service or relieved from active duty as prescribed in par. U5360, or

(2) Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

b. 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. 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:

(1) Assignment to GOV'T QTRS to use idle housing,

(2) Vacating GOV'T QTRS (e.g., authorization/order, unfit for occupancy, some unusual Service operational requirement), or

(3) Reassignment to GOV'T QTRS when the conditions in par. U5355-C1a(2) have been rectified or alleviated.

b. 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. 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:

(1) Assignment to privatized housing to use idle housing,

(2) Vacating privatized housing (e.g., an authorization/order, unfit for occupancy, some unusual Service operational requirement), or

(3) Reassignment to privatized housing when the conditions in par. U5355-C3a(2) have been rectified or alleviated.

b. 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 \(1980\)](#)). When the member relocates during the extended tour, a short distance move is authorized:

a. To other local economy QTRS,

- b. From NTS to GOV'T or economy QTRS. (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, or whose dependent relocates, from leased or rented private housing by reason of a foreclosure action against the landlord is authorized a short distance HHG move. ***This provision does not apply if a member and/or dependent is the homeowner.*** The HHG move authority 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. U5310-B apply. Before this authority is used, a member is encouraged to exhaust remedies available under the Service members Civil Relief Act (50 USC, App 531) and state law.

## SECTION 12: AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

### U5390 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

\*A. **General.** A member may transport HHG between any locations. The GOV'T's expense *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 HHG location, to the new PDS or legal heir's home, 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. See par. U5340-C1.

**Example 1:** A member has a PCS authorization/order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments exceeds the member's authorized PCS weight allowance, see par. U5340.

**Example 2:** A member has a PCS authorization/order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the total weight of the two HHG shipments as if transported in one lot from the old to the new PDS.

**Example 3:** Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of the same HHG weight from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) exceeds the member's authorized PCS *weight* allowance, see par. U5340.

B. **Summary of PCS HHG Authorized Locations and Weight Allowance.** The following table summarizes authorized locations and weight allowances for HHG transportation under a PCS authorization/order. The references provide details and *should be reviewed for thorough understanding*.

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
1. Entrance into the Service – Initial Reporting. See par. U5345-A1.	9, 14, 16, 10
2. Member who reenters the service within 1 year of discharge or release from active duty under honorable conditions. See par. U5345-A2.	From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
3. Called or ordered to active duty for 140 or more days at one duty station (other than for reasons listed under par. U5345-B2). See par. U5345-B1.	9, 10, 14, 16, 17
*4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS. See par. U5345-B5.	5, 9, 12, 14 (“if recalled after selecting a HOS”), 19
*5. Commissioned or appointed from an enlisted grade to become an officer. See par. U5345-B6.	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 10, 23,
*6. Commissioned from a service academy. See par. U5345-B7.	9, 10 (“to first PDS”, however, see reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route (par. U5345-C1)	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“place of storage”), 6, 9, 10, 14, 18, 21

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
9. Upon release from a course of instruction of 20 or more weeks at one location (par. U5345-D)	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area to which HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks (par. U5345-E)	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS (par. U5345-E)	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital (pars. U5345-F2 and U5345-F4)	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital (pars. U5345-F3 and U5345-F4)	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) (par. U5345-F5)	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await authorization/order, detail, assignment, or separation (par. U5345-G1)	5, 9, 18 (“upon receipt of authorization/order”), 23
16. Ordered to CONUS from an OCONUS PDS to await authorization/order, detail, assignment, or separation (par. U5345-G2)	5, 9, 18 (“to ordered place”), 23 (see reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized (par. U5345-G3)	5, 6, 9, 13, 18 (see reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)
*18. Ordered on PCS to a PDS in the vicinity of storage (pars. U5345-H)	From/to 5, 9
19. Ordered to an OCONUS PDS to which HHG transportation is permitted (par. U5350-A1)	5, 9, 18 and 20 (see reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS to which HHG transportation is to be authorized within 20 weeks of member’s port-reporting month (par. U5350-A2)	5 (“for duration of OCONUS assignment” and “HHG for OCONUS PDS may be placed in NTS until transported”), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS to which HHG transportation will not be authorized until 20 or more weeks after member’s port-reporting month (par. U5350-A3)	5 (“until transported to OCONUS PDS or for duration of OCONUS assignment”), 9, 20, 25, 28 (“if qualified”), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty) (par. U5350-B)	5, 9, 18 (“to the unit’s home port; or the ship, afloat staff, afloat unit or home port for UB”) (“When the home port is OCONUS, par. U5350-A1, U5350-A2, or U5350-A3; or par. U5350-D also applies”)
23. Ordered from a CONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-C)	5, 9, 20 (“or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location to which dependent transportation has been authorized”), 23 (“to OCONUS PDS in an amount authorized and later from OCONUS PDS to member’s new PDS”)
24. Ordered from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. U5350-D)	From/to 5, 9, 18, 20, 21 (“or place of storage”), 23 (“to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized”), 25, 29

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
25. Ordered from sea duty or OCONUS duty to a CONUS PDS (par. U5350-E)	9, 18, 19 (“except for limitations noted under pars. U5350-C and U5350-D, member is authorized HHG transportation from the designated place, location, or NTS to which HHG were transported under pars. U5350-A U5350-B, U5350-C, and U5350-D, or U5350-H”), 23
26. Ordered from sea duty to OCONUS shore duty PDS (par. U5350-F)	(See pars. U5350-D and U5350-E for limitations to the following) 5 (“but not NTS to NTS”), 9, 18 (“to new or specified location”), 19 (“from prior specified location or place of storage”; “authorized without cost limitation to new OCONUS PDS”)
27. Ordered from sea duty to sea duty – home ports identical (par. U5350-G1)	HHG transportation is not authorized except for cases under pars. U5350-D and U5350-E
28. Ordered from sea duty to sea duty – home ports not identical (par. U5350-G2)	5, 9 (“except where restricted – see pars. U5350-D and U5350-E”), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port (par. U5350-H)	“only UB transportation to/from deployed ship without regard to distance”
*30. Unit home port officially changed. (par. U5350-I)	If not arduous sea duty, same as par. U5350-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
*31. Unit home port change officially announced. (par. U5350-J)	5, 9 (“regardless of time left in tour”), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from GOV’T QTRS or privatized housing; (3) vacating local economy QTRS; (4) involuntary tour extension (pars. U5355-B, U5355-C, U5355-D)	9 (“weight allowance does not apply”)
33. Separation from the service or relief from active duty except for discharge with severance or separation pay (pars U5360-A and U5360-B)	5 (“or authorized place of storage”), 6 (“very limited”), 9, 18, 21, 30
34. Separation or relief from active duty to continue in the service (par. U5360-C)	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation or relief from active duty upon expiration of enlistment or prescribed term of service (par. U5360-D)	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate GOV’T/GOV’T-controlled QTRS or Privatized Housing upon separation or relief from active duty (pars. U5360-F and U5360-G)	5, 6, 9 (“Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. U5125”)
37. Member ordered home to await the results of disability proceedings (par. U5360-H)	9 (to the “home or specific location to await results. Then to the final separation point less the cost to waiting point”)
38. Member serving in CONUS who has no dependent and is separated from the service under other than honorable conditions (par. U5360-I)	HHG transportation & NTS not authorized
39. Enlisted member ordered to a college (par. U5360-J)	From/to 5 (“or from authorized place of storage”), 6, 9, 11, 15 (“and/or college also”), 18, 21, 30
40. Recalled to active duty after separation from the service or relief from active duty (par. U5360-K)	5, 9 and authorized locations depending on the PCS authorization/order. Upon separation following recall, see pars. U5360-A and U5360-B for authorized places.
41. Member dies after separation from service or relief from active duty (par. U5360-L)	9, 13 (“If a HOS is selected, NTE HOS”) (“If a HOS is not selected, NTE dependent selected location”)
*42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from	To/from 5, 6 (“limited”), 9, 13, 18, 21, 26

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
active duty with readjustment or separation pay – HOS AUTHORIZED (par. U5365-A)	
43. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment or separation pay – HOS NOT AUTHORIZED (par. U5365-B)	5 (“or from authorized place of storage”), 6, (limited) 9, 11, 15, 18, 21, 30
44. Member required to vacate GOV’T/ GOV’T-controlled QTRS or privatized housing before selecting a home (par. U5365-G)	9 (“not limited on short move”) (“move from temporary to selected home is within the PCS weight limit”)
45. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions (par. U5365-H)	5, 9, 13
46. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions (par. U5365-I)	9, 13 (“previous HOS”) or 15 (“whichever member chooses – HOS or PLEAD”)
47. A member on the TDRL discharged or retired (par. U5365-J)	5, 6, 9 and 13 if still authorized from originally being put on TDRL
48. Member dies after retirement or release, after selecting a home but before HHG transportation (par. U5365-K1)	9, 13 (“or place selected by dependents NTE one lot to HOS”)
49. Member dies after retirement or release, before selecting a home (par. U5365-K2)	9, 13 (“NTE dependents’ choice”)
50. Member ordered home to await disability retirement (par. U5365-L)	9 (“to the home or specific location; may re-transport to retirement location NTE PDS to HOS” less the cost to waiting point)
51. HHG transportation under unusual/emergency circumstances (par. U5370-A)	9 (“contingent on dependent transportation” in par. U5240)
52. Member serving in CONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-H)	9 (“directly related to dependent transportation” in par. U5240-F), 31
53. Member serving OCONUS who has no dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9, 11, 15
54. Member serving OCONUS who has dependents and is separated from the service under other than honorable conditions (par. U5370-B2)	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
55. Early Return of Dependents from a foreign area -- due to official situations in par. U5900-B (par. U5905-A1)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
*56. Dependents’ Return to Member’s OCONUS PDS when authorized due to official situations under par. U5900-B1c (par. U5905-A2)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported
57. Early Return of Dependents from an OCONUS PDS due to national interest (pars. U5900-C and U5905-B)	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
58. Dependents’ Return to Member’s OCONUS PDS when national interest reasons no longer exist (pars. U5900-C and U5905-B)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported”
59. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. U5900-D and U5900-E (par. U5905-C1).	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
60. Dependents do not travel to OCONUS PDS (par. U5905-C2)	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31

Authorization/Order Type And JFTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
61. Death of Dependents in OCONUS Areas (par. U5905-C3)	5 (“up to prescribed weight limit”)
62. Dependent Return Is Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements (par. U5905-C6a) Member Serves an IPCOT (par. U5905-C6b)	“To the OCONUS PDS up to the <i>cost</i> from the place to which the HHG were previously transported under either par. U5905-C6a or U5905-C6b”
63. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. (Authorization/Order authorizing dependent transportation under pars. U5900-D2h(1) through (8)) (par. U5905-C8)	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
64. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with or without Discharge. (Authorization/Order authorizing dependent transportation under pars. U5900-D2h(9)) (par. U5905-C8)	“HHG transportation may not be authorized for a distance greater than that from the member’s last or former OCONUS PDS to the HOR or PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)
*65. Authorization following confinement without discharge (par. U5905-C9)	If transported under par. U5905-C8: 23 (“NTE from HOR or PLEAD to the new PDS”) If not transported under par. U5905-C8: From 19 (“to the new PDS based on the grade held on the effective date of the PCS authorization/order to the new PDS”)

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
4	From Last TDY to New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance.” Par. U4715)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at GOV’T Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	Not Used

<b>Footnotes</b>	<b>HHG Authorized Location/Weight Allowance</b>
25	To CONUS Designated Place
26	From CONUS Designated Place
27	Any Place to Which HHG were Transported at GOV'T Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

## PART I: PET QUARANTINE

### U5800 GENERAL

This Part clarifies pet quarantine reimbursement for PCS moves.

### U5805 PET QUARANTINE REIMBURSEMENT

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

### U5810 GENERAL PET INFORMATION

\*A. GOV'T-funded Pet Transportation Not Authorized. *Pet transportation is not a reimbursable expense, except when transportation is incident to an evacuation from a foreign PDS IAW par. U6016.*

\*B. Pet Quarantine Information. The following websites contain useful information on pet quarantine:  
[http://www.aphis.usda.gov/import\\_export/animals/animal\\_import/animal\\_imports\\_pets.html](http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports_pets.html) or  
<http://www.cdc.gov/ncidod/dq/animal/index.htm>

C. U.S. Fish and Wildlife (FWS) Service Requirements. A traveler transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.

1. A traveler who has questions regarding returning to the U.S. with an exotic pet should contact the FWS prior to transporting the pet(s) at, 1-800-358-2104 or (703) 358-2104.

\*2. The website address for obtaining information on permits through the FWS is located at <http://www.fws.gov/permits/>. A fact sheet for traveling abroad with your bird may be found at <http://international.fws.gov/pdf/pe.pdf>. Applications for travel with pet birds and other Convention on International Trade in Endangered Species (CITES) listed species is located at <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 [GSBCA 15843-RELO, 24 July 2002](#).

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

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

### U5815 MEMBER AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When member and/or dependent transportation includes a pet shipment, see the **NOTE** in APP P, Part I, par. A6a.

