

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)****CHANGE 581****1 MARCH 2014**

- A. Authorized Personnel. These regulation changes are issued for all Department of Defense civilian employees.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 March 2014 unless otherwise indicated.
- C. Civilian Principals. The following are the current Civilian Principals:

**ANTHONY J. STAMILIO**

Acting Deputy Assistant Secretary of the Army  
(Military Personnel)

**DR. RUSSELL BELAND**

Deputy Assistant Secretary of the Navy (MPP)  
(Manpower and Reserve Affairs)

**NORMA L. INABINET**

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

- D. Applicable CAP Items and Brief of Revisions. This change includes all material and revisions written in the following CAP Items:

**CAP 005-13(R)/MAP 006-13(R) – Professional Books, Papers and Equipment**. Redefines Professional Books, Papers, and Equipment (PBP&E) and limits the amount of PBP&E to a maximum net weight of 2,000 pounds with no authority to waive the limitation. This change is effective for all Permanent Change of Station (PCS) orders issued on or after 1 May 2014. Affects pars. U5310-C, U5310-L, U5335-E, and APP A1.

**CAP 238-13(E) – Payment of Expenses Connected with Death of an Employee On Travel in Support of Contingency Operation**. The General Services Administration (GSA) has amended the Federal Travel Regulation (FTR) in FTR Amendment 2013-02, FTR Case 2013-302 by revising its policy on agency requirements for payment of expenses connected with the death of certain employees and family members based on FY08 NDAA, sec. 1103. The final rule was effective 6 January 2014 and applies to employees who died on or after 28 January 2008. This item also implemented FTR Amendment 2012-07 for travel related to the death, on or after 9 June 2010, of an employee resulting from an injury while performing law enforcement duties. Effective dates for implementation must be applied retroactively. Affects pars. C7065-A, C7085, and C7095-A.

**CAP 015-14(I) – Move Table from C5010 to C7010**. Moves Table 8 of JTR C5010 to JTR C7010-R and renumbers the tables in JTR C5010. Also updates references in the table due to JTR rewrite. Affects pars. C5010, and C7010.

**CAP 016-14(I) – Move RAT Funding from Chapter 5 to Chapter 7**. Moves JTR, par. C5030-D to JTR, par. C7010-S in conjunction with the JTR rewrite. Also updates the JTR tables of contents for Chapters 5 and 7 in reference to RAT. Affects Ch 5-TOC, C5010-A, C5030-D, Ch 7-TOC, C7010-S (New), and C7010-T (New).

**CAP 022-14(I) – Move POC Use for RAT from Chapter 5 to Chapter 7.** Moves JTR, par. C5900-5910 to JTR, par. C7010-U in conjunction with the JTR rewrite. Also updates the JTR tables of contents for Chapter 7 in reference to RAT. Affects pars. C5900-A3, C5905-A1d, C5910-A4, Chapter 7-TOC, and C7010-U.

**CAP 023-14(I) – Increased Civilian Deployment Capacity.** Indefinitely extends the authority for Increased Civilian Deployment Capacity contained in JTR C2230-C6 per USD Memo dated 6 January 2014. Affects par. C2230-C6.

**Par. Reference Updates.** Numerous par reference updates made to Ch 2 and Ch 3 in this month's change. No CTDs issued.

**JOINT TRAVEL REGULATIONS, VOL. 2 (JTR)**

**CHANGE 581**

**1 MARCH 2014**

The following Record-of-Changes chart reflects Joint Travel Regulations, Volume 2, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

JTR	581 03-14	580 02-14	579 01-14	578 12-13	577 11-13	576 10-13	575 09-13	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13
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Cover Letter	581	580	579	578	577	576	575	574	573	572	571	570	569	568
Record of Changes	581	580	579	578	577	576	575	574	573	572	571	570	569	568
Introduction	574	574	574	574	574	574	574	574	563	563	563	563	563	563
Crosswalk (1-3)	579	579	579	560	560	560	560	560	560	560	560	560	560	560
Table of Contents	573	573	573	573	573	573	573	573	573	572	554	554	554	554
<b>Chapter 1</b>														
TOC	579	579	579	558	558	558	558	558	558	558	558	558	558	558
Part A	579	579	579	578	574	574	574	574	573	572	571	559	559	559
Part B	574	574	574	574	574	574	574	574	571	571	571	559	559	559
Part C	574	574	574	574	574	574	574	574	557	557	557	557	557	557
Part D	579	579	579	574	574	574	574	574	570	570	570	570	556	556
Part E	579	579	579	556	556	556	556	556	556	556	556	556	556	556
<b>Chapter 2</b>														
TOC	581	564	564	564	564	564	564	564	564	564	564	564	564	564
Part A	576	576	576	576	576	576	574	574	573	566	566	566	566	566
Part B	581	574	574	574	574	574	574	574	566	566	566	566	566	566
Part C	581	578	578	578	575	575	575	574	573	565	565	565	565	565
Part D	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part E	581	578	578	578	574	574	574	574	564	564	564	564	564	564
Part F	563	563	563	563	563	563	563	563	563	563	563	563	563	563
Part G	574	574	574	574	574	574	574	574	566	566	566	566	566	566
Part H	574	574	574	574	574	574	574	574	558	558	558	558	558	558
Part I	580	580	574	574	574	574	574	574	568	568	568	568	568	568
Part J	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part K	574	574	574	574	574	574	574	574	558	558	558	558	558	558
Part L	581	574	574	574	574	574	574	574	558	558	558	558	558	558
<b>Chapter 3</b>														
TOC	581	574	574	574	574	574	574	574	570	570	570	570	558	558
Part A1	574	574	574	574	574	574	574	574	566	566	566	566	566	566
Part A2	581	574	574	574	574	574	574	574	573	570	570	570	566	566
Part B	566	566	566	566	566	566	566	566	566	566	566	566	566	566
Part C	574	574	574	574	574	574	574	574	566	566	566	566	566	566
Part D	581	574	574	574	574	574	574	574	573	570	570	570	566	566
Part E	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part F	581	574	574	574	574	574	574	574	570	570	570	570	566	566
Part G	581	558	558	558	558	558	558	558	558	558	558	558	558	558
Part H	574	574	574	574	574	574	574	574	558	558	558	558	558	558
Part I	558	558	558	558	558	558	558	558	558	558	558	558	558	558
<b>Chapter 4</b>														
TOC	580	580	579	574	574	574	574	574	572	572	570	570	565	565
Part A	578	578	578	578	572	572	572	572	572	572				
Part B1	576	576	576	576	576	576	574	574	572	572				

JTR	581 03-14	580 02-14	579 01-14	578 12-13	577 11-13	576 10-13	575 09-13	574 08-13	573 07-13	572 06-13	571 05-13	570 04-13	569 03-13	568 02-13
Part B2	572	572	572	572	572	572	572	572	572	572				
Part B3	580	580	579	574	574	574	574	574	572	572				
Part B4	577	577	577	577	577	572	572	572	572	572				
Part B5	580	580	572	572	572	572	572	572	572	572				
Part C	580	580	572	572	572	572	572	572	572	572				
Part D	580	580	576	576	576	576	572	572	572	572				
Part E	572	572	572	572	572	572	572	572	572	572				
Part F	580	580	572	572	572	572	572	572	572	572				
Part G	580	580	578	578	574	574	574	574	572	572				
Part H	572	572	572	572	572	572	572	572	572	572				
Part K	572	572	572	572	572	572	572	572	572	572				
Part L	572	572	572	572	572	572	572	572	572	572				
Part Z	579	579	579	572	572	572	572	572	572	572				
<b>Chapter 5</b>														
TOC	581	578	578	578	576	576	573	573	573	570	570	570	565	565
Part A	581	574	574	574	574	574	574	574	571	571	571	569	569	562
Part B	580	580	577	577	577	576	571	571	571	571	571	570	566	566
Part C1	543	543	543	543	543	543	543	543	543	543	543	543	543	543
Part C2	574	574	574	574	574	574	574	574	555	555	555	555	555	555
Part C3							565	565	565	565	565	565	565	565
Part C4	577	577	577	577	577	555	555	555	555	555	555	555	555	555
Part C5							555	555	555	555	555	555	555	555
Part D1	581	575	575	575	575	575	575	574	556	556	556	556	556	556
Part D2	580	580	574	574	574	574	574	574	573	556	556	556	556	556
Part D3	581	573	573	573	573	573	573	573	573	563	563	563	563	563
Part D4	571	571	571	571	571	571	571	571	571	571	571	558	558	558
Part E1	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part E2	578	578	578	578	571	571	571	571	571	571	571	564	564	564
Part E3	556	556	556	556	556	556	556	556	556	556	556	556	556	556
Part F	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part G	564	564	564	564	564	564	564	564	564	564	564	564	564	564
Part H1	579	579	579	569	569	569	569	569	569	569	569	569	569	556
Part H2	577	577	577	577	577	576	555	555	555	555	555	555	555	555
Part H3	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part I	541	541	541	541	541	541	541	541	541	541	541	541	541	541
Part J	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part K							573	573	573	558	558	558	558	558
Part L1	553	553	553	553	553	553	553	553	553	553	553	553	553	553
Part L2	573	573	573	573	573	573	573	573	573	540	540	540	540	540
Part L3	519	519	519	519	519	519	519	519	519	519	519	519	519	519
Part L4	527	527	527	527	527	527	527	527	527	527	527	527	527	527
Part L5	571	571	571	571	571	571	571	571	571	571	571	551	551	551
Part M	577	577	577	577	577	576	574	574	571	571	571	558	558	558
Part N	576	576	576	576	576	576	546	546	546	546	546	546	546	546
Part O	555	555	555	555	555	555	555	555	555	555	555	555	555	555
Part P1	574	574	574	574	574	574	574	574	565	565	565	565	565	565
Part P2	554	554	554	554	554	554	554	554	554	554	554	554	554	554
Part P3	554	554	554	554	554	554	554	554	554	554	554	554	554	554
Part Q1	578	578	578	578	551	551	551	551	551	551	551	551	551	551
Part Q2	569	569	569	569	569	569	569	569	569	569	569	569	569	551
Part Q3	551	551	551	551	551	551	551	551	551	551	551	551	551	551
Part R	573	573	573	573	573	573	573	573	573	555	555	555	555	555
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TOC	578	578	578	578	570	570	570	570	570	570	570	570	554	554
Part A	578	578	578	578	571	571	571	571	571	571	571	567	567	567
Part B	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part C1	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part C2	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part C3	563	563	563	563	563	563	563	563	563	563	563	563	563	563
Part C4	576	576	576	576	576	576	542	542	542	542	542	542	542	542
Part C5	577	577	577	577	577	569	569	569	569	569	569	569	569	546
Part D	574	574	574	574	574	574	574	574	526	526	526	526	526	526
Part E	570	570	570	570	570	570	570	570	570	570	570	570		
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TOC	581	576	576	576	576	576								
Part A1	576	576	576	576	576	576								
Part A2	576	576	576	576	576	576								
Part A3	581	577	577	577	577	576								
Part A4	576	576	576	576	576	576								
Part A5	576	576	576	576	576	576								
Part B	576	576	576	576	576	576								
Part C	576	576	576	576	576	576								
Part D	581	576	576	576	576	576								
Part E	576	576	576	576	576	576								
Part F1	576	576	576	576	576	576								
Part F2	576	576	576	576	576	576								
Part G	576	576	576	576	576	576								
Part H	576	576	576	576	576	576								
Part I	576	576	576	576	576	576								
Part J	576	576	576	576	576	576								
Part K	576	576	576	576	576	576								
Part L	576	576	576	576	576	576								
Part M	576	576	576	576	576	576								
Part N	576	576	576	576	576	576								
Part O	576	576	576	576	576	576								
Part P	576	576	576	576	576	576								
Part Q	576	576	576	576	576	576								
Part R	576	576	576	576	576	576								
Part S	576	576	576	576	576	576								
Part T	576	576	576	576	576	576								
Part AA	576	576	576	576	576	576								
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Part 2	572	572	572	572	572	572	572	572	572	572	571	569	569	568
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TOC	560	560	560	560	560	560	560	560	560	560	560	560	560	560
Part 1	577	577	577	577	577	576	570	570	570	570	570	570	560	560
Part 2	580	580	570	570	570	570	570	570	570	570	570	570	568	568
Part 3	560	560	560	560	560	560	560	560	560	560	560	560	560	560
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TOC	520	520	520	520	520	520	520	520	520	520	520	520	520	520
Part 1	577	577	577	577	577	562	562	562	562	562	562	562	562	562
Part 2	557	557	557	557	557	557	557	557	557	557	557	557	557	557
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Part 1	577	577	577	577	577	577	540	540	540	540	540	540	540	540
Part 2A	570	570	570	570	570	570	570	570	570	570	570	570	570	560
Part 2B	570	570	570	570	570	570	570	570	570	570	570	570	570	540
Part 2C	546	546	546	546	546	546	546	546	546	546	546	546	546	546
Part 3A	570	570	570	570	570	570	570	570	570	570	570	570	570	543
Part 3B	562	562	562	562	562	562	562	562	562	562	562	562	562	562
Part 3C	570	570	570	570	570	570	570	570	570	570	570	570	570	570
Part 4A	559	559	559	559	559	559	559	559	559	559	559	559	559	559
Part 4B	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 4C	558	558	558	558	558	558	558	558	558	558	558	558	558	558
Part 5A	570	570	570	570	570	570	570	570	570	570	570	570	570	543
Part 5B	570	570	570	570	570	570	570	570	570	570	570	570	570	543
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TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part 1	576	576	576	576	576	576	576	570	570	570	570	570	570	551
Part 2	577	577	577	577	577	577	570	570	570	570	570	570	570	558
Part 3	577	577	577	577	577	577	570	570	570	570	570	570	570	566
Part 4	579	579	579	577	577	572	572	572	572	572	570	570	570	551
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TOC	565	565	565	565	565	565	565	565	565	565	565	565	565	565
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Part 1	574	574	574	574	574	574	574	574	574	570	570	570	570	541
Part 2	577	577	577	577	577	574	574	574	570	570	570	570	570	556
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TOC	544	544	544	544	544	544	544	544	544	544	544	544	544	544
Part1	579	579	579	577	577	576	575	573	573	572	567	567	567	567
Part2	517	517	517	517	517	517	517	517	517	517	517	517	517	517
Part3	563	563	563	563	563	563	563	563	563	563	563	563	563	563
Part4	576	576	576	576	576	576	576	517	517	517	517	517	517	517
<b>Appendix R</b>														
TOC	570	570	570	570	570	570	570	570	570	570	570	570	570	541
Part 1	579	579	579	577	577	577	541	541	541	541	541	541	541	541
Part 2	580	580	577	577	577	570	570	570	570	570	570	570	568	568
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## CHAPTER 2