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## PART J: EARLY RETURN OF DEPENDENT

### U5900 DEPENDENT TRAVEL

**NOTE:** For HHG transportation ICW early return of a dependent(s), see par. U5905.

A. **General.** Par. U5900 covers situations in which dependent early return travel under certain circumstances, before the member's PCS, is in the GOV'T's best interest. An authorization/order for dependent travel under par. U5900 must cite the specific paragraph (par. U5900-B, U5900-C, or U5900-D) under which the travel is authorized. The dependent must begin travel under par. U5900-B, U5900-C, or U5900-D before official notice of a PCS from the OCONUS PDS is given to the member (DODI 1315.18, par. E4.5.5). ***Discussion or negotiation between assignment personnel and the member about a member's assignment is not official notice of a PCS.*** For dependent evacuation travel, see Ch 6.

#### B. Official Situations

\*1. When a command-sponsored dependent becomes involved in an incident that:

- \*a. Is embarrassing to the U.S.; or
- \*b. Is prejudicial to the command's order, morale, and discipline; or
- \*c. Gives rise to conditions in which the dependent's safety no longer can be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations.

\*2. Dependent Travel Authorized to a Designated Place. When it is determined that a par. U5900-B1 situation exists, dependent travel and transportation allowances may be authorized through the Secretarial Process to a designated place in CONUS or in a non-foreign OCONUS area, or, if the dependent is foreign-born to a designated place in the dependent's native country. While a member serves an OCONUS dependent-restricted tour, the dependent who was command-sponsored and remained at the member's old OCONUS PDS after the member's PCS, and any foreign-born dependent who moved at GOV'T expense to the spouse's native country (par. U5222-D1d), are eligible for dependent travel and transportation allowances under par. U5900-B, when applicable. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process. Dependent return travel to the OCONUS PDS is not authorized except for a dependent described in par. U5900-B1c. A dependent described in par. U5900-B1a and U5900-B1b may not be again moved at GOV'T expense until the member is ordered on PCS from the OCONUS PDS, or serves an IPCOT. If the dependent(s) returns at personal expense and again is command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS. Dependent travel and transportation under par. U5900-B is in addition to, and has no affect on, the authority for dependent travel and transportation allowances the member may have on the next PCS authorization/order effective date (40 Comp. Gen. 554 (1961)). The Secretary Concerned may delegate the par. U5900-B authority:

- \*a. To the headquarters that directs the Service's dependent transportation policies or procedures for travel to a foreign-born dependent's native country, or
- \*b. To an officer in the grade of O-6 or higher who is the member's installation commander, or the commanding officer of the unit to which the member is assigned for CONUS or non-foreign OCONUS designated places.

#### C. National Interest

1. Dependent Travel Authorized to a Designated Place. When the Secretary Concerned or more senior official determines that a dependent must return from an OCONUS area for reasons of national interest before termination of the member's OCONUS tour, the major commander of the area concerned or the major commander's designated representative may authorize travel and transportation allowances for a command-sponsored dependent(s) from the OCONUS area to a designated place, or, if the dependent(s) is foreign-born, to a destination in the dependent's native country.

2. Subsequent Authorization. When the determining official in par. U5900-C1 later determines that the national interest no longer requires the absence of a dependent(s) from the OCONUS area, or a PCS authorization/order transfers the member to a PDS to which dependent travel is authorized, a member authorized dependent travel and transportation allowances under par. U5201-A is authorized dependent travel and transportation allowances from the designated place (or foreign OCONUS location) to the current PDS to which dependent travel is authorized.

D. Personal Situations and Travel of a Dependent in CONUS when Disciplinary Action is Taken against a Member Stationed OCONUS

1. General

a. Even though the member's PDS remains unchanged, at the request of a member permanently stationed OCONUS, travel and transportation allowances for a command-sponsored dependent(s) may be authorized through the Secretarial Process under par. U5900-D to a:

- (1) designated place in the CONUS or in a non-foreign OCONUS area, or,
- (2) if the dependent is foreign-born, to a designated place in the dependent's native country.

b. A command-sponsored dependent, of a member serving an OCONUS dependent-restricted tour, is eligible for travel and transportation allowances under par. U5900-D, if the dependent:

- (1) Remained at the member's old OCONUS PDS after the member's PCS, or
- (2) Is foreign-born and moved at GOV'T expense to the spouse's native country.

c. A member stationed OCONUS, whose dependent(s) resides in CONUS, is eligible for dependent travel and transportation allowances under par. U5900-D when the circumstances in par. U5900-D2h apply. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process.

d. Travel under pars. U5900-D2e and U5900-D2h, may be authorized upon request of a dependent/former dependent, if the member is not available or has declined to make such a request.

e. Early return of a dependent(s) may be approved, when return travel is for the reasons in pars. U5900-D2b and U5900-D2e ([B-195708, 17 October, 1979](#)).

f. *Except for travel for the reasons in pars. U5900-D2b and U5900-D2e, when a dependent travels without an authorization/order under circumstances described in par. U5900, no reimbursement for such travel is authorized even though an authorization/order is later issued under par. U5905-C4 ([B-157765, 15 November, 1965](#)).*

2. Circumstances. The circumstances under which dependent travel and transportation allowances may be authorized under par. U5900-D are limited to the following:

a. Essential medical treatment is neither available at the member's PDS nor readily available in the theater. The member's request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent's well-being;

b. The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependent(s) requires, in the opinion of the authorizing/approving authority, that the minor dependent(s) be transported to a place at which proper care may be maintained;

c. Educational facilities or housing for a dependent(s) is inadequate. A statement from the AO that the

inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after a dependent(s) began to travel to the member's OCONUS PDS is required. (B-56558, 25 June 1965; [47 Comp. Gen. 151 \(1967\)](#); and 57 id. 343 (1978));

d. Conditions in an OCONUS theater are such that, although the evacuation of a dependent(s) is neither warranted nor desired, the international situation is such that a member justifiably is concerned for the dependent's safety and well-being. Such determinations must be made by the Combatant Commander and considering the recommendation of the Service concerned major commander in the area. (***Determination authority may be delegated no lower than general/flag officer rank in the respective Combatant Commander's headquarters.***);

e. ***This circumstance must be evidenced by the authorizing/approving official's statement and must not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978)).*** The best interests of a member, and/or the dependent(s), and/or the GOV'T are served by the movement of one or more dependents because of:

(1) Compelling personal reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature; or

(2) Other situations which have an adverse effect on the member's performance of duty.

f. A dependent receives an order from a Selective Service Board to report to the U.S. for induction into the U.S. Armed Forces;

g. Acceptable employment opportunities for a dependent child age 18 years or older at the foreign OCONUS PDS are lacking. The commanding officer of the activity concerned must determine that:

(1) Because of the lack of employment opportunity at the PDS and the resulting idleness, the dependent child is likely to become involved in situations creating embarrassment to the U.S. that place additional administrative burdens on the commanding officer or have adverse effects on the member's performance; and

(2) Such early return is in the best interest of the member, or dependent(s), and the U.S.;

h. A member is:

(1) Sentenced by a court-martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal);

(2) Sentenced to confinement in a foreign or U.S. civil confinement facility;

(3) Discharged OCONUS under other than honorable conditions;

(4) Returned to CONUS for discharge under other than honorable conditions;

(5) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities;

(6) Serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention;

(7) Serving OCONUS and is transferred to a different ship or station to await trial by court-martial as a deserter or straggler;

(8) Discharged under other than honorable conditions after surrendering to military authorities in CONUS following a period of absence without leave from the OCONUS PDS; or

(9) Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review ([63 Comp. Gen. 135 \(1983\)](#)).

i. In each circumstance above, it must be shown that dependent travel is in the GOV'T's best interest. Dependent travel and transportation allowances may be provided only when there is a valid need for the dependent to move. ICW early return of a dependent(s) from OCONUS, it must be determined that the problem or situation occurred after arrival at the OCONUS PDS and local resources cannot resolve the problem. Recommendations from religious, mental health, financial management, family counseling, and/or legal agencies should be obtained. If the member's situation does not meet the criteria, the request must be denied. ***Early return of a dependent(s) under par. U5900-D2 must be applied judiciously; it is a last resort.*** The Secretary Concerned may delegate the authority in par. U5900-D2 to:

(1) The headquarters that directs the Service dependent transportation policies or procedures for travel to a foreign-born dependent's native country, or

(2) An officer in the grade of O-5 or higher (or civilian employee equivalent), who is at the level of the member's activity commander, support group commander, or the commanding officer of the unit, to which the member is assigned for travel to CONUS or a non-foreign OCONUS location (DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).

j. For dependent travel under par. U5900-D2h, decision authority rests with the officer exercising special or general court-martial jurisdiction over the member. Except for travel under par. U5900-D2h, a dependent must begin travel before a PCS authorization/order is issued which relieves the member from the OCONUS PDS. The AO must cite, in the dependent's travel authorization/order, the specific item above that applies. Travel and transportation allowances provided under par. U5900-D2h(1) through par. U5900-D2h(8) may not exceed the cost from the member's last or former OCONUS PDS or the place to which dependent was last transported at GOV'T expense, as applicable, to the designated place or, if the dependent is foreign-born, to the dependent's native country. Under par. U5900-D2h(9), such allowances may not exceed the cost to the member's HOR or PLEAD. A copy of the appropriate statement and/or authorization/approval, required by par. U5900-D, must support the transportation procurement documents for allowances under par. U5900-D.

3. Return of a Dependent to OCONUS Areas. A member may return a dependent at personal expense (at GOV'T expense if the member serves an IPCOT) to the OCONUS location from which the dependent traveled. If that dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

4. Subsequent Authorization. Authorization for dependent travel and transportation allowances:

a. Under par. U5900-D is in addition to, and has no effect on, the authorization for such allowances the member may have on the next PCS authorization/order effective date ([40 Comp. Gen. 554 \(1961\)](#)).

b. Under par. U5201-A, whose dependent was not returned to an OCONUS area under par. U5900-D3, is authorized, upon reassignment from the OCONUS PDS, to dependent travel and transportation allowances from the place to which they were transported under par. U5900 to the destination authorized in the reassignment authorization/order.

#### E. Divorce or Annulment

1. To Whom Authorized. A member permanently stationed OCONUS whose marriage is terminated by divorce or annulment while so serving, may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command-sponsored dependent, as defined in APP A, residing with the member OCONUS as specified in par. U5900-E ([53 Comp. Gen. 960 \(1974\)](#)).

2. Conditions. Movement of a former dependent(s) under par. U5900-E must be in the best interest of the U.S., the member, and the former dependent(s) concerned.
3. By Whom Authorized. Movement of a former family member(s) under par. U5900-E must be specifically authorized through the Secretarial Process.
4. By Whom Requested
  - a. The member, who was the former sponsor, should request movement of a former family member(s).
  - b. If the member is not available or declines to initiate such a request, the former spouse or former family member concerned may initiate the request.
5. Points between which Transportation May Be Authorized. ICW par. U5900-E3, the official must determine that a reasonable relationship exists between the case's conditions and circumstances and the destination. Travel must originate at/in the vicinity of the member's present/former OCONUS PDS and must terminate in:
  - a. The U.S. or in a non-foreign OCONUS location, or
  - b. The native country if the former dependent is foreign-born.
6. Allowances
  - a. If transportation is not provided by the GOV'T or by GOV'T-procured means, reimbursement for personally procured commercial transportation , and travel by POC is IAW par. U5201-A.
  - b. Per diem is payable under par. U5210.
  - c. The allowances authorized by par. U5900-E are payable to the member, though, may be paid directly to the former spouse when the member executes a statement authorizing such direct payment ([B-193430, 21 February 1979](#)).
7. Time Limits
  - a. Travel under par. U5900-E must be completed within 1 year after the final decree of divorce or annulment (as applicable) effective date, or 6 months after the date the member completes personal PCS travel from the OCONUS PDS, whichever occurs first ([53 Comp. Gen. 960 \(1974\)](#)).
  - b. Return travel must be accomplished as soon as reasonably possible after the member's travel is completed.
  - c. The 6-month time limit may be extended if authorized/approved for not more than 6 additional months by the commanding officer or a designated representative at the duty station at/near which the dependent(s) or former dependent(s) is located. Authorization/approval must be justified on an individual case basis and only when delay is not merely a matter of personal preference. The 6-month time limit extension may be granted for reasons such as hospitalization, medical problems, and school year completion that requires that a family member remain OCONUS past the 6-month limit ([61 Comp. Gen. 62 \(1981\)](#)). If an extension to the 6-month time limit is authorized/ approved, travel under par. U5900-E must be completed within 1 year of whichever occurs first:
    - a. Final decree of divorce or annulment, as applicable effective date; or
    - b. Date the member completes personal travel from the OCONUS PDS incident to a PCS.
8. Return of an OCONUS Dependent

a. Custody Agreement Change or other Legal Arrangements. If, in the event of a custody agreement change, or other legal arrangements, a former family member again becomes dependent on a member, the dependent's return to the member's OCONUS PDS may be authorized through the Secretarial Process provided the:

- (1) Member has not received a PCS authorization/order, but otherwise would be authorized dependent travel and transportation allowances under par. U5201-A;
- (2) Dependent's return is for the GOV'T's convenience;
- (3) Dependent is command-sponsored before travel and the member has at least 12 months remaining on the tour at the OCONUS PDS on the date the dependent is scheduled to arrive there; and
- (4) Travel and transportation allowances may not exceed those from the place to which the former family member was transported under par. U5905-E5.

b. Remarriage. *If, in the event of remarriage, a former family member again becomes the former sponsor's dependent, dependent return to the member's OCONUS PDS at GOV'T expense is not authorized.* If the member returns the former dependent to the OCONUS PDS at personal expense and the former dependent is again command-sponsored, the member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

9. Subsequent Authorizations Not Affected. Travel of a former family member under par. U5900-E is in addition to, and has no effect on, the member's dependent travel and transportation allowances authority on the member's next PCS authorization/order effective date ([40 Comp. Gen. 554 \(1961\)](#)).