### OFFICIAL TRAVEL

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C2205	<b>RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL</b> <ul style="list-style-type: none"><li>A. Modifications</li><li>B. Allowances</li><li>C. Approval after the Fact</li><li>D. Deductible Meals</li></ul>
C2210	<b>TRAVEL AND REIMBURSEMENT ORDER</b> <ul style="list-style-type: none"><li>A. Written Order</li><li>B. Oral Order</li><li>C. Order Not Originated by Competent Authority</li></ul>
C2215	<b>ITINERARY VARIATION</b> <ul style="list-style-type: none"><li>A. Variation Authorized in the Order</li><li>B. Variation <i>Not</i> Authorized in the Order</li></ul>
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## PART B: TRAVEL POLICY

### C2100 GENERAL

JTR applies to each traveler whose travel and transportation allowances are governed by the JTR.

### C2105 ECONOMY CLASS ACCOMMODATIONS

\*A traveler must use economy/coach class accommodations unless other accommodations are authorized/approved as provided in par. C3500, C3600, C3650 or C7425.

### C2110 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS (FIRST AND BUSINESS)

A. Definition. See APP A, Part 1 for definitions of PREMIUM, FIRST, and BUSINESS CLASS accommodations.

B. Authority. See par. C3510-A, C3510-B, or C3620 for GOV'T funded 'other than economy/coach' accommodations authority.

C. First Class Decision Support Tool. See APP H, Part 2C, for a first class decision support tool.

D. Business Class Decision Support Tool. See APP H, Part 3B for a business class decision support tool.

E. Travel Order

\*1. The travel order MUST include the cost difference shown in APP H, Part 2A ('Other than economy/coach' Accommodations Reporting Data Elements and Procedures) items 13 and 14.

2. **Example:** Business/First class travel is justified and authorized/approved based on par. C3520. The cost difference between the business and coach class fare is \$765. The authorization/approval could state something similar to "LtGen. Jones, HQ USA/XXXX, (authorized/approved) 'other than economy/coach' accommodations use. Full documentation of the (authorization/approval) for 'other than economy/coach' accommodations use is on file in the approving official's office."

F. Advance Authority. Requests for 'other than economy/coach' accommodations must be made and authorized in advance of travel unless extenuating/emergency circumstances make advance authorization impossible.

G. Extenuating/Emergency Circumstances

1. If extenuating/emergency circumstances prevent advance authorization, the traveler must obtain written approval from the appropriate authority within 7 days of travel completion.

2. A travel order authorizing 'other than economy/coach' accommodations due to extenuating/emergency circumstances must:

- a. Clearly explain the circumstances by providing background and justification to enable upgrade rationale audit;
- b. Include the cost difference between 'other than economy/coach' and economy/coach fares;
- c. Include the authority and authorization source (memo/letter/message/etc.);
- d. Include the date and position identity of the signatory for 'other than economy/coach?'; and
- e. Annotate appropriate GOV'T transportation documents with the same information.

H. ‘Other than Economy/Coach’ Accommodations Not Approved. If ‘other than economy/coach’ accommodations are not approved after the fact, the traveler is responsible for the cost difference between the ‘other than economy/coach’ transportation used and the cost of the transportation class for which the traveler was eligible.

I. Authorizing/Approving Official. Only a person senior to the traveler may authorize/approve ‘other than economy/coach’ accommodations for the traveler ([DoD 4500.9-R, par. E.3.1.4, Encl 3, 12 February 2005](#))

J. Medical and Special Needs

1. See APP A, Part 1 for SPECIAL NEEDS definition.

2. ‘Other than economy/coach’ accommodations may be authorized/approved by the ‘other than economy/coach’ AO due to medical/special needs reasons only if a competent medical authority certifies that a disability/special need exists and, in the case of a medical need, the medical condition necessitates (for a specific time period or on a permanent basis) the accommodations upgrade. Competent medical authority must certify a disability/special need, in writing, every six months. If the disability/special need is a lifelong condition, a certification statement is required every two years.

3. The ‘other than economy/coach’ AO must be able to determine that, at the time of travel, ‘other than economy/coach’ accommodations are/were necessary because the traveler is/was so disabled/limited by special needs that other lower cost economy accommodations (e.g., ‘bulkhead’ seating, or providing two economy seats) cannot/could not be used to meet the traveler’s requirements.

\*4. An attendant authorized transportation under par. C7425 may be authorized/approved ‘other than economy/coach’ accommodations only when the attended traveler is authorized ‘other than economy/coach’ accommodations use and requires attendant services en route.

5. Authority for a family member to use ‘other than economy/coach’ accommodations due to a disability or special need does not authorize the entire family to use ‘other than economy/coach’ accommodations. ‘Other than economy/coach’ authority is limited to the disabled traveler and attendant (if required). See APP A SPECIAL NEEDS definition.

K. ‘Other than Economy/Coach’ Accommodations Not Authorized. Unless authorized/approved for medical reasons/physical handicap in par. C2110-J., ‘other than economy/coach’ accommodations use is not authorized during:

1. PCS;
2. Emergency leave;
3. R&R;
4. FEML;
5. Personnel evacuations;
6. RAT leave;
7. EVT; or
8. FVT.

**C2115 UNUSUAL ROUTE JUSTIFICATION**

Travel other than by a usually traveled route must be justified for any excess cost to be GOV'T funded.

**C2120 PERSONAL CONVENIENCE TRAVEL**

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

**C2125 TRAVELER FINANCIAL RESPONSIBILITY**

The traveler is personally financially responsible for any expense accrued by not complying with the JTR.

**C2130 LEAVE**

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

**C2135 SUBSTANDARD ACCOMMODATIONS**

A traveler may voluntarily use/accept, and the GOV'T may furnish, accommodations that do not meet minimum standards if the traveler's or Service's needs require use of these accommodations. Involuntary acceptance of substandard accommodations is not required.

**C2140 U.S. CERTIFICATED TRANSPORTATION REIMBURSEMENT RESTRICTION**

A traveler generally may not be reimbursed for travel on non U.S. certificated transportation modes if U.S. certificated transportation is available for the transportation mode. For exceptions, see the specific transportation mode.

**C2145 DEPENDENT TRANSPORTATION SEATING**

Each dependent traveling at GOV'T expense is allowed a seat.

**C2150 SERVICE RESPONSIBILITY**

Each Service/DoD COMPONENT must:

1. Only authorize/approve 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 is authorized.

**C2155 AIRPORT SELECTION**

A. Multiple Airports

1. Ordinarily a traveler can use the airport that best suits the traveler's needs in an area/location with multiple airports, except when the AO determines based on command/installation/office written policy that a specific airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports).
2. Potential lost work time may be considered.
3. CONUS areas/locations with multiple airports include, but are not limited to: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York City, San Francisco, and Washington, DC.

4. *If the command/installation/office does not have a written policy, the traveler chooses which airport to use when constructing transportation cost.*

B. Servicing Airport

1. A traveler may not be required to use a nearby airport that is not a servicing airport of either the origin or destination even though the more distant airport provides a less costly airfare unless the command/installation/office has a written policy after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports).

2. Potential lost work time may be considered.

3. **Example:** The servicing airport for 29 Palms, CA, is Palm Springs, CA. Los Angeles, CA, may not be directed without written guidance; the servicing airport for Camp Lejeune, NC, is Jacksonville, NC, Raleigh, NC, may not be directed without written guidance; even though the more distant airports may provide less costly airfares.

**C2160 TDY CANCELED OR CHANGED**

A traveler must promptly cancel airline and/or lodging reservations when it is known that they will not be used (e.g., TDY canceled, curtailed or changed). All unused tickets must be promptly turned into the issuing CTO. A traveler's failure to follow these procedures may make the traveler financially liable for any resulting losses.

**C2165 TDY TRAVEL INVOLVING NON PDS LOCATION**

A. General. A traveler on a TDY order is authorized travel and transportation allowances for the actual travel and transportation cost for the transportation mode authorized and used, NTE the constructed travel and transportation cost between the traveler's PDS and TDY location.

B. Limitations. When TDY travel is to/from a *non PDS* location:

1. The traveler is responsible for all excess travel/transportation costs; and

2. Constructed costs for each trip leg must be based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*

\*C. Travel Order Received while on Leave. See par. C4290-C for TDY travel and transportation allowances when a TDY order is received while a traveler is on official leave.

**C2170 WHEN PER DIEM IS AUTHORIZED**

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at POEs and PODs ICW a PCS,

3. TDY periods directed in a PCS order,

4. Delays to qualify for reduced travel fares (par. C4415-E).

## PART C: TRAVEL ORDER

### C2200 GENERAL

- A. Travel Order. A document, issued/approved by the Secretarial Process, directing travel to/from/between designated points and serving as the basis for reimbursement by the GOV'T of official travel, transportation, and reimbursable expenses. *See APP I for more information on travel orders.*
- B. Official Travel Conditions. The order establishes conditions for GOV'T funded official travel and transportation, and is the reimbursement basis for the traveler.
- C. Issuance Prior to Travel. An order should be issued before travel is performed.
- D. Unauthorized Reimbursement
1. Travel reimbursement is not authorized when travel is performed before receipt of a written/oral order.
  2. *Expenses incurred before receipt of a written or oral order are not reimbursable unless the agency has manifested a clear "administrative intent" to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement ([CBCA 3294-RELO, 29 May 2013](#)).*
- E. Travel Order Necessity
1. Generally, an order is necessary except when same day in and around local travel with no lodging requirement is involved.
  2. An order is *not* necessary when:
    - a. Travel is performed at/in the immediate vicinity of the PDS (local travel), and
    - b. The travel claim only involves reimbursement for transportation expenses authorized/approved as being in the GOV'T's interest.
  3. If an order is not issued for local travel, voucher approval is sufficient for reimbursement purposes.