## U5905 HHG TRANSPORTATION

**NOTE 1:** *For dependent travel ICW early return of a dependent(s) see par. U5900.*

**NOTE 2:** *For HHG transportation for a dependent relocating for personal safety see par. U5920.*

### A. From a Foreign or Non-foreign OCONUS Area due to Official Situations

1. General. An authorization/order authorizing dependent transportation from a foreign or non-foreign OCONUS area for official reasons in par. U5900-B, also may authorize HHG transportation within the authorized weight allowance in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315. The HHG may be transported from any location and/or from NTS to the designated place. This member also is authorized NTS or continued NTS under par. U5380-C.

2. Dependent Return to the Member's OCONUS PDS. When a member is authorized dependent transportation to the member's OCONUS PDS under par. U5900-Bc1, and when in the GOV'T's best interest, HHG transportation may be authorized to the member's OCONUS PDS NTE the cost from the place to which the HHG were previously transported under par. U5905-A. At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that PDS. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

3. Authorization on the Next PCS Authorization/Order. Authorization for HHG transportation for a dependent(s) under par. U5905-A is in addition to, and has no effect on, the authorization for HHG transportation on the member's next PCS ([40 Comp. Gen. 554 \(1961\)](#)). A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an authorization/order. For example, a member early returns dependents and 8,000 pounds of HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

B. National Interest. An authorization/order authorizing dependent transportation under par. U5900-C also may authorize HHG transportation within prescribed weight allowances. This applies whether the HHG are OCONUS or in NTS. Transportation is authorized between the same places authorized in pars. U5905-A and U5905-C.

C. From OCONUS due to Personal Situations

1. General. An authorization/order authorizing dependent transportation under pars. U5900-D and U5900-E also may authorize HHG transportation within the weight allowances in par. U5310-B, or the administrative weight limitation established by the Service concerned IAW par. U5315. The HHG may be transported from any location and/or from NTS to a designated place or, when granted through the Secretarial Process, to a destination in the dependent's native country if the dependent spouse is foreign-born. The member also is authorized NTS or continued NTS under par. U5380-C. Otherwise, an authorization/order may be issued providing for early return of HHG transportation only if authorized/approved under par. U5905-C3 or U5905-C4.

2. Dependent(s) Does Not Perform Authorized Travel to the OCONUS PDS

a. A member, with a dependent(s), on a PCS authorization/order to an OCONUS PDS, who transports HHG to the PDS in anticipation of a dependent(s) accompanying/joining later, may be provided return HHG transportation if, for reasons beyond the member's control, the dependent(s) does not join the member.

b. Return HHG transportation may be authorized/approved through the Secretarial Process when in the best interest of the member or a dependent(s), and the GOV'T.

c. Return HHG transportation cost may not exceed the transportation cost from the member's OCONUS PDS to the dependent's location ([65 Comp. Gen. 520 \(1986\)](#)).

3. Death of a Dependent(s) in OCONUS Areas. After the death of a dependent(s), authorized to reside in an OCONUS area, a member is authorized NTS of HHG located in the OCONUS area under par. U5380-L15, NTE the prescribed weight limit.

4. Dependent(s) Currently at Appropriate Destination – an Authorization/Order Is Not Issued. A dependent(s) who traveled to an appropriate destination IAW par. U5900-D without an authorization/order, may be authorized HHG transportation provided an authorization/order is later issued approving dependent transportation under the conditions in par. U5900-D, and confirming HHG transportation. Such an authorization/order must be supported by the member's commanding officer's determination that:

a. The dependent traveled to an appropriate location to reside;

b. The dependent travel meets the conditions in par. U5900-D, except that a travel authorization/order for transportation was not issued;

c. The OCONUS status of a dependent(s) as command-sponsored remains unchanged (not applicable for a member's former dependent(s) whose transportation could have been authorized under par. U5900-E); and

d. It is in the GOV'T's best interest to issue an authorization/order approving dependent transportation to an appropriate destination under par. U5900-D.

5. Transportation of a Former Family Member Incident to Divorce or Annulment. The official authorizing transportation of a former family member under par. U5900-E also may authorize HHG transportation subject to the same conditions, circumstances, and terminal points in par. U5900-E for personal travel. HHG must be turned over to a transportation officer or carrier for transportation within 1 year after the final decree of divorce or annulment effective date, or within 6 months after the date the member completes personal travel from the OCONUS PDS incident to a PCS, whichever occurs first. An extension of that 6-month time limit for HHG transportation may be authorized/approved the same as for dependent travel in par. U5900-E1. If the 6-month

time limit is extended, the HHG must be turned over to a transportation officer or carrier for transportation within 1 year after, whichever occurs first, the:

- a. Final decree of divorce or annulment effective date; or
- b. Date the member completes personal travel from the OCONUS PDS incident to a PCS.

6. Dependent Return Authorized to OCONUS Areas

a. Custody Agreement Change or Other Legal Arrangements

(1) When a member is authorized dependent return transportation to the same or subsequent OCONUS PDS under par. U5900-E8a, when in the GOV'T's best interest return HHG transportation to the member's OCONUS PDS, NTE the cost from the place to which they were previously transported under par. U5905-C, may be authorized through the Secretarial Process.

(2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

b. Member Serves an IPCOT. Incident to the member serving an IPCOT,

(1) HHG transportation is authorized to the member's OCONUS PDS, but costs may not exceed the cost from the place to which the HHG were previously transported under par. U5905-C6b to the member's PDS, when a dependent(s) is returned to the member's OCONUS PDS at:

- (a) GOV'T expense under par. U5900-D3, or
- (b) Personal expense and the dependent(s) is subsequently command-sponsored,

(2) At least 12 months must remain in the member's tour at the OCONUS PDS on the day the HHG are scheduled to arrive at that station. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

7. Authorization on the Next PCS Authorization/Order. Authorization for HHG transportation for a dependent and a former family member under par. U5905 is in addition to, and has no effect on, the authorization for HHG transportation based on dependency status and grade on the member's next PCS authorization/order effective date ([40 Comp. Gen. 554 \(1961\)](#)). A member is authorized to transport up to, but not more than, the full HHG weight allowance under such an authorization/order.

**Example 1:** A member early-returns dependents and 8,000 pounds HHG to a designated place. Upon subsequent PCS the member has a weight allowance of 11,000 pounds. The combined weight of HHG transported from the designated place, NTS, and OCONUS PDS to the new PDS may not exceed 11,000 pounds.

**Example 2:** A member divorces at the OCONUS PDS and transports 5,000 pounds HHG to the CONUS for the former family. (a) The member remarries before the next PCS authorization/order effective date. Upon subsequent PCS the member may transport up to, but no more than, the authorized HHG weight allowance of 11,000 pounds. (b) The member is a member without dependents upon subsequent PCS with a weight allowance of 8,000 pounds. The member may transport NTE the authorized weight allowance of 8,000 pounds.

8. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS or a Member Is Discharged under Other-Than-Honorable Conditions or Sentenced to Confinement with or without Discharge

(a) When an authorization/order authorizes dependent transportation under pars. U5900-D2h1 through U5900-D2h8, HHG transportation may be authorized NTE the GOV'T cost from the member's last or former OCONUS PDS or the place to which last transported at GOV'T expense, to the member's HOR or PLEAD, the designated place, or, when granted through the Secretarial Process, to a destination in the foreign-born dependent's native country. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between that destination and the conditions and circumstances.

(b) When an authorization/order authorizes dependent transportation under par. U5900-D2h(9), HHG transportation may not exceed the cost from the member's last or former OCONUS PDS to the HOR or PLEAD.

(c) *NTS may not be authorized.*

9. Authorization Following Confinement without Discharge

(a) If a member's HHG are transported under par. U5905-C8, and following confinement the member returns to duty at a new PDS, the member is authorized HHG transportation from any location at which the HHG are located to the new PDS, NTE the cost from the member's HOR or PLEAD to the new PDS, based on the grade held on that PCS authorization/order effective date to the new PDS.

(b) If the member's HHG were not transported under par. U5905-C8, HHG transportation is authorized from the location to which last transported at GOV'T expense to the member's new PDS, based on the grade held on that PCS authorization/order effective date to the new PDS.

**U5910 POV TRANSPORTATION**

***NOTE: For POV transportation for a dependent relocating for personal safety see par. U5920.***

A. OCONUS Dependent Transportation Authorized.

1. An authorization/order authorizing dependent transportation from OCONUS under par. U5900-B through F also may authorize transportation of one POV to the designated POV unloading port/VPC ordinarily serving the place to which the dependent is authorized to travel.
2. Diversion or re-consignment is permitted of a POV en route to the designated OCONUS POV unloading port/VPC serving the member's PDS on the date the dependent is authorized to travel. See pars. U5900-B through F.

B. Dependent Currently at an Appropriate Destination – an Authorization/Order Is Not Issued. When a dependent has traveled from the member's OCONUS PDS to an appropriate destination under circumstances which would have enabled an authorized authorization/order (see par. U5900-D), transportation of one POV from the designated POV loading port/VPC serving the OCONUS PDS may be authorized/approved if an authorization/order is supported by the member's commanding officer's determination IAW par. U5905-C4 and later issued:

1. Directing dependent travel under the conditions of par. U5900-D, and
2. Providing for the transportation of a POV to the designated POV VPC/unloading port ordinarily serving the location to which dependent travel would have been authorized.

C. Ex-Family Member Travel Incident to Divorce or Annulment. If ex-family member travel under par. U5900-E is authorized, POV transportation also may be authorized. The POV must be turned over to a transportation officer within 1 year after the final decree of divorce or annulment effective date.

D. Dependent Return to OCONUS Areas Authorized. Even if a dependent is permitted to return to the OCONUS

PDS at GOV'T expense (see par. U5900-B, U5900-C, or U5900-F), return transportation of a POV to the OCONUS is not authorized.

E. Authorization on the Next PCS. *A member who has transported a POV under par. U5910-A, U5910-B or U5910-C has no further POV transportation authorization from the last or any previous OCONUS PDS to CONUS.*

### **U5915 MOBILE HOME TRANSPORTATION**

#### A. General

1. Mobile home transportation in lieu of shipping HHG (see par. U5330-F3) is authorized IAW par. U5500 to a member authorized HHG transportation under pars. U5905-A1, U5905-B, and U5905-C1, U5905-C2, U5905-C3, U5905-C7, and U5905-C8:

(a) To a CONUS designated place, or

(b) From a point outside CONUS and Alaska to a designated place in Alaska,

2. The authorization/order that authorizes dependent transportation under par. U5900 also may authorize HHG/mobile home transportation and should specify which of the above-cited par. U5905 paragraph(s) authorizes the transportation.

3. *When a mobile home is shipped due to the early return of a dependent(s), no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.*

B. Member Assigned to Full PCS Weight Allowance Area. The amount the GOV'T pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the GOV'T to transport the member's PCS weight allowance from the OCONUS PDS to the designated place.

**Example.** Dependents early return from HI, and 1,000 pounds of HHG are shipped from HI to the designated place in Detroit, MI. The member's mobile home was last transported at GOV'T expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from HI to Detroit.

C. Member Assigned to Administrative Weight Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The GOV'T's cost for transporting the mobile home may not exceed what it would have cost the GOV'T to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from the:

1. Member's last CONUS PDS (or Alaska), or

2. CONUS port (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

**Exception:** If a member owned a mobile home and was authorized to, but did not, move it to the last CONUS PDS while serving there, when the dependent(s) returns early from the administrative weight restricted area, the mobile home may be shipped at GOV'T expense from the point it was located when it could have been transported at GOV'T expense to the member's last PDS in CONUS or Alaska. The constructed GOV'T cost for this mobile home transportation is based on the member's PCS weight allowance on the authorization/order effective date from that station (see Example 2).

**Example 1.** Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds

of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's authorization for mobile home transportation is computed based on what it would have cost to transport 11,500 pounds of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

**Example 2.** A member was assigned to Fort Lewis, WA, and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were transported from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI, and 1,000 pounds of HHG/unaccompanied baggage are transported from Germany to Detroit. The member requests mobile home transportation from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance and 8,000 pounds remain on the weight allowance that may be shipped within CONUS on the early return travel authorization. The member's mobile home transportation allowances are computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only authorized 8,000 pounds when assigned from Fort Lewis and had shipped 1,000 pounds at that time to Fort Carson. The remaining 1,000 pounds that is authorized transportation within CONUS on the early return travel authorization from Germany is used in the computation for the distance from Fort Carson to Detroit as more advantageous to the member than the CONUS port (Bayonne, NJ) to Detroit.

## **U5920 TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**

### **A. General**

1. The member's spouse or the parent/court appointed guardian of a dependent child may request relocation for personal safety and may be authorized travel and transportation under par. U5920 if it is determined by the Service-designated official that:
  - a. The member has committed a dependent-abuse offense against a member's dependent;
  - b. A safety plan and counseling have been provided to the dependent;
  - c. The dependent's safety is at risk; *and*
  - d. Dependent relocation is advisable.
2. Dependent(s) relocation must be in the best interest of the:
  - a. Member or member's dependent(s), *and*
  - b. U.S. GOV'T.