### C2205 RETROACTIVE ORDER MODIFICATION AND AUTHORIZATION/APPROVAL

- A. Modifications
1. An order:
    - a. May be retroactively corrected to show the original intent ([CBCA 3472-RELO, 23 September 2013](#)), and
    - b. *Must not be revoked/modified retroactively to create/deny/change an allowance ([24 Comp. Gen. 439 \(1944\)](#)). **Example:** After travel is completed, it would be improper to amend an order to 'un-authorize' POC travel that the order clearly permitted.*
  2. A TDY location can be changed to a PDS but a PDS cannot be changed to a TDY station once travel to the PDS is complete (i.e., traveler has reported for duty).
- B. Allowances. Some allowances (because of law) may be:
1. Authorized only in advance of travel, or
  2. Approved only after travel is completed, or

3. Authorized and/or approved.

See APP A for definitions of “AUTHORIZE” and “APPROVE”.

C. Approval after the Fact. When an allowance may be approved after the fact, that approval, after the fact, does *not* constitute 'retroactive modification' of an order to create/change/deny an allowance.

D. Deductible Meals. See par. C4205 regarding the effect of deductible meals on meal rates.

### **C2210 TRAVEL AND REIMBURSEMENT ORDER**

A. Written Order. A written order:

1. Issued by competent authority is required for expense reimbursement ICW official travel.
2. That quotes/references an authority initiating the order is competent.
3. That does not have a box to check for a particular allowance should include a statement authorizing the allowance. **Example:** <http://www.transcom.mil/dtr/part-i/> indicates that a statement authorizing commercial vehicle rental must be contained in an order to expedite processing at a rental location.
4. May only contain authority for travel and transportation allowances provided in the JTR (i.e., other allowances cannot be 'created' by AOs).
5. Should include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO. 11 January 2011](#)).

B. Oral Order

1. An urgent/unusual situation may require that official travel begin/be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium, may be given. When this occurs, ***the AO must promptly issue a confirmatory written order.***

2. An oral order:

- a. Given in advance of travel,
- b. Subsequently confirmed in writing giving the date of the oral order, and
- c. Approved by competent authority

meets the requirement for a written order.

C. Order Not Originated by Competent Authority. An order issued under unusual conditions and not originated by competent authority must be approved by the AO before travel expense reimbursement.

### **C2215 ITINERARY VARIATION**

A. Variation Authorized in the Order. An order may include authority for itinerary variations to permit a traveler to:

1. Omit travel to named destinations,
2. Change the named destinations travel sequence,

3. Change the specified time for remaining at a named destination, and/or
  4. Travel to additional destinations.
- B. Variation *Not* Authorized in the Order. Itinerary variation:
1. Changes may be orally authorized by the AO later confirmed in writing when an order does not contain itinerary variation authority, but circumstances arising after travel begins require itinerary variation.
  2. Must not be substituted for inadequate advance preparation.
  3. Does not create a blanket order.

#### **C2220 AMENDED, MODIFIED, CANCELED, OR REVOKED ORDER**

- A. Effective Date of Order. When determining the travel and transportation allowances and reimbursable expenses under an order that is amended, modified, canceled or revoked before the effective date, the order is effective:
1. When received by the traveler for travel performed by the traveler/dependents after order receipt, or
  2. When, ICW a PCS, any transportation of HHG, mobile home or POV is begun or completed, even though leave, delay, proceed time, or TDY en route is involved.
- B. Retroactive Modification. See par. C2205 for retroactive modification and authorization/approval.

#### **C2225 BLANKET/REPEAT TDY ORDER**

***NOTE: The blanket/repeat TDY order is not used in DTS.***

- A. Travel Order Expiration. A blanket/repeat TDY order does not expire when the traveler returns to the PDS. It continues, in effect, until expiration by:
1. Time limit contained in the order,
  2. Automatic cancellation upon PCS,
  3. End of the fiscal year, or
  4. Revocation.
- B. Written Requirements. The following statements, when applicable, must be written into the blanket/repeat TDY order.
1. Identification as a “blanket/repeat” TDY order;
  2. Traveler authority to depart at such times and to travel to locations within the specified geographic area, and with such frequency as the traveler deems necessary;
  3. The specific geographic area limitations (e.g., continents, countries, states, etc.);
  4. The TDY travel period within a given fiscal year (i.e., a blanket/repeat TDY order cannot cross fiscal years);
  5. The reason(s) the blanket/repeat TDY order is necessary;
  6. Estimated travel costs (transportation, per diem, and reimbursable expenses) for the period indicated in the blanket/repeat order;

7. Authority for special conveyance use reimbursement when approved on a travel voucher as being to the GOV'T's advantage, if appropriate;
8. Excess accompanied baggage authorization, if necessary; and
9. Other conditions, limitations, and instructions as appropriate.

C. 'Other than Economy/Coach' Accommodations Not Authorized. A blanket/repeat TDY order must *never* authorize 'other than economy/coach' transportation. If 'other than economy/coach' accommodations are necessary for one or more specific trips, an order amendment, containing the necessary separate required statements for each such trip, must be issued.

D. AEA

1. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case.
2. AEA *must not be authorized* as part of a blanket/repeat TDY order or used as blanket authority to authorize/approve automatic AEA for all travel to an area.
3. See par. C4315 for AEA limitations.

**C2230 TDY TIME LIMITATIONS (EXCEPT TDY FOR TRAINING)**

A. General

1. The AO must determine that the assignment is not a TCS or PCS move before authorizing a long term TDY assignment away from the PDS. All of the following criteria must be met for an assignment to be TDY ([68 Comp. Gen. 465 \(1989\)](#)):
  - a. The duties to be performed are temporary in nature,
  - b. The assignment is for a reasonable time duration, and
  - c. TDY costs are lower than round trip TCS or PCS expenses.
2. The traveler's PDS is where the traveler spends, and is expected to spend, the most time.
3. The "temporary" designation of a traveler's duty station on an order is not necessarily controlling.
4. Long term TDY should not exceed 180 consecutive days ([64 Comp. Gen. 205 \(1985\)](#); [62 id. 560 \(1983\)](#)).

B. 180-Day Time Limitation

1. General. A TDY assignment at one location may not exceed 180 consecutive days, except when authorized under par. C2230-C ([36 Comp. Gen. 757 \(1957\)](#)).
2. Extensions
  - a. Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed.
  - b. Extensions are limited to those cases where there has been a definite change or unforeseen delays were encountered. This limitation does not apply to a traveler assigned TDY at more than one location that total 181 or more days if the duty period at any location is less than 180 days;

3. 180 Day Rule Violation. Issuing a TDY order for 179 consecutive days, followed by a brief return to the PDS, followed by another TDY order for return to the same location is a violation of the 180-consecutive-day policy if the known/reasonably anticipated, TDY duration was in excess of 180 days when the initial order was issued.

C. TDY Periods in Excess of 180 Consecutive Days

1. Authorization. When mission objectives/unusual circumstances require TDY at one location for more than 180 consecutive days the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)).

2. Authorizing/Approving Authority. The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is:

- a. The Secretary Concerned,
- b. Service Headquarters, if delegated,
- c. DoD COMPONENT Director,
- d. The Chief of an appropriate bureau/staff agency specifically designated for that purpose (2 Star equivalent), or
- e. Commander/Deputy Commander of a Combatant Command.

*This authority must not be re-delegated, except as stated for Service Headquarters.*

3. Written Request and Justification. A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued.

4. Order Issuance after the Fact. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

- a. Approve the order as written, or
- b. Direct that the order be amended to:
  - (1) Terminate the duty and return the traveler to the old station or assign a new station,
  - (2) Change the assignment from TDY to a PCS,
  - (3) Fix the period at 180 or fewer days from the reporting date at the TDY station, or
  - \*(4) Authorize a TCS (C2230-D), **and**
- c. Ensure the tax information in par. C2230-E is in the TDY order remarks section.

5. Per Diem

a. If a traveler is transferred by a PCS order to the TDY location, per diem, being paid ICW the TDY assignment, stops on the date the traveler is notified of the transfer. See par. C4800.

b. If a traveler is TDY in excess of 180 days without authorization/approval, the traveler's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, 3 November 1976). **Authorization/approval to exceed the 180-day TDY limitation is essential.**

6. Civilian Employees Deployed to Afghanistan/Iraq Supporting Ongoing Contingency Operations

a. The requirements in par. C2230-C do not apply to a civilian employee's TDY assignment when deployed to Afghanistan/Iraq supporting ongoing contingency operations (APP A).

\*b. The USD (P&R) memo, '[Building Increased Civilian Deployment Capacity](#)' of 12 February 2008, as amended December 8, 2010, recognized that deployments to Iraq and Afghanistan are typically for TDY periods of 12 or more months. This authority was extended indefinitely per USD (P&R) memo, '[Extended Temporary Duty Assignments to Iraq and Afghanistan](#),' 6 January 2014.

c. Prior to the official travel start, the order must cite the 12 February 2008 USD (P&R) memo as the waiver authority.

d. The waiver authority does not require USD (CPP) review; however, the authority must be in the GOV'T's interest.

e. This policy applies also to a non-DoD civilian employee if the order is DoD funded (par. C1000-A).

f. The memo authority does not allow an Agency/Service to authorize SIT of HHG extension beyond 180 days (see par. C5191).

7. Previous Long-Term TDY Assignment

a. Taxable TDY Period. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment (within a 7 month time frame after return to the PDS); this second TDY period could be considered, by the IRS, to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period.

b. 7-Month Period Requirement

(1) Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location.

(2) Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

8. Agency Liability for Employment Taxes. Approving officials and Agencies must be aware that sending a traveler on TDY to one location for a year or more may result in Agency liability for employment taxes related to the TDY because the IRS considers such duty as a permanent move.

D. Temporary Change of Station (TCS) Instead of Extended TDY

1. The AO may authorize the limited PCS allowances of a TCS instead of TDY allowances when the extended TDY period is between 6 and 30 consecutive months.

2. Discretionary TCS allowances, authorized in the GOV'T's interest and IAW par. C5715-B, expire when the TCS mission is completed. See Ch 5, Part O.

E. Reimbursable TCS/TDY Allowances Taxation

1. The AO must advise the traveler of the potential federal, state, and local income tax obligations if the TCS/TDY assignment (including a training assignment) is at one location for more than a year. ***Tax rules may differ by state and locality.***

2. A traveler who performs TCS is subject to federal, state and local income tax obligations on some, but not all, of the TCS reimbursements. See par. C5650 for RIT allowance.

3. A TDY assignment at one location for more than a year may be considered, by the IRS, to be a permanent assignment and any reimbursement (e.g., per diem) may be considered taxable income by the IRS.

\*4. A traveler should research potential state and local income tax obligations incurred incident to an extended TDY assignment at one location. See par. C4950 for ITRA.

5. An IRS statute, ([26 USC §162\(a\)](#)) and the implementing IRS regulations in [26 CFR 1.162](#) do not permit travel expense deductions (including amounts for meals and lodging) during a TDY assignment at one location, if the assignment exceeds one year.

6. The traveler should check with state and local authorities regarding travel expense deductions during a TDY assignment exceeding one year at one location.

F. TDY Assignment *Initially* Expected to Last Less than 1 Year

1. A civilian employee's TDY assignment at one location that is initially and realistically expected to last less than 1 year, but at some later date during the TDY period the TDY assignment is expected to exceed 1 year; that TDY assignment may be treated by the IRS as temporary until the date that the employee's realistic expectation changed (to a period of one year or longer) ([CBCA 2594-TRAV, 13 April 2012](#)).

\*2. When an AGENCY has a "REALISTIC EXPECTATION" that the employee's travel will exceed 1 year, travel reimbursements become taxable going forward (i.e., it does NOT apply to travel reimbursements before that time). See the [IRS website](#). See par. C4950 for ITRA.

a. **Example 1:** An employee is issued a TDY order for a period NTE 1 year at the TDY location. While at TDY, the AGENCY learns that the employee is required to remain at the TDY location in excess of 1 year. When the decision is reasonably known that the assignment will exceed 1 year, the assignment is no longer considered temporary and the TDY allowances from that point forward become potentially taxable. The assignment may be considered permanent and taxable by the IRS from the time that the decision to extend the period to be longer than 1 year is reasonably known. Taxation of all time at the TDY location preceding the time that the decision is reasonably known is considered temporary and the IRS will determine taxability.

b. **Example 2:** An employee travels from the PDS to a TDY location in another state indefinitely twice a month. Travel is indefinite in nature, but expected to last over 1 year, or not expected to end in less than a year. Reimbursement of TDY allowances are considered taxable by the IRS because TDY period is expected to exceed 1 year.

3. When, after an employee's TDY assignment has ended and the employee returns to the PDS, the employee returns to the same TDY location to perform another TDY assignment within a 7 month time frame. After return to the PDS, this second TDY period could be considered by the IRS to be part of the previous long-term TDY assignment and thereby establish a 'taxable' TDY period. Return to the previous long-term TDY location must not occur until at least a 7-month period at the PDS has transpired prior to return to the long-term TDY location. Only if the 7-month period at the PDS has transpired can the employee be returned to the TDY location without risk of having the two TDY periods considered one TDY assignment by the [IRS](#).

**Example:** Traveler's PDS is Alexandria, VA. The traveler performs a long-term TDY assignment in Atlanta, GA, for 179 days. The TDY ends and the traveler returns to the PDS in Alexandria, VA. The traveler remains at the PDS for 6 months and then returns to the previous TDY location in Atlanta, GA, to perform another 179-day TDY. The second TDY may be considered by the IRS to be a part of the previous TDY assignment and taxable because the traveler did not remain at the PDS in Alexandria for more than 7 months before returning to Atlanta to perform another TDY.

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## PART E: TRAVEL ADVANCE

### C2300 AUTHORITY

- A. Authorization. A travel advance, as allowed by the authorizing statute:
1. May be paid when authorized on a travel order, and
  2. Is not the same as authorizing GTCC IBA use for an ATM advance.
- B. Regulations. A travel advance is paid IAW the [DoDFMR, Volume 9](#).

### C2305 TRAVELER AND SERVICE/AGENCY RESPONSIBILITY

- A. Traveler Responsibility. A traveler on official business:
1. Is responsible for travel expenses, but
  2. Should not have to pay official travel expenses entirely from personal funds, unless the traveler decides not to use available GOV'T resources (e.g., the GTCC or traveler's checks).
- B. Service/Agency Responsibility. The Service/Agency:
- a. May issue travel advances for certain authorized expenses, and
  - b. Should ensure a traveler takes all reasonable steps to minimize the cash burden on both the Service/DoD Component and the traveler (e.g., using the GTCC).

### C2310 AUTHORIZED TRAVEL ADVANCES

- A. General. A traveler may receive advance payment for expenses such as per diem, mileage, AEA, reimbursable expenses and specified travel and transportation allowances.
- B. Advance Payment Information. Additional information on advance payment of allowances is located as follows:
1. Discounted Conference/Training Registration Fee (APP R2-H);
  2. TDY travel (Ch 4);
  - \*3. Advance Lodging deposit (par. C4130-M);
  4. Reimbursable expenses (APP G);
  5. HHG transportation and SIT using the commuted rate method (pars. C5160-C2 and C5190-E);
  6. Mobile home transportation (par. C5295);
  7. House hunting Trip (HHT) (par. C5632);
  8. Temporary QTRS Subsistence Expenses (TQSE) (Ch 5, Part H);
  - \*9. Attendants/escorts for military dependents (par.C7115); and
  10. Transportation and Emergency Storage of POV (par. C6022).

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## PART L: LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION

### C2800 GENERAL

- A. Authority. DoD COMPONENT-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area.
- B. Local Area. The local area is the area:
1. Classification. The local area is:
    - a. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local public transit systems;
    - b. Within a local commuting area of the PDS/TDY station determined by the AO/local Service in a written directive. *An arbitrary distance radius must not be established to define a local commuting area* ([59 Comp. Gen. 397 \(1980\)](#)); or
    - c. Separate cities, towns, or installations adjacent/close to each other, between which the commuting public travels during normal business hours on a daily basis.
  2. Designation. For DoD, the installation/base/senior commander establishes the local area for all DoD personnel, even if the personnel are from more than one command, unit, installation, or component.
- C. Control and Delegation
1. A commander/agency head must designate, in writing, appropriate personnel who may authorize/approve local public transit system use by a traveler, other than a traveler under an official travel order, in the performance of official business.
  2. These designated officials also are responsible for:
    - a. Furnishing public transit system tokens/tickets, when appropriate; (***NOTE: The Service/ Agency must specify the business practice for managing and safeguarding such items, if applicable***), and
    - b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local public transit system.
  3. The furnishing of public transit system tokens/tickets does not relate to the transit subsidy program.
- D. Reimbursable Expenses. See APP G.
- E. Mass Transit Subsidy Voucher. A mass transit subsidy voucher:
1. Is *not* covered in the JTR;
  2. Is intended only for transportation from home to work site and return to home;
  3. Is not intended for use to pay for travel to/from/between alternate work site(s); and
  4. Used to travel to/from/between alternate work site(s) prevents the traveler from receiving local travel reimbursement for that travel.

**C2805 PDS AREA TRAVEL**

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel during usual official duty hours, between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point.

B. Commercial Transportation

1. Commercial transportation expense reimbursement is authorized/approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
2. When reimbursement is authorized/approved, commercial travel reimbursement is authorized for actual and necessary expenses that exceed the ordinary costs incurred, for:
  - a. Local public transit system (when tokens, tickets or cash fares are not furnished);
  - b. Taxicab fares plus transportation-related tips; and
  - c. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:
  - a. POC travel is reimbursed using the authorized TDY mileage (par. C2600) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.
  - b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See APP G.
  - c. TDY mileage payment and expense reimbursement are made only to the traveler defraying the POC operating expenses, regardless of the number of passengers who accompany the traveler or which passengers contribute funds to defray the POC operating expenses.
2. Between Residence/PDS and Alternate Work Site within the Local Area
  - a. See par. C4780 for travel to/from a transportation terminal.
  - b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.
  - c. If the traveler does not ordinarily travel by POC to/from home, and POC travel is authorized/approved between the residence/PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

**Part L: Local Travel in and Around the PDS/TDY Location**

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D. Both Commercial Transportation and POC Travel. When POC and/or commercial transportation use is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to/from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular work site;
2. The actual cost of necessary POC parking; and
3. The cost of local public transit system when tokens, tickets or cash fares are not furnished (***NOTE: The Service/Agency must specify the business practices for managing and safeguarding such items, if applicable.***)

E. Examples

1. **Example 1**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ( $50 + 25 + 10 - 70 = 15$ ).
2. **Example 2**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.
3. **Example 3**. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles ( $15 + 30 + 15 = 60$  miles x TDY mileage) minus \$7.
4. **Example 4**. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles ( $45 + 67 + 12 - 10 = 114$  miles x TDY mileage) minus \$10.
5. **Example 5**. The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a GOV'T-furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's ordinary cost to get to work.
6. **Example 6**. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized TDY mileage for the travel performed (37 miles) since the distance traveled is less than the commuting distance (40 miles) to the usual work site.
7. **Example 7**. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for the ordinary POC commute).

F. Transportation Expense Reimbursement Tax

1. Conditions. Local taxable travel exists when:

a. There is a reasonable expectation that an employee will work at a temporary/alternate location for more than one year, and for more than 35 workdays in a calendar year. The 35 Day Rule applies **only** for local taxable travel.

b. An employee travels:

(1) Daily to a temporary/alternate work location within the general commuting area, and

(2) To and from the residence within a day.

2. Reimbursement Taxable as Wages. Only reimbursement for travel to/from the employee's residence and the alternate work location are taxable as wages.

3. Federal, State, and Local Income Tax Obligations. The AO must advise the employee of potential federal, state, and local income tax obligations for transportation expense reimbursement, in the PDS area, if there is a reasonable expectation that the employee will work at a temporary location for more than one year, and for more than 35 workdays in a calendar year. Tax rules may differ by state and locality.

\*4. Income Tax Reimbursement Allowance (ITRA). The ITRA (par. C4950):

a. Applies only to extended TDY assignments, and

b. May not be applied to local travel.

5. Examples

a. **Example 1**. An employee is responsible for managing employees in two local area locations. The employee drives to an alternate work site, 45 minutes from the residence, every Thursday to approve documents, and meet with employees. There is reasonable expectation that travel will last for more than 1 year, and for more than 35 days in one year. Reimbursements for daily travel are considered taxable by the IRS.

b. **Example 2**. An employee takes the train daily between NYC and Peekskill, NY to attend meetings and conduct other business tasks. The employee expects to follow this routine continuously for the next 5 months (100 workdays). There is a reasonable expectation that travel will last for less than 1 year. The 35 Day Rule does not apply because travel is reasonably expected to last for 1 year or less. Reimbursements for daily travel are non-taxable.

**C2810 TRAVEL AT THE TDY LOCATION**

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;

2. Duty sites; or

3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site

1. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty.
2. The traveler must furnish a statement that GOV'T transportation was not available or, if available, was not suitable for the travel involved.
3. The traveler may be reimbursed for:
  - a. Daily round trips between lodging and place of duty; and
  - b. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transit system fares;
2. Taxicab fares plus transportation-related tips (*when to the GOV'T's advantage*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when to the GOV'T's advantage*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed IAW par. C2805-C.

**C2815 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's, regular working hours, and
2. Dependent on public transportation for travel, and
3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis is to the GOV'T's advantage be written separately or be placed on the reimbursement voucher.

D. POC Mileage. *There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours* ([58 Comp. Gen. 188 \(1978\)](#); [B-171969.42, 9 January 1976](#); [B-202836, 19 November 1981](#); and [B-307918, 20 December 2006](#)).

**C2820 VOUCHERS AND SUPPORTING DOCUMENTS**

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## CHAPTER 3 TRANSPORTATION

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**PART H: COMMERCIAL SHIP TRANSPORTATION**

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**Paragraph   Title/Contents**

**PART I: CAR FERRY**

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<b>C3700</b>	<b>CAR FERRY</b>
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## PART A: GENERAL

### SECTION 2: TRANSPORTATION REIMBURSEMENT

#### C3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;
2. Transportation to/from carrier terminals; and
3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

#### C3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all DoD civilian employees use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Service/DoD COMPONENT designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. C1035 applies to those who violate policy.

B. Reimbursement Limitations

- \*1. Except for PCS transoceanic travel (see par. C5110), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. C3045-D through H.
2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.
3. See Ch 4, Part G when the transportation is partly by POC.
4. If a traveler uses GOV'T procured transportation for part of a journey (see par. C3035), the limits in pars. C3045-D and C3045-E must be reduced by its cost.

C. Transaction Fee

1. The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, 'in house' or CTO transportation, frequently includes a transaction fee for arranging the transportation.
2. A CTO transaction fee incurred by a traveler is a miscellaneous reimbursable expense under APP G.
3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a miscellaneous reimbursable expense under APP G.

D. GOV'T CTO or 'In House' Is Available

1. General. When GOV'T CTO (see APP A) or 'in house' services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for the official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. C1035.

2. Constructed Cost Basis. For air transportation, constructed costs are based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*

3. City Pair Airfare Available. A city pair airfare is available if a contract airfare is offered between origin and destination. The airfare may involve a nonstop flight, a direct flight (same flight from origin to destination, but with one or more stops en route), or connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement). However, a city pair fare is not available if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.

**Example 1:** There is a contract city pair airfare between Charlotte, NC, and Los Angeles, CA, even though it is a connecting flight.

**Example 2:** There is no contract city pair airfare between Asheville, NC, and Los Angeles, CA. However, there is a city pair fare between Asheville, NC, and Chicago, IL, and then a city pair fare from Chicago, IL, to Los Angeles, CA. The two separate city pair fares do not constitute a city pair fare between origin (Asheville) and destination (Los Angeles). However, the two separate city pair fares may be combined to arrive at the POLICY CONSTRUCTED AIRFARE.