### **B. Definitions**

1. Dependent Child. For the purposes of par. U5920, the following is a member's dependent:
  - a. Dependent/acquired dependent as defined in APP A; and
  - b. A member's unmarried child who was transported to the member's PDS at GOV'T expense and who, by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, would otherwise cease to be the member's dependent while the member was serving at that station.

2. Dependent-abuse Offense. A dependent-abuse offense is conducted by a member (as defined in 10 USC §1059(c)) on active duty for more than 30 days that involves abuse of the spouse/dependent child.

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

D. Authorization

1. When an authorization/order directing a member's PCS has not been issued, or when it has been issued but cannot be used as authority for the transportation of the member's dependent(s), baggage, and HHG; transportation may be authorized for the member's dependent(s), baggage, and HHG from the PDS to the designated relocation site in the U.S., or its possessions, or if the dependent(s) is a foreign national to the dependent's native country.

2. Transportation-in-kind, transportation reimbursement, or 'MALT-Plus', is authorized for the dependent(s).

3. If the member's PDS is OCONUS, transportation may be authorized for one POV that is owned/leased by the member/dependent and is for the member's dependent's personal use.

4. Transportation of HHG in NTS to the designated relocation site may be authorized.

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

**PART H1: LEAVE TRAVEL AND TRANSPORTATION  
EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002**

**U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS**

A. Authorization. An eligible member, for personal travel, and on behalf of an eligible dependent, if any, is authorized the travel and transportation allowances in Ch 5, Parts B and C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. *See par. U3320, and Ch 3, Part E.* A member and dependent may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:
  - a. Consecutive tours of duty at the same (old) PDS (see APP A for IPCOT definition), or
  - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) One tour is unaccompanied, or
    - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/pdf/131518p.pdf>).

***NOTE 1: Refer to DODI 1315.18, par. E3.7.2.2 for the COT requirements for a DOD member assigned to Alaska or Hawai'i.***

***NOTE 2: When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.***

2. Eligible Dependent. An eligible dependent is one who:
  - a. Is a dependent as defined in APP A (except a child described in item 8 of the definition) on the:
    - (1) Last day of the member's first tour at the old OCONUS PDS; or
    - (2) Member's PCS authorization/order effective date to the new OCONUS PDS; and
  - b. Is command-sponsored for both tours;
  - c. Is/was (in the case of deferred leave travel and evacuated dependent) located at or in the member's old OCONUS PDS vicinity; and
  - d. Accompanies the member during both tours.

***NOTE: COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.***

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair airfares ***are authorized.***
  - a. Travel between authorized locations is travel:

- (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- (2) From the old to the new OCONUS PDSs via an authorized destination; or
- (3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B3.

b. An authorized destination is the member's HOR or an alternate authorized place to which transportation is no more expensive than to the HOR. *If transportation to the selected alternate place is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process.* If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city-pair airfares are not authorized for transportation to/from that alternate place.

<b>Example 1</b>	
Member's PDS is in Germany and HOR is Ames, IA. There is no city-pair airfare between Germany and Ames, IA.	
The policy-constructed airfare (see APP A) between Germany and Ames (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT travel to Boston, MA.	
City-pair airfare to/from Boston:	\$1,400
Least expensive policy-constructed airfare to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Ames, IA, no city-pair airfares may be used to/from Boston.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	
The member is <i>not responsible</i> for the additional \$200 cost if transportation to/from Boston, MA, is authorized/approved by the Secretarial Process making the city-pair airfare to/from Boston available.	

<b>Example 2</b>	
Member's PDS is in Germany and the HOR is Washington, DC.	
Round trip city-pair airfare trip cost:	\$980
Member desires to utilize COT travel to/from St. Louis, MO.	
Round trip city-pair airfare to/from St. Louis:	\$840
Since transportation to/from St. Louis, MO, is less expensive than transportation to/from the HOR in Washington, DC, the member is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to HOR.	

- c. An eligible traveler (member and/or dependent) may return to the old PDS at GOV'T expense from an authorized destination to drive a POC to a new PDS.
- d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.
- e. See pars. U5120-B, U5120-C (member), and U5218 (dependent) when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel. *COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance). Effective for any member in a deferred COT leave status on 2 December 2002 or any member who becomes authorized to a COT leave travel on or after 2 December 2002.*

B. Scheduling. COT leave travel should occur between the OCONUS tours, ICW PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependent, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependent, who does not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the new tour completion, otherwise the COT leave travel expires. ***Under the provisions of DODI 1327.5, deferred COT leave travel may not be taken ICW any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services.***

***Exception to Time Limit for Contingency Operation:*** If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

1. Member Procured Transportation

a. An eligible member, when directed to use available GOV'T or GOV'T-procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

<b>Example 1</b>	
<b><i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i></b>	
Member's PDS is in a non-foreign OCONUS location, and the HOR is San Francisco, CA.	
City-pair airfare one-way transoceanic trip cost:	\$775
Member elects not to use the CTO/TMC (in violation of policy and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500
<b><i>Transoceanic airfare reimbursement (\$500) is not authorized.</i></b>	

b. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the GOV'T or GOV'T-procured transportation cost, as appropriate, for the official distance (see par. U5105-C). ***NOTE: Since CTO/TMC use is mandatory for all official travel, this should almost never occur.***

<b>Example 2</b>	
<b><i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i></b>	
Member's PDS is in a non-foreign OCONUS location and the HOR is Bakersfield, CA.	
GOV'T-procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, not told to use the CTO/TMC for airfares elects not to use the CTO/TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	\$2,300

The member, on the traveler's behalf, is reimbursed \$1,900, the GOV'T cost for the transoceanic trip cost plus necessary ground transportation to the HOR. *The traveler is financially responsible for the additional cost of \$400 (one way).*

c. When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) under par. U5105-B and/or par. U5201. If the Service does not authorize/approve POC use, reimbursement is limited to the policy-constructed airfare. See APP A for the definition of 'policy-constructed airfare'.

**Example 3**

***NOTE: Costs in this example are not actual transportation costs and are used for illustration only.***

A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:

1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the accompanying child (under age 12) at ½ of the member's amount =	\$ 14.63
7. City-pair airfare cost (one way for member and 2 eligible travelers): \$599 x 3 =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
<b>Total constructed GOV'T city-pair airfare cost =</b>	<b>\$ 1,912.82</b>

Actual 'MALT-Plus' is computed as follows:

Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.

POC MALT: 3,063 miles x \$.27/mile =	\$ 827.01
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9   Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 =	
Member's per diem authorization = 9 days x \$109/day =	\$ 981.00
Per diem for the accompanying spouse at ¾ of the member's amount =	\$ 735.75
Per diem for the accompanying child (under age 12) at ½ of the member's amount =	\$ 490.50
<b>Total actual amount =</b>	<b>\$ 3,034.26</b>

In this example, the city-pair airfare cost to the HOR, is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the policy-constructed airfare of \$599/person if the Service did not authorize/approve POC use. *The member is financially responsible for the additional cost (\$3,034.26 - \$1,912.82) of \$1,121.44.*

When the Service concerned authorizes/approves POC use through the Secretarial process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.

<b>Example 4</b>	
<b>NOTE: Costs in this example are not actual transportation costs and are used for illustration only.</b>	
A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:	
1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the 2 accompanying children (under age 12) at ½ of the member's amount of \$14.63 x 2 =	\$ 29.26
7. City-pair airfare cost (one way for member and 3 eligible travelers: \$699 x 4 =	\$ 2,796.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
<b>Total constructed GOV'T city-pair airfare cost =</b>	<b>\$ 2,926.45</b>
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 miles x \$.27/mile =	\$827.01
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9	Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 = \$981.00
Member's per diem authorization =	\$ 981.00
Per diem for the accompanying spouse at ¾ of the member's amount =	\$ 735.75
Per diem for the accompanying child (under age 12) at ½ the amount due the member =	\$ 490.50
<b>Total actual amount =</b>	<b>\$ 3,034.86</b>
In this example, the city-pair airfare cost to the HOR, is more expensive than POC 'MALT-Plus' travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount. If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.	

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructed period equal to that required for direct travel between authorized locations by available transportation.

3. No Authority. Travel and transportation is not authorized under par. U7200 if a member elects:

- a. 15 days leave and transportation, addressed under par. U7305, or
- b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DODI 1327.6 at <http://www.dtic.mil/whs/directives/corres/html/13276.htm>)).

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

A. Transportation Authorization. An eligible member on emergency leave and/or one or more eligible dependents with a personal emergency (as determined under DODI 1327.6 (Leave and Liberty Procedures) <http://www.dtic.mil/whs/directives/corres/html/13276.htm>) for DOD Services and/or Service regulations for Non-DOD Services (see par. U1010-B10) are authorized transportation between authorized locations. **Air is the only authorized transportation mode (noting the airport to airport transportation NOTE below).** Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required GOV'T air transportation is not reasonably available. **NOTE: A Commander must determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to**

*the member). See par. U7205-C for definition of “authorized location.” Par. U3002-B, allowing reimbursement NTE the directed mode cost, does not apply if GOV’T transportation is reasonably available and not used.*

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

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

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at GOV’T expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

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

***NOTE: A cadet/midshipman is not an eligible member for this transportation.***

2. Eligible Dependent. An eligible dependent is one who:

- a. Is command-sponsored and resides OCONUS with the member,
- b. Is authorized to reside at an OCONUS location and for whom the member receives a station allowance while the member is on permanent duty OCONUS, or
- c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
  - (1) Is on permanent duty OCONUS, or
  - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in par. U7205, domicile is a member’s HOR or place:

***A member’s domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent’s domicile is not relevant.***

- a. From which first called (or ordered) to active duty,
- b. Of first enlistment, or
- c. Of permanent legal residence.

C. Authorized Locations. An eligible member and an eligible dependent are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and available contract city-pair airfares *may* be used.

***NOTE 1: Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and the airport is not authorized.***

***NOTE 2: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.***

<b>Example 1</b>	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
Round trip city-pair airfare between Location A and Location C:	\$1,200
Round trip city-pair airfare between Location A and Location B:	\$1,400
Round trip policy-constructed airfare between Location A and Location B:	\$1,600
Since transportation to/from Location B is more expensive than transportation to/from the closest CONUS international airport, Location C, no <b><i>city-pair airfare may be used</i></b> to/from Location B.	
The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

<b>Example 2</b>	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
Round trip city-pair airfare between Location A and Location C:	\$1,200
Round trip city-pair airfare between Location A and Location B:	\$ 980
Since transportation to/from Location B is less expensive than transportation to/from the closest CONUS international airport, Location C, the member is authorized city-pair airfare to/from Location B (\$980) NTE the \$1,200 cost to Location C.	

1. Member and Dependent(s) OCONUS. For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B2a and U7205-B2b:

a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member's or dependent's location when notified of the personal emergency, if the location is OCONUS. ***For a member described in par. U7205-B1c and dependent described in par. U7205-B2c, see par. U7205-B2a.***

b. Authorized destinations are:

- (1) Either:
  - (a) The CONUS international airport nearest to the location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. For an example, see par. U7205-C; ***NOTE: This creates a cost limit to be used for transportation.***

- (2) An airport in a non-foreign OCONUS area (see APP A); or
- (3) Any other OCONUS location, as determined by the Secretarial Process.

***NOTE: There is no authorization for one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.***

2. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B2c:

a. Authorized origins are the international airports nearest the:

- (1) Member's PDS, or
- (2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

- (1) An international airport in a non-foreign OCONUS area, or
- (2) Any other OCONUS location, as determined by the Secretarial Process.

***NOTE: There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.***

#### **U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT**

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status, but not while at the emergency leave location) between the TDY/unit location or ship and the:

1. PDS,
2. Home port, or
3. Other location if authorized emergency leave as determined under DODI 1327.6 (Leave and Liberty Procedures <http://www.dtic.mil/whs/directives/corres/html/13276.htm>) for DOD Services and/or Service regulations. See par. U1010-B9.

B. Transportation. Space-required GOV'T transportation must be used if reasonably available; otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if GOV'T transportation is reasonably available and not used.***

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the personal emergency conclusion, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations (including par. U7206-A3 location'), and therefore available contract city-pair airfares may be available for use. ***If the member travels to a more expensive 'other' location, city-pair airfares are not authorized.***

F. One-way Emergency Leave Travel. There is no authority for one-way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D. See par. U7215 for travel and transportation allowances when a ship relocates during the member's authorized absence.

***NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included in the examples.***

<b>Example 1</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare between Ft. Campbell and Ft. Belvoir and the policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$400.	
Round trip city-pair airfare between Ft. Campbell and Denver	\$500
Round trip policy-constructed airfare to/from Denver	\$600
Since transportation to/from Denver is more expensive than transportation to/from Ft. Belvoir, no city-pair airfare may be used to/from Denver. The member's financial responsibility is \$600 of which \$400 is reimbursable.	

<b>Example 2</b>	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City-pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City-pair airfare from Ft Hood to Atlanta	\$280
Since transportation to Atlanta, GA, is less expensive than transportation to the PDS (Ft Belvoir) the member is authorized city-pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

**U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

A. Policy. FEML policy is established in DODI 1327.6 (Leave and Liberty Procedures), subsection 6.16, <http://www.dtic.mil/whs/directives/corres/pdf/132706p.pdf>. See page 20 -- not 6.16 SR&R on page 18.