4. Constructed Cost Limitations

a. The constructed transportation cost is based on the POLICY CONSTRUCTED AIRFARE (with the par. C3520-A6 exception).

b. **Example:** There is often no city pair airfare connecting origin and destination. Several POLICY CONSTRUCTED AIRFARES (see APP A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city pair airfare. See C3045-D3.

c. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

5. Restricted Airfare Use

a. When any risk of trip cancellation/itinerary change is outweighed by potential cost savings, the AO might authorize”:

(1) A restricted airfare, available to the general public, in lieu of a city pair airfare (APP P1, par. A6c), or

(2) Any available restricted airfare for which the traveler qualifies in lieu of the POLICY CONSTRUCTED AIRFARE.

b. Compliance with the ‘Fly America Act’ must be maintained (i.e., a less expensive restricted airfare on a non U.S. certificated airfare cannot be used in lieu of using an available U.S. certificated air carrier).

c. The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare may be advantageous to the GOV’T.

d. See par. U3500 for use of restricted airfares.

E. GOV’T CTO or ‘In House’ Is Not Available

1. In the *very rare circumstance* that a GOV’T CTO/‘in house’ service is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the POLICY CONSTRUCTED commercial transportation cost between authorized points.

2. A CTO itself (rather than a particular ticket) must be unavailable to qualify under this par..

3. See par. U3500 for use of restricted airfares.

4. Each non availability event should lead to correction(s) that make CTO service available should the same situation arise again.

F. Transoceanic Travel - GOV’T/GOV’T Procured Transportation Is Available

1. When GOV’T/GOV’T procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available GOV’T/ GOV’T procured transportation. See par. C5110 for PCS transoceanic travel.

2. If both GOV’T and GOV’T procured transportation are available, the lower priced mode is the maximum reimbursement measure.

3. When GOV’T/GOV’T procured transportation is *not available*, reimbursement is authorized for the transportation cost NTE the POLICY CONSTRUCTED airfare available over the direct route between the origin and destination.

4. See par. C3500-P for medically inadvisable airfare.

G. Transoceanic Ferry Fares. When a TDY traveler travels at personal expense on a transoceanic ferry that is authorized/approved as being to the GOV’T’s advantage, reimbursement is authorized for the cost incurred, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)). See par. C3665 for non U.S. certificated ferries.

H. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

**C3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE ([FTR, Part 301-10, Subpart E](#))**

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 id. 116 \(1941\)](#)).
2. The TO determines the applicable transportation mode for constructed cost purposes.
3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. GOV'T and GOV'T Procured Air Transportation Available

- \*1. When GOV'T/GOV'T procured air transportation use is required under Ch. 3, Part F, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T procured air transportation.
2. Constructed costs are based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non-capacity controlled city pair airfare. ***Capacity controlled city pair airfares are never used for cost construction.***
3. Non-capacity controlled city pair airfare transportation is presumed available if there is city pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.
4. GOV'T/GOV'T procured air transportation is not available when:
  - a. An AO determines that GOV'T and/or GOV'T procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;
  - b. GOV'T and/or GOV'T procured air transportation use would involve circuitous travel or undue inconvenience; or
  - c. Travel via aircraft is medically inadvisable.
5. The lower priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T procured transportation are both available.
6. If only GOV'T procured transportation is available, its cost is the reimbursement limit.

C. GOV'T/GOV'T procured Air Transportation Not Available

1. When GOV'T/GOV'T procured air transportation is not available, or GOV'T air transportation is not available, reimbursement for transportation used must not exceed the POLICY CONSTRUCTED airfare (APP A definition) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.
2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

D. Use of Non U.S. certificated Air Carriers or Non U.S. Registry Ships

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non U.S. certificated/registry carrier (or ship) service is used.
2. If U.S. certificated/registry carrier/ship service is available for an entire trip and the traveler uses a non U.S. certificated/registry carrier/ship for any part, or all, of the trip, the transportation cost on the non U.S. certificated/registry carrier or ship is **not payable** ([FTR §301-10.143](#)).

E. Computation

1. Except as prohibited in pars. C3525 and C3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. **No other costs are added to the computation.** The traveler is paid whichever (actual or constructed) is less.
2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.
3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the GOV'T Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel order limitations. See par. C3500-O.

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**PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC CONVEYANCE**

**NOTE:** Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

**C3300 GENERAL**

**NOTE:** The traveler and command must adhere to the prudent traveler rules for GOV'T funded official travel. See par. C2000 and [CBCA 2852-TRAV, 28 August 2012](#).

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

**C3305 REIMBURSABLE EXPENSES**

- A. Allowable Reimbursement. A traveler may be reimbursed for transportation related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. C3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.
- B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.
- C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See APP G.

**C3310 TAXICAB/LIMOUSINE SERVICE USE**

- A. To/from Transportation Terminal
1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares plus tip between:
    - a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;
    - b. Transportation terminals if a free transfer is not provided;
    - c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
    - d. A transportation terminal and limousine service terminal.
  2. PDS Boundary for Travel Reimbursement. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.

**Part D: Taxi, Special Conveyance, Bus, Streetcar, Subway, or Other Public Conveyance**

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B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi/limousine fares plus tip from the:

1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and
2. PDS to the residence on the TDY return day.

**C3315 BUS, STREETCAR, AND SUBWAY USE**

A. To/from/between Transportation Terminals

1. Reimbursement is authorized for bus, streetcar, and subway fares as follows:
  - a. Between places of residence, lodging, or duty at the PDS/TDY station and the transportation terminal;
  - b. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
  - c. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the traveler's control.
2. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the traveler 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 traveler's residence to the PDS on the traveler's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the traveler's residence on the return day from TDY.

**C3320 SPECIAL CONVEYANCE USE**

A. Authorization/Approval. An AO may:

1. Authorize/approve special conveyance (e.g., rental car) use when the use is to the GOV'T's advantage.
2. Not authorize/approve special conveyance use for a traveler's personal preference or minor inconvenience.

B. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to/from/between carrier 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 carrier terminals.*

C. Between Duty Stations

1. The AO may authorize/approve travel by special conveyance:
  - a. To/from/between TDY stations under circumstances not permitting use of usual transportation modes, or
  - b. When special conveyance use is determined to be to the GOV'T's advantage.
2. Reimbursement is authorized for the total expense incurred in the special conveyance use.

**Part D: Taxi, Special Conveyance, Bus, Streetcar, Subway, or Other Public Conveyance**

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D. In and around PDS/TDY Station. See Ch 2, Part L for special conveyance use reimbursement in and around the PDS/TDY station.

E. 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.

F. Reimbursement

1. General. See APP G for special conveyance reimbursement (including aircraft).

\*2. Limitation. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. C2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. C4710-C.

\*G. Special Conveyance Receipts. See par. C2000-C, and [DoDFMR 7000.14-R, Volume 9](#).

H. Special Conveyance Use for PCS Travel

1. A special conveyance:
  - a. May be used for PCS travel when other transportation modes are not to the GOV'T's advantage,
  - b. Must be authorized in a PCS travel order,
  - c. May not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
  - d. Are not authorized at the PDS to travel to/from work, or for personal convenience.
2. Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY.
3. A traveler is not authorized a rental car at the PDS to travel to/from work, or for personal convenience.

**C3330 SELECTING A RENTAL VEHICLE**

A. Instructions and Guidance. See [DTMO rental car agreement](#), and <http://www.transcom.mil/dtr/part-i/> for instructions and guidance for the selection of rental vehicles.

B. CTO Use. It is *mandatory policy that a traveler uses an available* CTO to obtain a rental vehicle. It is *not mandatory* to use a CTO when renting an airplane or bus ([CBCA 2956-TRAV, 31 January 2013](#)).

C. Rental Service Cost

1. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles.
2. 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.

D. DTMO Rental Car Agreement

1. 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.
2. To view DTMO approved rental car companies and rates see [rental cars](#), or [rental trucks](#) .
3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel.
4. A vehicle offered by a participating vendor, but not listed under the agreement, is not covered under the agreement. The specific vehicle does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel unless a similar vehicle is not otherwise available.
5. Most locations have at least one participating vendor offering a 'non-standard' vehicle, when required for official GOV'T travel.
6. **Example:** Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the GOV'T traveler on official GOV'T business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has an SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

E. Additional Rental Car Cost. A traveler disregarding rental car arrangements made by a CTO may be required to provide justification for additional rental car costs before reimbursement is allowed, or will be financially responsible for the cost difference.

F. Motor Pools and Commercial Rental Companies. See <http://www.transcom.mil/dtr/part-i/>, and Service regulations for policies, instructions, and guidance regarding motor pools and automobile rental from commercial rental companies.

G. DTMO Vehicle Rental Agreements. [DTMO](#) vehicle rental agreements apply to all DoD COMPONENTS.

H. Domestic and Foreign Rental Car Information. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained by:

1. Mail:

Defense Travel Management Office (DTMO)  
Commercial Travel Division  
Program Management Branch  
4800 Mark Center Drive, Suite 04J25-01  
Alexandria, VA 22350-9000

2. Fax: (571) 372-1301, or

3. The [DTMO website](#).

I. Reimbursement Limitation. When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements ([CBCA 2956-TRAV, 31 January 2013](#)).

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## PART F: COMMERCIAL AIR TRANSPORTATION

### C3500 GENERAL

A. Cost Efficiency. Common carrier air transportation is generally the most cost efficient and expeditious way to travel for travel of over 400 miles one way from the PDS.

1. Restricted Airfare

a. Contract city pair airfares (and other airfares limited to official GOV'T business) provide savings to the GOV'T, but, there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation/itinerary changes are outweighed by the cost savings (APP P1, par. A6c).

b. The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare is advantageous to the GOV'T.

c. 'Underutilization' of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines will no longer offer city pair fares for underutilized routes) resulting in significant long term transportation cost increases to the GOV'T.

d. Restricted airfares should never be applied in a 'blanket' fashion, but could be a consideration on a given trip. For example, all FEML (or R&R) may not be declared as by restricted airfare, but consideration of a using a restricted airfare on a specific trip (e.g., TDY, FEML, RAT, COT) is in order.

2. Book Reservations Early. Whenever practicable, a traveler must arrange airfare in a manner that enables the lowest POLICY CONSTRUCTED AIRFARE price available to be paid when traveling on domestic flights, including appropriately timing the purchase of the airfare. The AO and the traveler should plan travel, and book reservations, early to purchase the least expensive POLICY CONSTRUCTED AIRFARE.

B. Arranging Transportation. Arranging official transportation through a DTMO contracted CTO or GSA contracted TMC (when a DTMO contracted CTO is not available) is mandatory.

C. Personally Procured Transportation. See par. C3045-B for reimbursement for personally procured transportation (whether properly or improperly personally arranged) in lieu of using GOV'T/GOV'T procured transportation under this Part.

D. RESERVED

E. Scheduling Travel

1. Each command, member, and/or dependent should determine travel requirements in sufficient time to reserve and use economy/coach accommodations.

2. See Ch 2, Part F ICW scheduling travel.

3. Unless proper documentation/justification is provided, each traveler and/or dependent must be provided economy/coach accommodations for all official business travel, including PCS, TDY, RAT leave, R&R, FEML, flights over 14 hours, and personnel evacuation.

F. Rest Periods. See, par. C4415 ICW rest periods.

G. Authorizing/Approving Officials. The officials listed in par. C3510:

1. May authorize/approve business/first class travel, and

2. Must consider each request for business/first class service individually, carefully, and consider Command/DoD COMPONENT finances and mission requirements.

H. Decision Support Tools

1. Business Class. See APP H3B.
2. First Class. See APP H2C.
3. Restricted Airfare. See APP H3C.

I. Documentation Requirements. See APP H for document requirements/procedures.

J. Travel Order. The following must be stated on the order:

1. The traveler's certification of the reason(s) for 'other than economy/coach' use.
2. Specific authorization/approval for which 'other than economy/coach' condition(s) was/were met,
3. The cost difference between 'other than economy/coach' and economy/coach.
4. Traveler certification when a regularly scheduled flight between authorized origin and destination (including connection) points provides only 'other than economy/coach' accommodations.
5. Specific justification and the paragraph number for the specific reason for travel (for 'other than economy/coach' travel).