B. Eligibility

***\*NOTE: Once a member/dependent meets FEML eligibility, unless otherwise prohibited in par. U7207, the member/dependent is authorized FEML and it is not discretionary.***

1. Member. A member is eligible for FEML if stationed at an authorized FEML PDS (see APP S) for 24 or more consecutive months (to include a 12-month tour extended for an additional consecutive 12 months).

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

2. Dependent. The dependent of a uniformed member serving an accompanied tour at the FEML PDS is eligible for FEML if:

- a. Command-sponsored, and
- b. Residing with the member at the FEML PDS (a dependent student (see par. U5260) attending school away from the PDS (e.g., in the CONUS) resides with the member for FEML eligibility).

**\*NOTE 1:** *A dependent may travel independently of the member and may travel even if the member does not.*

**\*NOTE 2:** *Student dependent travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The GOV'T-funded transportation cost from the school to the designated FEML destination or to an alternate location must not exceed the GOV'T's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.*

C. Limitation

1. Number of FEML Trips

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

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

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

c. Personnel taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by a member/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a member/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. A major command is authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. FEML travel by an eligible member/dependent must be performed prior to the FEML tour completion (adopted from [CBCA 1067-TRAV, 26 June 2008](#)). **NOTE:** *A major command is ordinarily commanded by a 4-star (3-star for Marine Corps) flag officer.*

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

D. FEML Locations/Destinations. See APP S for a list of authorized FEML locations/destinations.

1. FEML Location. To qualify, a location must meet the requirements of DODI 1327.6 and be designated by one of the authorities listed in par. U7207-D5.

2. FEML Destination. The authorized FEML destination, determined IAW DODI 1327.6, is listed in APP S.

3. Alternate Destination(s). A member may select destination(s) different from the authorized destination in APP S and be reimbursed NTE the cost of GOV'T-provided transportation to the authorized destination. Travel to and from the alternate destination(s) is official travel, and contract city-pair airfares *may* be available for use. ***If the member travels to more expensive alternate destination(s), city-pair airfares are not authorized.***

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

a. Example 1

<b>Example 1</b>	
A member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare between Bahrain and Frankfurt, Germany.	
The policy-constructed airfare (see APP A) (incorporating some city-pair airfare connections) is \$1,200.	
The member desires to utilize FEML to Boston, MA.	
Round trip city-pair airfare to/from Boston:	\$1,400
Round trip policy-constructed airfare to/from Boston:	\$1,600
Since transportation to/from Boston, MA, is more expensive than transportation to/from Frankfurt, Germany, no city-pair airfare may be used to Boston. The member's financial responsibility is \$1,600 of which \$1,200 is reimbursable.	

b. Example 2

<b>Example 2</b>	
A member's PDS is in Brazil and the authorized destination is Miami, FL.	
Round trip city-pair airfare between Brazil and Miami is:	\$980
The member desires to utilize FEML to St. Louis, MO.	
Round trip city-pair airfare from Brazil to St. Louis is:	\$840
Since transportation to St. Louis, MO, is less expensive than transportation to the Miami FL, the member is authorized city-pair airfare to/from St. Louis (\$840) NTE the \$980 cost to/from Miami.	

5. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DOD Services: DUSD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.

b. Designation/Recertification Requests. Designation/recertification requests (for DOD Services) must be sent through Combatant Command channels to DUSD (MPP) IAW DODI 1327.6.

E. Transportation

1. Member/Dependent. The member and dependent may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

- a. Must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

- b. May use commercial air transportation if military air transportation is not reasonably available, and
- c. May not use cruise or tour packages to and from the authorized destination.

***NOTE: A commander must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***

3. Procurement. Commercial air transportation must be IAW par. U3120.

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. *See par. U3320, and Ch 3, Part E.*

b. Reimbursement must not exceed the GOV'T-procured transportation cost between a member's duty station and the authorized destination (APP S), plus the ground transportation cost (see par. U7207-E4a).

5. Transportation Funded by a Host Government. *If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.*

F. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.*

G. Dual Allowances. A member or eligible dependent may not receive dual allowances. Therefore, the spouse (or other dependent) of the member, serving at the PDS as an employee of the same or another U.S. GOV'T agency, is eligible for FEML travel as the member's dependent *provided* the other agency does not provide comparable allowances. Ex: Member-married-to-member (or employee) couple with two children. The member and employee (or both members) are each eligible for one FEML trip. The entire family unit may travel on its collective one FEML trip, or the member and other member/employee may take separate FEML trips and each child may accompany one parent, but not both.

#### **U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)**

A. Authority. A member is authorized transportation allowances (*no per diem*) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

- 1. CONUS medical treatment place to a place selected by the member and authorized/approved by the Secretarial Process, and
- 2. Member-selected place to any medical treatment place.

***NOTE: Additional trips, if deemed necessary by the attending physician, may be authorized through the Secretarial Process.***

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

- 1. Transportation-in-kind;
- 2. Commercial transportation cost reimbursement when the member travels at personal expense (see Ch 3, Part B), ***NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or***
- 3. The TDY automobile mileage rate for the official distance.

***NOTE: GOV'T/GOV'T-procured transportation must be furnished and used to the maximum extent practicable.***

C. Restrictions. *Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.*

#### **U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE**

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

C. Reimbursement. TDY travel and transportation allowances are payable. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized. The GOV'T/GOV'T-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair airfares are not authorized.***

#### **U7220 RECALL FROM LEAVE**

A. Member's Responsibility. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

#### **B. Recall for Operational Reasons**

1. Authorization. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

- a. Beginning the day they depart from the leave location or place they receive an authorization/order canceling leave, and ending on the arrival day at the duty station; and
- b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the authorization/order canceling leave.

***No per diem accrues for duty at the PDS.***

2. Eligible Member. An eligible member is one who departs from a PDS or TDY station on authorized leave and is recalled to the same duty station because of:

- a. Actual contingency or emergency war operations, or
- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
  - (1) Within 24 hours of departure, or
  - (2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

- (a) A substantial portion of the scheduled leave period has been eliminated by the recall, or
- (b) The leave purpose has been defeated ([60 Comp. Gen. 648 \(1981\)](#)).

## PART C: MEMBER TO MEMBER

### U10200 GENERAL

Per 37 USC §421, a dependent who is on active duty in a U.S. Uniformed Service and entitled to basic pay cannot be a dependent for housing allowance purposes. See Table U10C-1 for housing allowances when both spouses are entitled to basic pay. See par. U10400-E4 for member to member couples on sea duty.

### U10202 BAH/OHA WHEN BOTH HUSBAND AND WIFE ARE MEMBERS AND SEPARATE HOUSEHOLDS ARE MAINTAINED

When both husband and wife are members and separate households are maintained at or in the vicinity of their PDS or PDSs, each is individually authorized BAH/OHA. Only one member may receive BAH/OHA at the with-dependent rate. *In no case may a spouse who also is a member in receipt of basic pay be a dependent for allowance purposes in this Part (37 USC §421).*

### U10204 OTHER DEPENDENTS

A. Children from Previous Relationships. When one or both members are authorized housing allowances for a child(ren) from a previous relationship marry and are stationed in the same area, all children are one class of dependents. Therefore, only one housing allowance at the with-dependent rate (including BAH-DIFF) is payable. Any child(ren) born of their marriage, or adopted by them, is within the same class of dependents for housing allowances purposes. However, if the member elects to stop receiving a housing allowance at the with dependents rate, then the other member may claim the children for housing allowance purposes. A relationship determination is required, but ordinarily a dependency determination is not. In all instances of a member having a spouse on active duty, full details must be given showing the spouse's full name, social security number, duty station, and branch of Service. This does not apply to two members living together but not married. These members are each authorized a housing allowance based on each member's dependents.

B. Dependents of Marriage. When two members, with no other dependents, are married to each other, they may elect which member receives a housing allowance for their adopted children or children born of their marriage. Both members must agree to the election. If the members cannot agree, the senior member is authorized a housing allowance for their children. Such elections may not be applied retroactively. The members may subsequently elect to transfer BAH authorization from one member to the other. Changes are effective as of the election date.

C. Members Assigned to Different Locations. Effective 15 April 2003, when married members are assigned to different locations, pursuant to competent military orders, the authorization for a housing allowance at the with-dependent rate or to GOV'T-furnished QTRS should be determined separately, without regard to the general rule that all children and parents of the members are dependents of the same class for housing allowances. Each member is required to have physical custody of a dependent if both members are claiming a housing allowance authorization at the with-dependent rate.

D. Dependent Parents. When one of two members married to each other is receiving a housing allowance at the with-dependent rate, the class of dependents includes either member's parents and only one member is authorized a housing allowance at the with-dependent rate or BAH-DIFF for the common class of dependents when the members are assigned to the same or adjacent bases.

### U10206 DEPENDENT SUPPORT

A. Divorce or Legal Separation Effective or Amended after 30 June 1992. In addition to pars. U10106 and U10202, the following rules apply when the divorced or separated parents are both members and the divorce or separation occurred, or the decree or agreement was amended after 30 June 1992. These rules apply only when neither member is assigned to family-type GOV'T QTRS, unless otherwise specified.

1. Unless the members agree to the contrary, the custodial parent is authorized a housing allowance for the child(ren) regardless of the child support amount received by that member. In addition to the court order, a

separate notarized agreement between the members must be provided for the non-custodial member to receive a housing allowance for the child(ren).

2. When each member has legal and physical custody of one or more of the children of the marriage, each member is authorized a housing allowance for the children in their individual custody, regardless of child support payments from one member to the other.
3. When the child(ren) of the marriage are in a third party's custody, only one member is authorized a housing allowance for the children, even if both members are paying sufficient child support to qualify for the housing allowance. The senior member is authorized a housing allowance for the child(ren) when the two members do not agree on which person claims the authorization. If the members are of equal rank, date of rank determines which one receives a housing allowance for the child(ren).
4. In joint legal custody cases, when physical custody changes from one parent to another, each parent is authorized a housing allowance for the child(ren) during those periods the child(ren) are actually in that parent's physical custody.
5. When a non-custodial member pays child support to the custodial parent who also has another dependent who makes the member eligible for a housing allowance, there is a presumption that the custodial parent's authorization is based on the dependent(s) other than the child(ren) of the marriage. The housing allowance authorization for the custodial and non-custodial parents is determined individually.

B. Children Living with a Former or Estranged Spouse. Also see pars. U10120, U10122, U10124, and U10126 for housing allowances when the married members either separate or divorce and children are involved.

C. Voluntary Support Payments. Voluntary support payments must not be considered to determine housing allowance authorization unless there is a mutual agreement between the member parents that the custodial member parent accepts the support payments.

**U10208 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES ANOTHER MEMBER**

A. Par. U10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries another member and is assigned to or occupies GOV'T family QTRS. The member is not authorized a housing allowance for the child living with the former spouse.

B. If a member:

1. Is required to support a child in the custody of a former spouse; and
2. Is married to another member with children born of this marriage, and
3. Lived in family-type GOV'T QTRS with member spouse and children, and
4. Is assigned PCS to a different PDS outside commuting distance, and
5. Current spouse (who is also a member) and children remain in GOV'T QTRS, and
6. GOV'T QTRS' assignment is in or transferred to the remaining member's name,

Then the member is authorized a housing allowance for the child(ren) for whom the member is paying child support ([59 Comp. Gen. 681 \(1980\)](#)). This is based on the rule that a member's housing allowance is determined independently of the uniformed spouse when the members are separated by orders and do not reside in the same household.

BAH OR OHA AT PERMANENT STATIONS FOR SPOUSES IN A UNIFORMED SERVICE — FAMILY-TYPE QTRS NOT ASSIGNED ( <i>NOTES 1-6</i> and <i>NOTE 14</i> )									
Table U10C-1									
R U L E	A	B	C	D		E		F	
	When member A has depns other than spouse	and member B has depns other than spouse	and members acquire a child/children ( <i>NOTE 7</i> )	and single type GOV'T QTRS are assigned to ( <i>NOTE 8</i> )		then member A is authorized BAH or OHA as a member		and member B is authorized BAH or OHA as a member	
				Member A	Member B	with dependent	without dependent ( <i>NOTES 10 &amp; 12</i> )	with depn	without dependent ( <i>NOTES 10 &amp; 12</i> )
1	No	No	No				X		X
2	No	No	No	X	X				
3	No	No	No	X					X
4	No	No	No		X		X		
5	No	No	Yes			X /9			X
6	No	No	Yes	X	X	X /9			
7	No	No	Yes	X		X /9			X
8	No	No	Yes		X	X /9			
9	Yes	No	No			X /11			X
10	Yes	No	No	X	X	X /11			
11	Yes	No	No	X		X /11			X
12	Yes	No	No		X	X /11			
13	Yes	No	Yes			X			X
14	Yes	No	Yes	X	X	X			
15	Yes	No	Yes	X		X			X
16	Yes	No	Yes		X	X			
17	Yes	Yes	No			X /13			X
18	Yes	Yes	No	X	X	X		X	
19	Yes	Yes	No	X		X		X	
20	Yes	Yes	No		X	X		X	
21	Yes	Yes	Yes			X /13			X
22	Yes	Yes	Yes	X	X	X		X	
23	Yes	Yes	Yes	X		X		X	
24	Yes	Yes	Yes		X	X		X	

**NOTES:**

1. When family-type QTRS are jointly occupied by the members, neither member is authorized BAH or OHA, even though the dependents do not reside in the QTRS, unless the dependents are prevented by a military order from occupying QTRS.
2. When husband-wife members are stationed at the same or adjacent military INSTALLATIONS, each member is usually authorized BAH or OHA at the appropriate rate when family-type QTRS are not assigned, notwithstanding the availability of adequate single QTRS for either or both members.
3. Members are considered to be stationed at the same or adjacent bases or shore INSTALLATIONS when they are not precluded by distance from living together, or they actually commute on a regular basis, regardless of distance.
4. When husband-wife members have no other dependents and are precluded by distance from living together, each is usually treated as a member without dependents for BAH or OHA. See Table U10E-1.
5. When husband-wife members, who are both authorized BAH or OHA at the same or adjacent military installation, are separated geographically by competent orders and one member remains assigned to the old duty station, that member ordinarily is authorized BAH or OHA continuation notwithstanding the availability of adequate single QTRS for assignment to either member.

6. BAH at the without-dependents rate is authorized during travel status after departure from the old PDS, or during a period of leave, delay en route, or proceed time between PDSs, provided the members are not in receipt of BAH for other dependents, and are not assigned to GOV'T QTRS.
7. Refer to par. U10202.
8. If either column in column D is blank, that member is not assigned to single-type GOV'T QTRS.
9. For purposes of this table, the members have agreed that member A is to receive BAH or OHA at the with-dependent rate. See par. U10202.
10. See Table U10E-1 for BAH or OHA authorization when a member is on field or sea duty.
- \*11. When the dependents listed in column A, rules 9 through 12, are children from a prior marriage or illegitimate children of member A, the members may elect for member B to receive BAH or OHA for stepchildren IAW par. U10118-B, and for member A to receive without-dependent BAH or OHA rate when not occupying single QTRS.
12. When one member enters a non-pay status, the other member may claim the member not entitled to pay and allowances as a dependent and be authorized to draw BAH or OHA at the with-dependent rate for the duration of the non-pay status if otherwise authorized. For exception, see par. U10112.
13. Members must elect which one is to receive the with-dependent BAH or OHA rate. If they cannot agree as to the election, the senior member receives the with-dependent rate. *Elections cannot be retroactive.*
14. When one or both dependents in columns A and B are dependent parents of the members, both members may not receive with-dependent BAH or OHA, if otherwise authorized. Also, when married members no longer share a common residence due to competent military orders, their authorization for increased allowances or to GOV'T-furnished QTRS should be determined separately, without regard to the general rule that all dependents of members are members of the same class for the purpose of determining housing allowance authorizations. Refer to pars. U10106 and U10206 for BAH or OHA for divorced or legally separated members.

**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. See par. U10416 for a member in transit.

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. 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 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 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 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. Two Uniformed Service members married to each other, without dependents, in grade E-5 and/or below and each is simultaneously assigned to permanent sea duty, on or after 1 October 2003, 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**

<b>Table U10E-1</b>			
<b>R U L E</b>	<b>If member is</b>	<b>then BAH or OHA accrues</b>	<b>BAH or OHA does not accrue</b>
<b>1</b>	assigned to a PDS	if GOV'T QTRS or housing facilities are not assigned ( <b>NOTES 1 &amp; 2</b> )	if member is assigned or occupies GOV'T QTRS suitable and adequate for the member's grade ( <b>NOTE 3</b> ).
<b>2</b>		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.	
<b>3</b>		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.	
<b>4</b>	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 ( <b>NOTES 4 &amp; 10</b> )	if QTRS are available or member is authorized per diem allowance for the period of such duty.
<b>5</b>	on sea duty	if member is grade E-6 or above and elects on or after 1 July 1996 not to occupy available QTRS ( <b>NOTE 5</b> )	if member is grade E-5 or below ( <b>NOTE 5</b> ).
<b>6</b>	on field duty, PCS not involved ( <b>NOTE 7</b> )	if receiving BAH or OHA at the PDS	if assigned or occupying GOV'T QTRS at the PDS.
<b>7</b>	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.
<b>8</b>	on excess leave		for any period of time.
<b>9</b>	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 ( <b>NOTE 1</b> )	if assigned QTRS at the PDS.
<b>10</b>	sick in hospital, or on sick leave from a hospital (PCS not involved)	if receiving BAH or OHA at the PDS, ( <b>NOTE 1</b> )	if assigned QTRS at the PDS.
<b>11</b>	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.
<b>12</b>	on TDY (PCS not involved), including such duty on transport or under a permissive travel authorization ( <b>NOTES 2 &amp; 6</b> )	If receiving BAH or OHA at the PDS	if assigned QTRS at the PDS.
<b>13</b>	in travel status on PCS, including non-travel status under a permissive travel	if member is not assigned GOV'T QTRS while at the old or new PDS.	if member is assigned GOV'T QTRS while at the old or new PDS.

<b>Table U10E-1</b>			
<b>R U L E</b>	<b>If member is</b>	<b>then BAH or OHA accrues</b>	<b>BAH or OHA does not accrue</b>
	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	See par. U10416 to determine which rate is payable.	
<b>14</b>	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 the GOV'T QTRS occupancy period not incident to a PCS. <b><i>NOTE:</i></b> <b><i>OHA cannot be paid if there is no rent expense.</i></b>
<b>15</b>	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.	
<b>16</b>	in the accession pipeline	between initial TDY and initial PDS ( <b><i>NOTE 7</i></b> ). 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.	
<b>17</b>	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.	
<b>18</b>	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.
<b>19</b>	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 U.S.
<b>20</b>	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 U.S.
<b>21</b>	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 U.S.
<b>22</b>	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 <b><i>NOTE 8</i></b> )	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 ( <b><i>NOTE 9</i></b> , 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 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 2: MEMBER WITH DEPENDENT

### U10402 MEMBER WITH DEPENDENT

A. When Authorized BAH or OHA. Except for a member paying child support and assigned to GOV'T QTRS a member with dependent, who is entitled to basic pay, is authorized BAH or OHA at the rate prescribed for a member with dependent when:

1. Adequate GOV'T QTRS are not furnished for the member and dependent without a rental charge payment.
2. Adequate GOV'T QTRS are not furnished for the member's dependent, or all of the member's dependents are prevented by competent authority from occupying such QTRS, even though QTRS are assigned for the member's occupancy. This does not apply to the provisions of par. U10122.
3. A dependent is not en route or does not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family QTRS. Under such circumstances, the mere availability of QTRS which could have been assigned does not negate the right of a member to the BAH or OHA for a dependent. See Tables U10E-6, U10E-12, U10E-13, and U10E-14 for the location to be used in determining the member's BAH or OHA authorization.
4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS authorization/order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. U10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependent rate.

***NOTE: A member, who is a member with dependent for housing purposes solely because the member is paying child support, is not authorized a housing allowance other than BAH-Diff if the member is assigned GOV'T QTRS; or to sea duty unless in a grade above E-3 and, is authorized to, and elects to not occupy assigned unaccompanied GOV'T QTRS.***

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, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA 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, OHA or BAH 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. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. U10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

- a. Requested by the member, and
- b. The Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

2. Unaccompanied/Dependent Restricted OCONUS Assignments

- a. Effective 1 July 2001, BAH or OHA is based on the old PDS in a situation in which the member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependent remains at the member's old PDS. See Table U10E-6, rules 1 and 2.
  - b. If the dependent of a member, assigned to an unaccompanied tour, moves to a designated place, the member is authorized BAH/OHA based on the dependent's location. ***Payment based on the old PDS is not authorized.***
3. Member Assigned to Duty Aboard a Ship or Other Afloat Unit. A member with dependent assigned to duty aboard a ship or other afloat unit is authorized a with-dependent allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependent has established a residence at or in the home port vicinity. The applicable with-dependent allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's afloat unit. The rate payable is the rate applicable to the ship's or afloat unit's home port.
4. Home Port Changes. Change the housing allowance to the new home port rate on the home port change effective date prescribed by the Service, if a member:
- a. Is currently assigned to a ship or other afloat unit with an announced home port change, or
  - b. Is in receipt of a PCS authorization/order to a ship or other afloat unit with an announced home port change, and
  - c. The dependent is authorized travel to the new home port.
5. Examples of Location Rate Changes Routinely Authorized/Approved: The member is:
- a. Assigned to a PDS in an area at which sufficient housing quantities do not exist;
  - b. Assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U.S.;
  - c. Assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;
  - d. In receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U.S. if appropriate) before the effective date of the home port change;
  - e. Disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG movement. See par. U5355. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness;
  - f. Assigned to ITDY, or TDY pending further orders; or
  - g. Assigned to a Professional Military Education (PME) or training course that is scheduled for a duration of one year or less.
6. Other Circumstances. The Secretary Concerned may determine that circumstances, not listed in pars. U10402-B5a through U10402-B5g, require the dependent(s) to reside separately and authorize/approve a housing allowance payment based on either the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

7. Multiple Dependent Locations. In instances of multiple dependent locations, the member must designate the dependents' primary residence. The housing allowance rate is based on this primary residence.

\*C. During Leave, Travel Status, Separation, and Other Situations. See Table U10E-2 and par. U10416.

**BAH OR OHA, MEMBER WITH DEPENDENTS ENTITLED TO BASIC PAY**

Table U10E-2			
R U L E	If member is	and is authorized BAH or OHA at the PDS	then BAH or OHA authorization
1	in a duty status or on authorized leave	Yes	continues.
2	status not incident to PCS (includes accrued, advanced, or convalescent leave) ( <b>NOTE 1</b> )	No	does not exist.
3	on excess leave	Yes	does not exist except for payment to dependents as provided in par. U10422-C for a member in grade E-4 (4 or fewer years), and more junior ( <b>NOTE 2</b> ).
4	in a duty, travel or leave status incident to PCS (includes TDY en route) ( <b>NOTES 1</b> and <b>3</b> )		exists unless permanent GOV'T QTRS are assigned or occupied. See par.U10416 to determine rate.
5	on TDY, not incident to PCS ( <b>NOTES 1</b> and <b>3</b> )	yes	continues as long as the PDS remains unchanged, except as restricted by par. U10306-I.
6		no	does not exist.
7	AWOL, not excused as unavoidable		does not exist except for payment to dependents as provided in par. U10422-A for a member in grade E-4 (4 or fewer years), and more junior.
8	absent due to disease (as distinguished from injury) from alcohol or drugs, causing loss of pay	yes	continues.
9		no	does not exist. However, if QTRS assignment at the PDS is terminated during an absence, BAH or OHA accrues on and after the termination date.
10	home on PCS awaiting further orders ICW physical evaluation board proceedings		continues until the member's retirement or discharge.

**NOTES:**

1. The phrase, "incident to PCS," refers to whether or not the member is en route to a new PDS under a PCS authorization/order.
2. BAH or OHA does not accrue during excess leave if the member is not to continue in service after leave expires. Example: A member released from the disciplinary barracks on commandant's parole, and placed in excess leave status until the sentence is ordered to be executed.
3. Includes such status under a permissive travel authorization.

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**APPENDIX G: MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL**

A. General. This Appendix addresses the more commonly incurred miscellaneous reimbursable expenses. *Incidental Expenses (defined as part of per diem in APP A) are different than these expenses.* Finance regulations should be consulted regarding any required expense description/documentation on the travel voucher.

B. Transportation Expenses Incurred in or around a PDS or TDY Location. Reimbursement of these expenses is covered in JFTR, Ch 3, Part F, and JTR, Ch 2, Part H.