K. Additional Costs

1. When requested travel accommodations are not authorized/approved, the traveler is personally financially responsible for all additional costs resulting from 'other than economy/coach' accommodations use. Additional costs are the difference between the 'other than economy/coach' cost of transportation used and the transportation class for which the traveler/dependent was eligible.
2. A traveler/dependent who purchases an airline ticket to accommodate circuitous/indirect or personal convenience travel in conjunction with official travel is not authorized reimbursement for any economy/coach cabin upgrade (e.g., 'economy plus'/'Signature seating', or advance seat assignment costs) on legs of travel to/from personal destinations (par. C2000).

L. Advance Seat Assignment. For all **official** travel, a traveler and/or dependent is authorized/approved reimbursement for any advance seat assignment fee.

M. Blanket Travel Order. See APP A, BLANKET ORDER for 'other than economy/coach' transportation exceptions ICW a blanket travel order.

N. Less Than Minimum Standards. Less than minimum standards may be authorized IAW par. C3005-G.

O. Restrictions

1. An AO must strictly follow aircraft travel policy IAW Ch 3, Part C.
2. Air is the usual transportation mode to/from OCONUS.
3. GOV'T/GOV'T procured air transportation should be used for travel to/from, and between OCONUS areas.

4. Except when air travel is not possible for medical reasons, a traveler may be required to travel by regularly scheduled commercial aircraft.
5. Par. C3050-E explains computing reimbursement when other than the authorized transportation mode or route is used.
6. Reimbursement limitations for travel by an alternate mode or route must be stated on the order under which any dependent travels.
7. A traveler must make transportation arrangements IAW Ch 2, Part F.
8. GOV'T aircraft may be used only for official purposes IAW 41 CFR 101-37.402.
9. Travel by GOV'T/GOV'T procured air transportation (unless medically inadvisable) is required for an:
  - a. Employee on TDY travel:
    - (1) To and from CONUS, or
    - (2) Between OCONUS duty points; and
  - b. Employee and a dependent performing PDT to, from, and between OCONUS duty stations.

P. Air Travel Medically Inadvisable

1. General. A traveler/dependent is not required to travel by air if medically inadvisable. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be, or unless the mission requires the traveler to travel separately.
2. Bona Fide Fear or Aversion to Flying. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel. The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the AO in advance of travel. The traveler and the AO must each be furnished a copy of the written medical determination.
3. Ship Transportation. If ship transportation is used, when air travel is medically inadvisable, the transportation provided must be the least costly accommodations. See par. C3660 for stateroom standards and required U.S. registry ship use.
4. Family Member's Medical Travel. Non availability of GOV'T/GOV'T procured air transportation does not apply for directing a traveler to use GOV'T/GOV'T procured transportation when a medical condition prevents a family member's travel by aircraft.

**C3505 ACCOMMODATIONS WHEN AUTHORIZATION/APPROVAL IS NOT NEEDED**

A. Cabins Equipped with Same Seating. If an airline flight has only two cabins but equips both cabins with one type of seating (i.e., seating girth and pitch are the same), codes the airfares in the front of the airplane as full fare economy class, and only restricted economy airfares are available in the 'economy' cabin, the entire aircraft is economy seating. Qualifying for 'other than economy/coach' travel is not required to purchase a non restricted economy fare seat in the front of the aircraft as the entire aircraft is 'economy'.

B. Business/First Class Airfare Costs Less than Least Expensive Unrestricted Economy/Coach Airfare. When a business/first class airfare costs less than the least expensive unrestricted economy/coach airfare, no authorization/approval is required. Comparison of the business/first class airfare to an economy/coach airfare more expensive than the least expensive unrestricted economy/coach airfare is not authorized.

C. No Cost Upgrades. Upgrades to business/first class at no cost to the GOV'T, do not require authorization/approval.

**C3510 AUTHORIZING/APPROVING OFFICIALS FOR 'OTHER THAN ECONOMY/COACH' AIR ACCOMMODATIONS DETERMINATIONS**

A. Authorizing/Approving Officials. The officials listed below may authorize/approve 'other than economy/coach' use for a traveler/dependent if any of the criteria in par. C3515 or C3520 are met. See [DoDD 4500.9, par. 3.4.3.1, USD memo of 17 November 2003](#) and [OMB Bulletin 93-11, 19 April 1993](#).

	<b>FIRST CLASS</b>	<b>BUSINESS CLASS</b>
OSD and Defense Agencies	Administration and Management Director. <i>No further delegation.</i>	Administration and Management Director. May be delegated no lower than three star or civilian equivalent level.
Joint Staff and Combatant Command	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four star major commanders or their three star vice/deputy commanders. <i>No further delegation.</i>	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, four star major commanders, three star deputy/vice commanders, or two star/civilian equivalent level. <i>No further delegation.</i>

B. Authorization/Approval Authority for Business Class Authorization/Approval Officials. Business class authorization/approval authorities must obtain authorization/approval *for their own business class travel* from the next higher approval authority. See par. C2110-I.

**C3515 ECONOMY PLUS/COACH ELITE SEATING**

A. General. This seating is typically designated by the airline within the economy/coach passenger cabin. The seats typically have additional legroom.

B. Authorization/Approval. The AO must determine that the additional cost of economy plus type seating is in the GOV'T's interest and/or necessary because the traveler and/or dependent is limited by a special need (see APP A) such that lesser cost economy/coach accommodations are not adequate.

C. Additional Fee Seating. Additional fee seating includes any seating in the economy/coach cabin provided for an additional fee. This includes the aisle, window, exit row, or bulk head if there is an additional cost for this seating. Additional fee seating must be authorized/approved as being in the GOV'T's interest.

D. Airline Designation/Name. Economy plus/coach elite seating service may vary from airline to airline, and use various names, but it is in the economy/coach cabin and is *not* 'other than economy/coach' travel.

**C3520 BUSINESS CLASS AND FIRST CLASS**

**A. Restrictions and Limitations**

1. Stopover, Rest Stop, or Overnight Rest Period. The traveler/dependent is not eligible for business class accommodations at GOV'T expense, if a/an:

- a. En route stopover, regardless of who pays the expenses during the stopover, is an overnight stay; or
- b. En route rest stop is authorized, or
- c. Overnight rest period occurs at the TDY location before beginning work.

2. Scheduled Flight Time. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non overnight time spent at airports during plane changes.

3. Return Flight. On TDY travel:

- a. The 14 hour rule applies only to the out bound (i.e., PDS to TDY location) scheduled flight time to a TDY location.
- b. For the return flight, less than business class (e.g., economy/coach) is required if the return flight is not critical and the traveler can rest before reporting back to work.

4. Contract City Pair Fare. When use of business class accommodations is authorized/approved, use of available business class airfares provided under the Contract City Pair Program is mandatory.

5. Arrival/Reporting Time Not Mission Critical. Business/first class accommodations may not be provided for official travel for PCS, R&R, FEMLE, personnel evacuation,, RAT leave, EVT, or FVT since arrival/reporting time in these cases is not mission critical.

6. Aircraft has Only Two Classes of Service. If an aircraft has only two classes of service (i.e., two 'cabins') with two distinctly different seating types (i.e., girth and pitch) available; and the front cabin is termed business class by the airline and the tickets are fare coded as business class, then the front cabin is business class.

**B. Exceptional Circumstances.** Use of business/first class service must not be common practice and is used only under exceptional circumstances.

C. Authorized/Approved Circumstances for Business Class and First Class Use. Business/first class service may be authorized/approved under one or more of the conditions/circumstances listed in the following table. ***NOTE: If business class is available, the traveler may not be moved into first class even though both are shown. Both classes are shown in the table not to permit an option, but to permit the lowest/least expensive class to be used.***

<p align="center"><b>Business Class and First Class Accommodations  may be Authorized/Approved Under One or More of These  Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS  CLASS</b></p>	<p align="center"><b>FIRST  CLASS</b></p>
<p>1. <u>Lower Class Accommodations Are Not Reasonably Available</u></p> <p>a. Reasonably available:</p> <p>(1) Means that accommodations, other than first/business class, are available on an airline scheduled to leave within 24 hours of the traveler’s proposed departure time, and scheduled to arrive within 24 hours before the traveler’s proposed arrival time.</p> <p>(2) Does not include a scheduled arrival time later than the traveler’s required reporting time, or a scheduled departure time earlier than the time the traveler is scheduled to complete duty.</p> <p>b. When ‘lower class accommodations are not reasonably available’ is used to justify business/first class, the authorizing/approving official must state on the order:</p> <p>(1) When the TDY travel was identified, and</p> <p>(2) When travel reservations were made, and</p> <p>(3) The cost difference between economy/coach and business class or first class (as appropriate).</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>2. <u>Mission Essential</u></p> <p>a. Space is not available in economy/coach on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission; a purpose/mission that is so urgent it cannot be postponed.</p> <p>b. When TDY travel in business/first class accommodations is authorized/approved because the mission is “so urgent it cannot be postponed,” business/first class accommodations may only be authorized for the out bound flight to the TDY location.</p> <p>c. Economy/coach is used for the return flight, if the return flight is not critical and the traveler can rest before reporting back to work.</p> <p><b><i>Business class should be used, if available.</i></b></p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>3. <u>Medical Reasons.</u> See par. C2110-Jfor medical reasons. First class may be considered for use when business class is not available.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>4. <u>Exceptional Security Circumstances.</u> These include:</p> <p>a. A traveler whose use of other than business class or first class service would endanger the traveler’s life, or GOV’T property.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>

<p align="center"><b>Business Class and First Class Accommodations may be Authorized/Approved Under One or More of These Conditions/Circumstances:</b></p>	<p align="center"><b>BUSINESS CLASS</b></p>	<p align="center"><b>FIRST CLASS</b></p>
<p>b. A protective detail agent accompanying an individual authorized to use business class or first class service.</p> <p>c. A courier or control officer accompanying a controlled pouch/package.</p> <p><i>Business class should be used, if available.</i></p>		
<p>5. <u>Required by the Mission for Selected Personnel</u>. This is exclusively for use ICW:</p> <p>a. Federal advisory committees,</p> <p>b. Special high level invited guests, and</p> <p>c. U.S. Armed Forces attachés accompanying foreign government minister traveling to the U.S. to consult with U.S. Federal GOV'T officials.</p> <p>This is not applicable to NOAA.</p> <p><i>Business class should be used, if available.</i></p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>6. <u>Regularly Scheduled Flights</u>. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only business class, or only first class accommodations.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>7. <u>Transportation Payment by a Non Federal Source</u>. When a non-Federal source pays, in advance, for the transportation service.</p> <p>a. <i>For First Class Only</i>: At least one of the circumstances in this table must <i>also</i> be met. No other circumstance is required for business class.</p> <p>b. The travel order must state that transportation services have been paid, in advance, by a non-federal source.</p> <p>c. See the <a href="#">Joint Ethics Regulation (JER), DoD 5500.7-R</a>.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>8. <u>Congressional Travel</u>. Travel of an Armed Forces member accompanying a Member of Congress or congressional employee, on official travel under <a href="#">31 USC §1108(g)</a>.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>9. <u>Adequate Sanitation/Health Standards</u></p> <p>a. Economy/coach accommodations on non U.S. certificated carriers do not provide adequate sanitation/health standards.</p> <p>b. Non U.S. certificated carrier service use must be authorized/approved IAW the Fly America Act.</p> <p>c. See par. C3525 for rules governing U.S. certificated carrier use.</p>	<p align="center"><b>X</b></p>	<p align="center"><b>X</b></p>
<p>10. <u>Overall Saving to GOV'T</u>. When business class use results in overall saving to the GOV'T that would be incurred while awaiting economy/coach service (e.g., no additional subsistence costs, overtime, or lost productive time). A cost comparison</p>	<p align="center"><b>X</b></p>	

<b>Business Class and First Class Accommodations                      may be Authorized/Approved Under One or More of These                      Conditions/Circumstances:</b>	<b>BUSINESS                      CLASS</b>	<b>FIRST                      CLASS</b>
must be stated on the order.		
11. <u>Flight Time in Excess of 14 Hours (TDY Travel Only).</u>  a. <i>All</i> of the following criteria must be met:  (1) Scheduled flight time is in excess of 14 hours (this includes non overnight airport stopovers and plane changes), and  (2) Origin and/or destination is OCONUS, and  (3) The mission is so unexpected and urgent it cannot be delayed/postponed, and  (4) A rest period cannot be scheduled en route, or at the TDY site before starting work.  b. The authorizing/approving official must state on the order:  (1) When the TDY travel was identified, and  (2) When travel reservations were made, and  (3) The cost difference between economy/coach class and business class.	<b>X</b>	
12. <u>Required by Foreign Government Regulations, MOU/MOA/SOFA.</u> Travel of foreign government personnel if required by that country's regulations, a memorandum of understanding (MOU), a memorandum of agreement (MOA), and/or a status of forces agreement (SOFA) when travel is done in the GOV'T's interest.	<b>X</b>	

**C3525 U.S. CERTIFICATED AIR CARRIER USE**

A. Code Share Flights

1. When using code share flights involving U.S. certificated and non U.S. certificated air carriers, the U.S. certificated air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. certificated air carrier.
2. If the non U.S. certificated air carrier flight number is used on the ticket, the ticket is on a non U.S. certificated air carrier and a non availability of U.S. certificated air carrier document is needed.