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

D. Miscellaneous Reimbursable Expenses Table. Travelers are authorized certain necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. Some miscellaneous reimbursable expenses are authorized for reimbursement by this Appendix; other miscellaneous reimbursable expenses require AO authorization/approval. Miscellaneous reimbursable expenses include the following (listed in alphabetical order):

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p><u>ATM Use (Civilian Employee)</u>.</p> <p>1. <u>Reimbursable</u>. Administrative fees for ATM use to obtain money with the GTCC up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. <u>Not Reimbursable</u>. Administrative fees for an ATM use of a personal charge card.</p> <p>3. See OSD Comptroller memo dated 19 July 2002, and the <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DOD Financial Management Regulations (DODFMR)</a>, Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>			X	X		X
<p><u>ATM Use (Uniformed Member)</u></p> <p>1. Reimbursement is authorized for administrative fees for ATM use to obtain money with:</p> <p>a. The GTCC, or</p> <p>b. An ATM or personal charge card used by personnel exempt (and the traveler must provide the exemption authority) from GTCC use for official travel,</p> <p>up to the amount authorized/approved by the AO for an ATM travel advance.</p> <p>2. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rate applicable to that card if an advance is not otherwise provided by cash or check.</p> <p>3. See OSD Comptroller memo of 19 July 2002 and the "<a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">DOD Financial Management Regulations</a>", Volume 9, Chapter 3 available at: <a href="http://www.dtic.mil/comptroller/fmr/09/09_03.pdf">http://www.dtic.mil/comptroller/fmr/09/09_03.pdf</a>, for information on personnel exempt from the requirement to use the GTCC.</p>	X	X			X	
<p><u>Baggage, Excess Accompanied (Transportation Cost)</u>. Excess accompanied baggage transportation costs may:</p> <p>1. Be authorized in advance/approved after the fact by the Secretarial Process (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after any PCS or civilian employee TCS travel.</p> <p>2. Be authorized in advance of any PCS or civilian employee TCS travel for DOD travelers IAW the Service/Agency regulations.</p> <p>3. Be authorized/approved for the <i>non-DOD travelers</i>.</p> <p>4. <i>Not</i> be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess accompanied baggage) ICW PCS travel unless authorized by the Secretarial Process in advance of travel.</p>	X		X			

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
See JFTR, par. U3015 and JTR, par. C2302						
<p><b>Baggage Expenses.</b> Reimbursement is authorized for necessary travel and transportation-related miscellaneous reimbursable expenses incurred on official business. These expenses include:</p> <ol style="list-style-type: none"> <li>1. <u>Excess Baggage.</u> See Baggage, Excess Accompanied.</li> <li>2. <u>Baggage Transfer.</u> NTE the customary local rates, and necessity for the transfer must be explained.</li> <li>3. <u>Baggage Storage (with explanation).</u></li> <li>4. <u>Baggage Checking.</u> NTE the customary local rates.</li> <li>5. <u>Curbside Baggage Check-in Fee</u> <ol style="list-style-type: none"> <li>a. <b>Uniformed Member.</b> <i>Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <u>not</u> authorized.</i> A tip, separate from the fee itself, is reimbursable.</li> <li>b. <b>Civilian Employee.</b> Reimbursable only when authorized under JTR, par. C7460-4, for a traveler with a disability/special need.</li> </ol> </li> </ol>	X	X	X	X	X	X
<p><b>Baggage Handling Tips</b></p> <ol style="list-style-type: none"> <li>1. <b>Uniformed Member</b> <ol style="list-style-type: none"> <li>a. <u>Transportation Terminal.</u> Reimbursement is authorized for customary tips for handling <u>any</u> baggage (personal and/or GOV'T) at a transportation terminal.</li> <li>b. <u>Lodging Establishment.</u> Reimbursement is authorized <u>only</u> for transportation-related tips for handling <u>GOV'T property</u> at lodging establishments.</li> </ol> </li> <li>2. <b>Civilian Employee.</b> Baggage handling tips at transportation terminals or lodging establishments are covered by the IE portion of per diem and are <u>not</u> items for separate reimbursement <u>except</u> for the following:                     <ol style="list-style-type: none"> <li>a. A traveler with a disability/special need (see JTR, par. C7460-4),</li> <li>b. Handling of GOV'T property,</li> <li>c. Handling of a dependent's personal baggage when the dependent is not authorized per diem while traveling at GOV'T expense when unaccompanied by the sponsor, and</li> <li>d. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent is traveling with the sponsor.</li> </ol> </li> </ol>	X	X	X	X	X	X
<b>Birth Certificates.</b> The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
<b>Carrier Terminal Fees.</b> Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
<b>Cell Phone Use.</b> When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<p><b>Check Cashing.</b></p> <ol style="list-style-type: none"> <li>1. <u>Reimbursable.</u> Fees for cashing U.S. GOV'T checks/drafts issued for travel expense reimbursement in a foreign country.</li> <li>2. <u>Not Reimbursable.</u> Fees for cashing salary checks/drafts are not authorized.</li> </ol>	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Check Costs.</b> The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEA, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
<b>Clerical Assistance.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Communication Services.</b> GOV'T-owned/leased services should be used for official communications, but when GOV'T services are not available commercial communications services may be used. <i>Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.</i>		X		X	X	X
<b>Computer Connections.</b> Connections (e.g., Internet connection) used for computers to perform official GOV'T business are reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Conveyance Costs.</b> Public or special conveyance costs to and from the transportation terminal. See JFTR, Ch 3, Part E and JTR, Ch 2, Part C.	X	X	X	X	X	X
<b>Currency Conversion Fees</b>  1. <b>Reimbursable.</b> The 1% "international transaction fee" for official qualifying transactions charged by the GTCC vendor. This charge is listed as a separate line item on the credit card billing statement.  2. <b>Not Reimbursable.</b> Losses resulting from currency conversions ( <a href="#">63 Comp. Gen. 554 (1984)</a> ). <b>NOTE: A traveler is not liable for gains resulting from currency conversion.</b>  3. <b>Travel Claim Submission.</b> A traveler who pays with a credit card for OCONUS expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.  4. <b>Supplemental Vouchers.</b> A traveler may have to submit a travel voucher prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, a traveler should be personally aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.	X	X	X	X	X	X
<b>Driver (Vehicle) Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Energy Surcharge Fees</b>	X	X	X	X	X	X
<b>Global Positioning System (GPS) for a Rental Car.</b> <i>The optional Global Positioning System (GPS) for a rental car is <u>not</u> reimbursable.</i>						
<b>Green Card.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>GTCC</b>  1. <b>Late Payment Delinquent Fees.</b> Reimbursable when authorized/approved by the AO only for a traveler in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See <a href="#">DODFMR, Volume 9</a> , Ch 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements.  2. <b>Expedited Delivery.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Guide Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Inoculations.</b> Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X
<b>Insurance, Driving-Related.</b> Driving-related insurance is reimbursable when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-		X		X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
related insurance ( <a href="#">55 Comp. Gen. 1343 (1976)</a> ) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by GOV'T conveyance/POC/rental car.						
<b>Interpreter Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Laundry/Dry-Cleaning Expenses (Civilian Employee Only)</b>  1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY or PCS travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights lodging.  2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.			X	X		X
<b>Laundry/Dry-Cleaning Expenses (Uniformed Member Only)</b>  1. Reimbursable for CONUS Travel. Costs for personal laundry, dry-cleaning and/or pressing of clothing incurred during TDY travel (not after returning to/arriving at PDS) are a separately reimbursable travel expense up to an average of \$2 per day, in addition to per diem/AEA, when travel within CONUS requires at least 7 consecutive nights of TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).  2. Not Reimbursable for OCONUS Travel. <i>Laundry/dry-cleaning and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel.</i> It is part of the IE allowance included within the per diem rates/AEA authorized/ approved for OCONUS travel.		X			X	
<b>Legal Service Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>License/Permit, International Driver's</b>  1. Reimbursable when traveling TDY to a country that requires an international driver's license/permit.  2. The cost of license/permit photos is reimbursable.  3. See <a href="http://travel.state.gov/travel/tips/safety/safety_1179.html">http://travel.state.gov/travel/tips/safety/safety_1179.html</a> for information on driving abroad.  4. <i>This reimbursement applies only to members/employees but not their dependents.</i>	X	X	X	X	X	X
<b>Lodging, Dual.</b> Reimbursable when authorized/approved by the AO. Reimbursement must not exceed the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid had the traveler remained overnight. See JFTR, par. U4135 and JTR, par. C4555-F.		X		X	X	X
<b>Lodging Fees/Daytime Lodging Charges.</b> Reimbursable when authorized/approved by the AO. These include room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.		X		X	X	X
<b>Lodging Reimbursement while on Leave (Uniformed Member Only).</b> Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day during contingency operations (JFTR, par. U7225), or authorized/ordered evacuations (JFTR, par. U7226-C).		X			X	
<b>Lodging Tax</b> (except when 'MALT-Plus' for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see APP A).  1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 may be reimbursed, which is the maximum authorized lodging amount.  2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is <i>not separately reimbursable.</i>	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<b>Medical Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>*Mission-Related Expenses.</b> Mission-related expenses <i>are not reimbursable as travel expenses</i> . These include (but are not limited to) equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies), gifts for child care, pet care, hotel concierge, workout room/gym fees, and similar items.						
<b>Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.</b>  1. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized/ approved by the AO.  2. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/ canceled/interrupted.  3. See <a href="#">59 Comp. Gen. 609 (1980)</a> , <a href="#">59 id. 612 (1980)</a> , <a href="#">60 id. 630 (1981)</a> , and cases cited therein.  4. The AO should consider if the:  a. Traveler acted reasonably and prudently in incurring lodging expenses;  b. Traveler had a reasonable expectation of completing the TDY as authorized;  c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler’s control; and  d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.		X		X	X	X
<b>Packer Services.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Paper Tickets.</b> Any additional paper tickets cost is authorized when authorized/approved by the AO as necessary to meet GOV’T requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). <i>Paper tickets bought for personal convenience are the traveler’s financial responsibility.</i>	X	X	X	X	X	X
<b>Parking Fees at a Terminal.</b> Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
<b>Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services.</b>  1. <u>Reimbursement Eligibility</u>  a. <u>Uniformed Member.</u> Reimbursement authority is for a member who is:  (1) Assigned to a foreign OCONUS area,  (2) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (member’s and/or dependents’) as a result of a continued assignment in a foreign OCONUS area, or  (3) Emergency Technical Support Personnel. See item 5 below.  b. <u>Civilian Employee.</u> Reimbursement authority is for a traveler who is a U.S. citizen:  (1) Hired locally or transported to a foreign OCONUS area at GOV’T expense,  (2) Serving under a service or renewal agreement, and  (3) Required to obtain/renew a passport, mandatory biometric visa requirements, and/or visas (employee’s and/or dependents’) as a result of continued employment in a foreign OCONUS area, or  (4) Emergency Technical Support Personnel. See item 5 below.	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>2. <u>Acquired Dependent (Uniformed Member Only)</u>. A member serving an unaccompanied OCONUS tour who acquires a dependent OCONUS is not authorized reimbursement of passport and visa expenses for the acquired dependent except when JFTR, par. U9000-A2 or U9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW JFTR, par. U5222-G.</p> <p>3. <u>Biometric Fees</u>. Biometric fees which are mandatory for passport and/or visa issuance to the traveler is reimbursable. Biometric data collects measurable physical or behavioral characteristic of the traveler, which can be used to verify the identity of that individual or compare against other entries when stored in a database. Examples of biometric data are face recognition, fingerprints, and iris scans.</p> <p>4. <u>Dependent Fee</u>. Dependent fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>5. <u>Emergency Technical Support Personnel</u>. A command/activity may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the AO to maintain current passports, mandatory biometric visa requirements and/or visas and/or green cards, may be reimbursed for the preparation expenses/fees paid for a passport, mandatory biometric visa requirements, visa, green card, photographs for OCONUS travel and physical examinations required to obtain a visa if examinations could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan)).</p> <p>6. <u>Fee for Visa, Green card, and Photographs for OCONUS Travel</u>. These fees are reimbursable ICW official travel.</p> <p>7. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for a passport, mandatory biometric visa requirements, visa, green card, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>8. <u>Medical Expenses</u>. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, and/or visa and/or green card, are not reimbursable, except for inoculations as permitted in this APP.</p> <p>9. <u>Passport Fees</u>. An official traveler ordinarily travels on a no-fee passport. The three types of <a href="#">U.S. passports</a> are: book, card, and e-passport. A passport book is a regular passport; an e-passport is a regular passport book with electronic biometric data; both passports can be use for any international travel. A passport card is limited to departure/entry to/from the U.S. through land and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda, and is not authorized otherwise for international travel. Passport fees are reimbursable when travel on an official travel authorization/order is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a <a href="#">regular fee passport</a>. See <a href="http://www.state.gov/travelandbusiness/">http://www.state.gov/travelandbusiness/</a>. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless GOV'T transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements (which cannot include city-pair reservations).</p> <p>10. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examination could not be obtained at a GOV'T medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from <a href="#">GSBCA 15435-RELO, 9 April 2001</a>). A dependent's fee is reimbursable except ICW personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>11. <u>Travel Authorization/Order for Visas and Physical Examinations</u>. A travel authorization/order should be issued to authorize/approve (see JFTR, par. U2115 and JTR, APP I2) travel and transportation at GOV'T expense to:</p> <ul style="list-style-type: none"> <li>a. A visa-issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory.</li> <li>b. Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the traveler's PDS local area.</li> </ul> <p>12. <u>Travel Not Required</u>. Actual travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).</p>						
<b>Personal Expenses. <i>Personal expenses are not reimbursable.</i></b> These include batteries,						