B. Non U.S. Certificated Air Carriers

1. A Uniformed Service member, DoD civilian employee, and dependent is required to use available U.S. certificated carriers for all official commercial air transportation as indicated in par. C3500.
2. A Uniformed Service member, DoD civilian employee, or a dependent may not be authorized to travel by non U.S. certificated air carrier if a U.S. certificated air carriers is available.
3. [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by non U.S. certificated air carriers between two places in foreign areas even if U.S. certificated air carriers are available. This authority does not apply to a Uniformed Service member, DoD civilian employee, or any of their dependents.

C. Most Direct Route between Two OCONUS Locations

1. The 'Fly America Act' does not mandate travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS).
2. When it is determined that a U.S. certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non U.S. certificated air carrier may be authorized/approved ([GSBCA 16632-RELO, 15 July 2005](#)).

D. Requirements

1. Available U.S. certificated air carriers must be used for all commercial air transportation of persons/property when the GOV'T funds the air travel ([49 USC §40118\(d\)](#) and [B-138942, 31 March 1981](#)).
2. Except as provided in par. C3525-F, U.S. certificated air carrier service is available if the:
  - a. Carrier performs the required commercial air transportation, and
  - b. Service accomplishes the mission, even though:
    - (1) A comparable/different kind of service by a non U.S. certificated air carrier costs less, or
    - (2) Non U.S. certificated air carrier service is preferred by the service/traveler,
    - (3) Non U.S. certificated air carrier service is more convenient for the service/traveler, or
    - (4) The only U.S. certificated air carrier service available ([49 USC §40102](#)) requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non work period NTE 24 hours may be authorized/approved, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) ([56 Comp. Gen. 629 \(1977\)](#)).

E. Exceptions

1. Exceptions do not apply if an indirect route is used for personal convenience and a U.S. certificated carrier is available over the direct route.
2. U.S. certificated air carrier service is not available when one of the following exceptions exists:
  - a. Bilateral/Multilateral Air Transportation Agreement. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. GOV'T and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
  - b. No Service on a Flight Segment. No U.S. certificated air carrier provides service on a particular flight segment, in which case non U.S. certificated air carrier service may be used, but only to/from the *nearest* interchange point on a usually traveled route to connect with a U.S. certificated air carrier service.
  - c. Involuntarily Rerouting. A U.S. certificated air carrier involuntarily reroutes a traveler on a non U.S. certificated air carrier. If given a choice to substitute service, the traveler should select a U.S. certificated air carrier, if it does not unduly delay the travel ([59 Comp. Gen. 223 \(1980\)](#)).

d. Transportation Paid for by non U.S. GOV'T Source. Air transportation on a non U.S. certificated air carrier is paid in full directly, or later reimbursed, by:

- (1) A foreign GOV'T (e.g., under Foreign Military Sales (FMS) funded with foreign customer cash or repayable foreign military finance credits);
- (2) An international agency; or
- (3) Another organization. ([B-138942, 31 March 1981](#) and [57 Comp. Gen. 546 \(1978\)](#)).

***NOTE:*** See the *Security Assistance Management Manual*, [DoD 5105.38-M, Chapter 4, par. C4.5.12](#), when travel is on Security Assistance Business.

e. Travel Time

- (1) Non U.S. certificated air carrier service would be 3 hours or less, and U.S. certificated air carrier use would at least double en route travel time.
- (2) If a U.S. certificated air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. certificated air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 or more hours.
- (3) If a U.S. certificated air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, a U.S. certificated air carrier must be used on every flight segment in which it provides service unless, when compared to using a non U.S. certificated air carrier, such use would:
  - (a) Increase the number of foreign OCONUS location aircraft changes made by 2 or more; or
  - (b) Extend travel time by at least 6 hours or more; or
  - (c) Require a connecting time of 4 or more hours at a foreign OCONUS interchange point.

(4) Examples

(a) **Example 1.** A traveler is going from Guyana to Belize. There is no nonstop travel between the two locations. There is a U.S. certificated carrier that goes from Guyana to NY City, and then another U.S. certificated carrier from NY City to Miami, and finally a non U.S. certificated airfare from Miami to Belize. Alternatively, there is a non U.S. certificated airfare from Guyana via Miami to Belize. The 'usual routing' would be Guyana to Miami to Belize and use of a non U.S. certificated carrier would be appropriate, as travel via NY City would extend the trip by over 6 hours.

(b) **Example 2.** A traveler going from Washington, DC, to Addis Ababa, Ethiopia could travel overnight using (currently) a city pair from Washington to Addis Ababa via Frankfurt on a U.S. certificated carrier (and/or code share), with a connection time under 2 hours, and then fly to Addis Ababa on a code share. Use of an available non U.S. certificated carrier from Washington to Addis Ababa would require a formal exception to 'Fly America'.

(c) **Example 3.** If there is no U.S. certificated carrier, the general rule for DoD is to use a non U.S. certificated carrier to the CLOSEST point at which a U.S. certificated carrier can be found and then use a U.S. certificated carrier for the remainder of the trip. In the reverse, use a U.S. certificated carrier to the farthest distance possible and then use the non U.S. certificated carrier for the remainder. If there is a code share airline available that uses the U.S. certificated air carrier's flight number, that is considered to be the same as using a U.S. certificated carrier, as long as the U.S. certificated carrier's flight number is used.

f. AO Determination. The AO determines that a U.S. certificated air carrier cannot provide the needed air transportation, or cannot accomplish the mission.

g. Medical Reason. Non U.S. certificated air carrier use is necessary for a medical reason, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

h. Traveler Safety

(1) Non U.S. certificated air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats).

(2) Approval based on an unreasonable safety risk must be in writing, on a case by case basis. Determination and authorization/approval of non U.S. certificated air carrier use based on a threat against a U.S. certificated air carrier must be supported by a travel advisory notice issued by the FAA and the DoS.

(3) Determination and authorization/approval of non U.S. certificated air carrier use based on a threat against GOV'T employees/other travelers must be supported by threat evidence.

i. Only First Class Available. Only first class accommodations can be furnished by a U.S. certificated air carrier but less than first class accommodations are available on a non U.S. certificated air carrier ([60 Comp. Gen. 34 \(1980\)](#)).

j. Excess Per Diem Cost. When the total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours of per diem costs in excess of the per diem cost incurred if a non U.S. certificated service was used ([56 Comp. Gen. 216 \(1977\)](#)).

k. Travel between Midnight and 6 a.m.

(1) The only U.S. certificated air carrier service between foreign OCONUS points requires:

(a) Boarding/exiting the carrier between midnight and 6 a.m., or

(b) Travel between midnight and 6 a.m.,

and a non U.S. certificated carrier is available that does not require travel at those hours.

(2) The traveler may travel by non U.S. certificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. certificated air carrier ([56 Comp. Gen. 629 \(1977\)](#)).

l. Transportation Paid by a non Federal Source. A non U.S. certificated carrier may be used when transportation is paid for by a non Federal source, IAW the [Joint Ethics Regulation \(JER\), DoD 5500.07-R](#), or service regulations for non DoD Services.

**F. Non Availability Documentation**

1. Non U.S. certificated air carrier use may be authorized/approved when the AO determines a U.S. certificated air carrier is unavailable based on par. C3525-E criteria.

2. Documentation explaining why U.S. certificated air carrier service is not available must be provided to the traveler.

3. Endorsements on the order and/or GOV'T travel procurement document, made IAW Service regulations, are acceptable.

4. The documentation should include the:
  - a. Traveler's name,
  - b. Non U.S. certificated air carrier(s) used,
  - c. Flight identification number(s),
  - d. Origin, destination and en route points,
  - e. Date(s),
  - f. Justification, and
  - g. Authorizing/approving official's title, organization and signature.

G. Travel Schedule

1. General

- a. Schedules maximizing U.S. certificated air carrier use must be selected.
- b. Schedule selection is made using the following guidelines when:
  - (1) U.S. certificated air carrier service is available at the origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. certificated air carrier must be used;
  - (2) U.S. certificated air carrier service is not available at origin/interchange point, non U.S. certificated air carrier service should be used only from origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. certificated air carrier;
  - (3) Schedule selection leaves the traveler at a location from which there is no choice but to use non U.S. certificated air service between the CONUS/non foreign OCONUS location, and a foreign OCONUS location. The travel should be rerouted so that available U.S. certificated air carriers are used.

2. Schedule Selection. The following example applies par. C3525-G1a when selecting a schedule.

3. Example

a. Assuming there are no constraints on the departure/arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany can accomplish required travel by any of the four schedules shown (schedules are for illustrative purposes only and do not reflect actual airline schedules):

<u>Schedule 1</u>				<u>Schedule 2</u>			
Monday/Tuesday/Thursday/Saturday/Sunday				Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0830	Non U.S.	Depart:	Ankara	0800	U.S.
Arrive:	Frankfurt	1210		Arrive:	Rome	1100	
Depart:	Frankfurt	1325	Non U.S.	Depart:	Rome	1650	Non U.S.
Arrive:	Stuttgart	1410		Arrive:	Stuttgart	1940	
<u>Schedule 3</u>				<u>Schedule 4</u>			
Wednesday/Friday/Saturday				Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>		<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Depart:	Ankara	0800	U.S.	Depart:	Ankara	1130	Non U.S.
Arrive:	Istanbul	0855		Arrive:	Istanbul	1220	
Depart:	Istanbul	1430	U.S.	Depart:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620		Arrive:	Frankfurt	1620	
Depart:	Frankfurt	1650/2120	Non U.S.	Depart:	Frankfurt	1650/2120	Non U.S.
Arrive:	Stuttgart	1730/2200		Arrive:	Stuttgart	1730/2200	

b. Using par. C3525-G, the example schedule choice is limited to schedules 2 and 3, because service is provided by a usually traveled route and originates with U.S. certificated air carrier service.

c. Schedule 3 provides U.S. certificated air service from Ankara via Istanbul to Frankfurt, while U.S. certificated air service is available under schedule 2 between Ankara and Rome.

d. Schedule 3 should be selected because it uses U.S. certificated air service to the farthest practical interchange point on a usually traveled route.

e. If the schedules were limited to 1 and 4, schedule 4 would be selected since it involves more U.S. certificated air carrier travel than schedule 1. [55 Comp. Gen. 1230 \(1976\)](#).

H. Reimbursement. There is no transportation reimbursement, for any leg of a trip, when unauthorized/unapproved non U.S. certificated air carrier service is used. If a U.S. certificated air carrier service is available for an entire trip and the traveler uses a non U.S. certificated air carrier for any part of the trip, the transportation cost on the non U.S. certificated air carrier is not payable ([41 CFR §301-10.143](#)).

**C3530 UNIQUE AIR TRANSPORTATION CIRCUMSTANCES**

A. Operations and Maintenance Technician and Crash Firefighter. The following employees may be required to travel for any distance, by any type of aircraft that meets mission requirements:

1. Operations and Maintenance Technician. An employee whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment, and
2. Crash Firefighter. A crash firefighter for whom travel by aircraft is necessary ICW the employee's duties.