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
tools, film, gifts, pet care, hotel concierge, rental car GPS, workout room/gym fees, and similar items.						
<u>Pet Quarantine.</u> See JFTR and JTR, Ch 5, Part I for rules regarding pet quarantine ICW PDT.	X		X			
<b>Phone Calls (Official)</b>  1. The AO:  a. May determine certain communications to a traveler's home/family are official (i.e., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary),  b. Should limit communications to a dollar amount in advance of the TDY, and  c. May approve charges after the TDY completion, when appropriate (adopted from <a href="#">GSBCA 14554-TRAV. 18 August 1998</a> ).  2. Prepaid communication services (i.e., prepaid phone cards, cell phones) are not reimbursable unless the AO can determine they were used for official business.		X		X	X	X
<b>Physical Examination Fees.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						
<b>Prepaid Phone Cards/Cell Phones.</b> See Communication Services.						
<b>Preparatory Travel Expense Reimbursement when the Travel Authorization/Order is Amended, Modified, Canceled or Revoked.</b> Preparatory travel expenses, such as fees for traveler's checks, passport, mandatory biometric visa requirements, visa, green card, and communications services, incurred prior to the authorization/order being changed are reimbursable provided the action taken is beyond the traveler's control, in the GOV'T's interest, and a refund is unobtainable.	X	X	X	X	X	X
<b>Registered Traveler Membership Fee.</b> Individual traveler membership in a registered and/or trusted traveler program is not a reimbursable expense per JFTR, par. U1060 and JTR, par. C1010. Use of GOV'T funds to obtain membership in such a program is statutorily prohibited by 5 USC §5946 per GSA Bulletin FTR 08-05 of 25 June 2008.						
<b>Registration Fee.</b> Registration fee reimbursement is authorized/approved when the fee is a condition for attendance. When the registration fee includes the cost of meals, per diem is computed under JFTR, par. U4165-2b or JTR, par. C4554-B2b.		X		X	X	X
<b>Rental Car Administrative Fees.</b> Any per-day administrative fee called for in the DTMO rental car agreements (including GARS) is authorized.		X		X	X	X
<b>*Reports/Correspondence Preparation Services</b> (incl. associated necessary equipment). Services of typists, typists, data processors, or stenographers and use of computers, printers, faxing machines and scanners are reimbursable when authorized/approved by the AO ( <a href="#">B-145883, 1 September 1970</a> and <a href="#">15 Comp. Gen. 257 (1935)</a> ). This does not cover any materials. See mission-related expenses.		X		X	X	X
<b>Resort Fees.</b> Resort fees, <i>that are mandatory</i> , are authorized.	X	X	X	X	X	X
<b>Room Rental.</b> Reimbursable when authorized/approved by the AO only when used for official business at a lodging/other place.		X		X	X	X
<b>Service and Processing Fees.</b>  1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:  a. Through a CTO, and  b. When a CTO/TMC is not available.  2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage	X	X	X	X	X	X

MISCELLANEOUS REIMBURSABLE EXPENSES ON OFFICIAL TRAVEL	JFTR		JTR		APP O	
	PCS	TDY	PCS	TDY	Mil	Civ
CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.						
<b>Storage of Property Used on Official Business.</b> Reimbursable when authorized/approved by the AO.		X		X	X	X
<b>Technology Equipment.</b> Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
<b>Tips Aboard Commercial Ships (Uniformed Member Only).</b> Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
<b>Tips for Handling GOV'T Property.</b> Transportation-related tips for handling GOV'T property at terminals and lodgings are authorized.		X		X	X	X
<b>Tips, Transportation-Related.</b> Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
<b>Transportation to/from Terminal.</b> POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X
<b>Travel and Transportation Related Expenses.</b> Travel and transportation related expenses similar to any in this table may be authorized.	X	X	X	X	X	X
<b>Value Added Tax (VAT) Certificate.</b> The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
<b>VISA and Photograph Fees for OCONUS Travel.</b> See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.						

**APPENDIX M**

**STATION ALLOWANCE/OHA AND TRAVEL PER DIEM REPORTING PROCEDURES**

**AND**

**COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR**  
**RESPONSIBILITIES**

See <http://www.defensetravel.dod.mil/pdc-archive/cola/appm/appm.pdf>

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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>
<b>All OCONUS Duty Stations Not Listed Below</b>	<b>36</b>	<b>24</b>		
<b>Afghanistan</b>				
*Kabul (Personnel assigned to SAO)	NA	12	08-10-07	*11
<b>Alaska</b> (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		
<b>Albania</b>				
Tirana	24	12		
<b>Algeria</b>	24	12	12-07-04	
<b>American Samoa</b>	NA	12		
<b>Argentina</b>	36	24		
<b>Armenia</b>				
*Yerevan (Personnel assigned to ODC)	24	18	07-06-06	*10
<b>Aruba</b>	24	18		
<b>Australia</b> (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		
<b>Austria</b>	36	24		
<b>Azerbaijan</b>				
*Baku (Personnel assigned to ODC)	24	18	07-06-06	*10
<b>Azores</b> (See Portugal)				
<b>Bahamas</b>				
Andros Island	24	24		
<b>*Bahrain</b>	24	12		*8, 14
<b>Bangladesh</b>	24	18		
<b>Belgium</b> (except as indicated)	36	24		
Bertrix	NA	12		
<b>Belize</b>	24	18	09-17-04	
<b>Benin</b>	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<i>NOTE</i>
<b>Bermuda</b>	36	24		
<b>Bolivia</b>	24	18		
<b>Bosnia-Herzegovina</b>				
*Banja Luka	24	18	06-30-08	*15
*Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	*10
<b>Botswana</b>	24	12		
<b>Brazil</b>	36	24		
<b>British Indian Ocean Territory</b>				
Diego Garcia Island	NA	12		
<b>Bulgaria</b>				
Sofia	24	12		
<b>Burkina Faso</b>	24	12		
<b>Cambodia</b>	NA	12		
<b>Canada</b> (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
* <b>Chad</b>	24	12	05-02-08	*12
<b>Chile</b>	36	24		
<b>Columbia</b>	24	18		
<b>Commonwealth of the N. Mariana Islands</b> (incl. Saipan)	24	12		
<b>Costa Rica</b>	36	24		
<b>Crete (See Greece)</b>				
<b>Croatia</b>				
Zagreb	24	12		
<b>Cuba</b>				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2
Marine Barracks	24	12		
<b>Curacao</b> (See Netherlands Antilles)				
<b>Cyprus</b> (except as indicated)	24	18		
Akrotiri	24	12		
<b>Czech Republic</b>				
Prague	36	24		
<b>Democratic Republic of Congo</b> (formerly Zaire)	24	12		
<b>Denmark</b> (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	NA	12		
<b>Diego Garcia</b> (See British Indian Ocean Territory)				
<b>Djibouti</b>				
*Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	*11
<b>Dominican Republic</b>	36	24		
<b>Ecuador</b>	36	18		
Manta	NA	12		
<b>Egypt</b> (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		
<b>El Salvador</b>	NA	12		
Personnel assigned to SAO	24	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>England</b> (See United Kingdom)				
<b>Eritrea</b>	24	12		
<b>Estonia</b>				
Tallinn	24	24		
<b>Ethiopia</b>				
*Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	*11
<b>France</b>	36	24		
<b>Georgia</b>				
Tbilisi	24	18		
<b>Germany</b> (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
<b>Ghana</b>				
*Accra (Personnel assigned to ODC)	24	18	03-19-07	*11
<b>Gibraltar</b>	36	24		
<b>Greece</b> (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		
<b>Greenland</b> (See Denmark)				
<b>Guam</b>	36	24	10-12-04	
<b>Guatemala</b>	36	24		
<b>Guyana</b>	24	18		
<b>Haiti</b>				
*Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	*11
<b>Hawai'i</b> (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
<b>Honduras</b> (except as indicated)	24	18		
Soto Cano AB	NA	12		
<b>Hong Kong</b>	36	24		
<b>Hungary</b>				
Budapest	36	24		
Papa	24	15	11-25-08	
<b>Iceland</b> (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		
<b>India</b>	24	12		
<b>Indonesia</b>	24	12		
<b>Ireland</b>	36	24		
<b>Israel</b>	24	12		
<b>Italy</b> (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		
<b>Jamaica</b>	24	12		
<b>Japan</b> (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	
<b>Johnston Atoll</b>	NA	12		
<b>Jordan</b> (except as indicated)	24	12		
Amman	24	18		
<b>Kalaallit Nunaat</b> (See Denmark)				
<b>Kazakhstan</b>				
*Astana (Personnel assigned to SAO)	24	12	08-10-07	*11
<b>Kenya</b> (except as indicated)	24	12		
Nairobi	24	18		
<b>Korea</b> (except as indicated)	36/24	12	03-2-09	*4, 7
*Chongju AB	NA	12		*4
*Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		*4, 5, 6
*Gwangju AB (ROK)	NA	12		*4
*Joint Security Area	NA	12		*4
*Kunsan AB (US)	NA	12		*4
*Mujak/Pohang	NA	12		*4
*Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		*4, 5, 6
<b>*Kuwait</b>	24	12		*9

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
<b>Kyrgyzstan</b>	24	12		
<b>Laos</b>	NA	12		
Vientiane	24	12	12-21-06	
<b>Latvia</b>				
Riga	24	12		
<b>*Liberia</b>	24	18	06-30-08	*15
<b>Lithuania</b>				
Vilnius	24	12		
<b>Luxembourg</b>	36	24		
<b>Macedonia</b>	24	18		
Skopje	24	12		
<b>Madagascar</b>	24	12		
<b>Malaysia</b>	36	24		
<b>Marshall Islands</b>				
Enewetok	NA	12		
Kwajalein	24	18		
<b>Mexico</b>	24	18		
<b>Midway Islands</b>	NA	12		
<b>Moldova</b>				
Chisinau	24	18		
<b>Mongolia</b>	24	24		
<b>Montenegro</b>				
*Podgorica (Personnel assigned to ODC)	24	24	01-28-08	*11
<b>Morocco (except as indicated)</b>	24	15		
Casablanca	24	12		
Errachidia	NA	12		
<b>Netherlands</b>	36	24		
<b>Netherlands Antilles</b>				
Curacao	NA	12		
<b>New Zealand</b>	36	24		
<b>Nicaragua</b>	24	18		
<b>Niger</b>	24	12		
<b>Nigeria</b>				
*Abuja (Personnel assigned to ODC)	24	24	04-11-07	*11
<b>Norway</b>	36	24	07-07-04	
<b>Okinawa (See Japan)</b>				
<b>Oman</b>	24	12		
<b>Pakistan</b>	24	12		
<b>Panama (except as indicated)</b>	36	24		
Galeta Island	NA	12		
<b>Paraguay</b>	24	18		
<b>Peru (except as indicated)</b>	36	24		
Lima MAAG	30	18		
<b>Philippines (except as indicated)</b>	NA	12		
Metropolitan Manila	24	18		
<b>Poland</b>				
Bydgoszcz	24	24	10-21-05	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
<b>Portugal (except as indicated)</b>	36	24		
Azores Islands	24	15		
<b>Puerto Rico (except as indicated)</b>	36	24		
Caguas	36	18		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen	36	18		
Vieques Island	NA	12		
Yauco	36	18		
<b>Qatar</b>	24	12		
<b>Romania</b>				
Bucharest	24	24		
<b>Russia</b>				
*Moscow (Personnel assigned to DAO)	24	24	02-15-07	*11
<b>Saint Helena</b> (Ascension Island)	24	12		
<b>Saipan</b> (See Commonwealth of the N. Mariana Islands)				
<b>Sardinia</b> (See Italy)				
* <b>Saudi Arabia</b> (except as indicated)	24	12		*8
*Eskan Village, Riyadh	24	12	07-18-08	*13
<b>Scotland</b> (See United Kingdom)				
<b>Senegal</b>				
*Dakar (Personnel assigned to ODC)	24	24	03-21-07	*11
<b>Serbia</b>				
*Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	*11
<b>Seychelles</b>	24	12		
<b>Sicily</b> (See Italy)				
<b>Singapore</b>	36	24		
<b>Slovakia</b>				
Bratislava	36	24		
<b>Slovenia</b>				
Ljubljana	24	12		
<b>Spain</b> (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		
<b>Sudan</b>	24	12		
<b>Suriname</b>	24	18		
<b>Sweden</b>				
Stockholm	36	24		
<b>Tajikistan</b>	24	12		
<b>Thailand</b> (except as indicated)	24	18		
Bangkok	36	24		
<b>Tunisia</b>	24	18		
<b>Turkey</b> (except as indicated)	24	15		
Balikesir	NA	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	<u>NOTE</u>
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		
Murtd	NA	12		
Oratakoy	NA	12		
Pirinclik	NA	12		
Sahihtepe	NA	12		
Sinop	NA	12		
Yumurtalik	NA	12		
<b>Turkmenistan</b>	24	12		
<b>Ukraine</b>				
Kiev	24	12		
<b>United Arab Emirates</b>	24	12		
<b>United Kingdom</b> (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
<b>Uruguay</b>	36	24		
<b>Uzbekistan</b>	24	12		
<b>Venezuela</b>	24	18		
<b>Vietnam</b>	24	12	12-01-03	
<b>Virgin Islands</b>	36	24		
<b>Wake Island</b>	NA	12		
<b>Wales</b> (See United Kingdom)				
<b>West Indies</b>				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	NA	12		
<b>*Yemen</b>	36	24	06-30-08	*15
<b>Zaire</b> (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 service member is eligible to serve an accompanied-by-dependents tour. Command sponsorship eligibility is controlled by U.S. Forces Korea and is contingent upon availability of facilities and services as determined by the USFK Commander. Service members not eligible to serve an accompanied-by-dependents tour will serve a dependent-restricted tour.

- \*5. Secretaries of Military Departments have authority to permit service members to reside at these locations while dependents reside in areas where housing and services support are available. Upon approval of a Secretarial Overseas Housing Allowance (OHA) waiver, a Service member in a non-Key Billet accompanied tour is allowed to receive the OHA rate for the location at which the family lives in Korea.
- \*6. A Service member assigned to a location with limited command-sponsorship benefits is required to be counseled and to sign a memorandum acknowledging the limited command-sponsorship benefits available at that installation, prior to command sponsorship acceptance.
- \*7. For an area authorized a 36-month accompanied-by-dependents tour, Service members may accept a 36- or 24-month accompanied tour.
- \*8. Due to threat levels, dependents are not currently authorized at this location.
- \*9. 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.
- \*10. 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.
- \*11. "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.
- \*12. PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
- \*13. 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).

\*14. 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).

\*15. May be accompanied by adult dependents age 18 years or older.

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