B. Required as a Condition of Employee's Assignment. ICW a duty assignment, an employee may be required to:

1. Travel by aircraft for any distance, when required as part of the assignment conditions;
2. Be aboard an aircraft to make repairs/observe aircraft performance;
3. Use air travel for expeditious duty performance in different geographical locations; and/or
4. Be aboard any type of GOV'T aircraft on scheduled /nonscheduled flight.

C. Necessary for Mission Accomplishment or when Air Is the Only Mode Available

1. Travel by aircraft, for any distance, is required with/without the employee's consent when necessary for mission accomplishment, or air is the only transportation mode available.
2. An employee may be required to travel on scheduled commercial aircraft or on transport type GOV'T aircraft operated on scheduled/semi scheduled flights.
3. An employee's acceptance of an order authorizing air travel constitutes agreement to the provisions of the particular order.

D. Air Evacuation Required for Medical Reasons

1. Transportation Mode. Travel by appropriate aircraft must be required when competent medical authority determines it is necessary for an employee's medical evacuation.
- \*2. Employee Medical Transportation. See par. C7140 for authority to provide GOV'T funded commercial air transportation for an employee's medical evacuation when assigned to a foreign OCONUS PDS.
3. Dependent Medical Transportation. See par. C5134 for authority to provide GOV'T funded commercial air transportation for medical evacuation of a dependent of an employee assigned to a foreign OCONUS PDS.
4. Other Employee Transportation. See DIA Manual 100-1, Vol. 1, Part 4, Section K also for a civilian employee assigned to a DoD Attaché Office and/or DIA Liaison Office.

## PART G: TRAIN TRANSPORTATION

### C3600 GENERAL

A. Policy. A traveler must:

1. Use economy-/coach-class accommodations, unless 'other than economy-/coach' is authorized IAW this Part and APP H.
2. Use adequate reserved economy-/coach-class accommodations when available, and
3. Be provided slumber economy-/coach-class sleeping accommodations, for overnight travel.

B. Authorization/Approval Exception. The following do not require authorization/approval;

1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be authorized is not authorized.
2. Upgrades at no cost to the GOV'T.

### C3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

1. Is the basic accommodation service regardless of the fare paid.
2. Includes reserved coach accommodations, as well as slumber coach accommodations, when overnight train travel is involved.

### C3610 SLUMBER COACH

Slumber coach includes:

1. Slumber coach accommodations on trains offering such accommodations, or
2. The least expensive sleeping accommodations available on a train that does not offer slumber coach.

### C3615 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS

'Other than economy/coach' includes any accommodations above economy/coach (e.g., first class, or business class).

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.
2. Business Class. Business class is above economy-/coach-class on AMTRAK Acela/Metroliner extra fare train, but is lower than first class.
3. No Economy-/Coach-Class. If a train only has two accommodations classes (i.e., first class and business class), the business class (lowest class offered) becomes economy-/coach-class for official travel.

**C3620 AO AUTHORITY**

The AO can authorize/approve the following:

1. Coach Class. Any ‘standard’ economy (lower than ‘other than economy/coach’) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. CONUS Train Service

a. Travel by extra fare trains, in CONUS (AMTRAK Acela and Metroliner), may be authorized/approved when to the GOV’T’s advantage and/or required for security reasons.

b. Extra fare train service (including Acela Express) is a class above the lowest class offered on a ‘standard’ economy train.

c. An extra fare train, authorized/approved by the AO, is to the GOV’T’s advantage.

d. No further agency authority is needed.

e. If the lowest class available is first class, the AO must comply with par. C2110 requirements for ‘other than economy/coach’ travel.

f. “Coach” class is the lowest available class on Amtrak Regional trains.

g. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW par. C3625 ([CBCA 2046-TRAV, 20 October 2010](#)).

3. OCONUS Train Service

a. Travel by an OCONUS extra fare train (e.g., ‘bullet’ trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV’T’s advantage, or is required for security reasons.

b. The lowest class available is to the GOV’T’s advantage and no further agency authorization/approval is needed.

c. If the lowest class available is ‘other than economy/coach’, the AO still must comply with par. C2110 requirements for ‘other than economy/coach’ transportation annotation on the travel order.

d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO may authorize the lowest-class accommodations (even if that is called ‘first class’) that have assigned seating.

e. All ‘other than economy/coach’ accommodations may be authorized/approved only IAW par. C3625.

**C3625 ‘OTHER THAN ECONOMY/COACH’ USE DETERMINATIONS**

A. Authorizing/Approving Official. The ‘other than economy/coach’ authorizing/approving official in par. C3510 may authorize/approve the ‘other than economy/coach’ train accommodations.

B. Requirements. See par. C2110-F.

C. Decision Support Tool and Procedures. See APP H.

D. Authorization/Approval ([OMB Bulletin 93-11, 19 April 1993](#)). ‘Other than economy/coach’ may be authorized/approved only under the following circumstances:

1. Coach Class Accommodations Are Not Reasonably Available. “Reasonably available”:
    - a. Means available coach class accommodations scheduled to:
      - (1) Leave within the 24-hour period before the traveler's proposed departure time, or
      - (2) Arrive within the 24-hour period before the traveler's proposed arrival time.
    - b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.
    - c. ***Does not include*** accommodations with a scheduled:
      - (1) Arrival time later than the required reporting time at the duty site, or
      - (2) Departure time earlier than the traveler is scheduled to complete the duty.
  2. Medical Disability/Special Need
    - a. Authorization/Approval. See par. C2110-J and APP H4.
    - b. Disability/Special Need
      - (1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. C2110-J and APP H.
      - (2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.
      - (3) If the disability/special need is a lifelong condition, a certification statement is required every two years.
      - (4) A certification statement must include:
        - (a) A written statement by a competent medical authority stating special accommodation is necessary;
        - (b) An approximate duration of the special accommodation need; and
        - (c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.
- \*c. Attendant. If an accompanying attendant is authorized IAW par. C7170 and the attendant’s services are required en route, the attendant may be authorized/approved to use the same ‘other than economy/coach’ accommodations.

3. Exceptional Security Circumstances

a. These circumstances should only provide for the minimum ‘other than economy/coach’ accommodations necessary to meet the mission.

b. Examples are:

(1) A traveler whose coach class accommodations use would endanger the traveler's life or GOV'T property,

(2) A protective detail agent accompanying an individual authorized ‘other than economy/coach’ accommodations, and

(3) A courier and/or a control officer accompanying controlled pouches/packages and a lower, ‘other than economy/coach’, is not available.

4. Inadequate Sanitation/Health Standards. When economy-/coach-class accommodations on an authorized/ approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

5. Mission Requirement. When required because of agency mission.

**CHAPTER 5****PERMANENT DUTY TRAVEL****Paragraph    Title/Contents****PART A: APPLICABILITY AND GENERAL RULES**

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<b>C5000</b>	<b>SCOPE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Two or More Family Members Employed</li><li>C. Employee Married to Uniformed Service Member</li><li>D. Travel Order Issuance</li><li>E. Funding Responsibility</li></ul>
<b>C5005</b>	<b>PCS TRAVEL ELIGIBILITY</b> <ul style="list-style-type: none"><li>A. PCS Travel in the GOV'T's Interest</li><li>B. PCS Allowance Eligibility</li><li>C. PCS Limitation Policy</li></ul>
<b>C5008</b>	<b>PCS COUNSELING</b>
<b>C5010</b>	<b>ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/MOVEMENTS</b> <ul style="list-style-type: none"><li>A. Table 1 - Eligibility Table</li><li>B. Tables 2 through 11</li></ul>
<b>C5015</b>	<b>REASSIGNMENT/TRANSFER ADVANCE NOTICE</b>
<b>C5020</b>	<b>PCS ORDER</b>
<b>C5025</b>	<b>PCS REIMBURSEMENT PROVISIONS</b>
<b>C5030</b>	<b>TRAVEL AND TRANSPORTATION FUNDING</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Movement between Different Departments and Agencies or DoD COMPONENTS</li><li>C. Movement within the Same DoD COMPONENT</li><li>D. Separation from OCONUS Employment</li></ul>
<b>C5035</b>	<b>TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Employee Married to Employee/Member</li><li>C. Time Limits</li><li>D. Restrictions</li></ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5040</b>	<b>FUNDS ADVANCE</b> <ul style="list-style-type: none"><li>A. HHG Transportation and SIT Using the Commuted Rate Method</li><li>B. Non-Temporary (Extended) Storage of HHG</li><li>C. Temporary Quarters Subsistence Expenses(TQSE)</li><li>D. Real Estate Transaction and Unexpired Lease Expense Allowance</li><li>E. Transportation and Emergency Storage of POV</li></ul>

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**PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE**

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<b>C5050</b>	<b>MALT</b> <ul style="list-style-type: none"><li>A. POC Travel</li><li>B. Mixed Transportation Modes</li><li>C. Other Reimbursable Expenses</li></ul>
<b>C5055</b>	<b>USE OF MORE THAN TWO POCS</b>
<b>C5060</b>	<b>ALLOWABLE PER DIEM</b> <ul style="list-style-type: none"><li>A. Travel of 12 or fewer hours (12-Hour Rule)</li><li>B. POC Use to the GOV'T's Advantage</li><li>C. Exception</li><li>D. POC Use Not to the GOV'T's Advantage</li><li>E. Per Diem Rates for PDT</li><li>F. Per Diem Allowance Elements</li><li>G. 'Lodging Plus' Per Diem Computation Method</li><li>H. PDT</li><li>I. Per Diem Computation Examples</li></ul>
<b>C5062</b>	<b>EFFECT OF ABSENCE ON PER DIEM PAYMENT</b>
<b>C5065</b>	<b>COMPUTING POC TRAVEL REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursement Computation Example for One POC</li><li>C. Reimbursement Computation Example for Two POC</li><li>D. MALT Computation Example for Two Separate Trips</li></ul>
<b>C5070</b>	<b>TRAVEL AND TRANSPORTATION REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. Authorized PCS Allowances</li><li>B. Allowance Restrictions</li><li>C. Discretionary PCS Allowances</li></ul>

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<b>C5080</b>	<b>TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES</b> <ul style="list-style-type: none"><li>A. First Duty Station Travel Eligibility</li><li>B. New Appointee and Student Trainee Appointments and Assignments to First PDS</li><li>C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function</li><li>D. Return from Military Duty</li><li>E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS</li><li>F. Short Distance Transfers (PCS within Same City/Area)</li><li>G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location</li></ul>
<b>C5083</b>	<b>TDY STATION BECOMES PDS</b> (See par. C4495)
<b>C5085</b>	<b>SEPARATION TRAVEL FROM OCONUS DUTY</b> <ul style="list-style-type: none"><li>A. Eligible Employee</li><li>B. Separation Travel and Transportation Allowances</li><li>C. Separation Travel and Transportation Allowances Loss</li><li>D. Limited Separation Travel and Transportation Allowances</li><li>E. Employee Not Eligible</li><li>F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity</li></ul>
<b>C5090</b>	<b>LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT</b> <ul style="list-style-type: none"><li>A. Applicability</li><li>B. Eligibility Criteria</li><li>C. Authorization/Approval</li><li>D. Allowable Expenses</li><li>E. Expenses Not Allowable</li><li>F. Origin and Destination</li><li>G. Time Limits for Beginning Travel and Transportation</li><li>H. Funds Use</li></ul>

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<b>C5216</b>	<b>TRAVEL AND TRANSPORTATION TO/FROM PORTS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Alternate Ports</li><li>C. Transportation to/from Ports/VPCs</li></ul>
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<b>C5234</b>	<b>STORAGE ICW CONTINGENCY OPERATIONS TCS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Eligibility</li><li>C. Limitations</li><li>D. Location</li><li>E. Expenses</li></ul>

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<b>C5368</b>	<b>RECEIPTS AND SUPPORTING DOCUMENTATION</b> <ul style="list-style-type: none"><li>A. Receipts and Supporting Statement</li><li>B. Submitting TQSE(AE) Claims</li></ul>
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**PART I: PET QUARANTINE**

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**PART O: TEMPORARY CHANGE OF STATION (TCS)**

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## **PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES**

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**C5765        RETURN FROM MILITARY DUTY**

**SECTION P2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART**

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**C5770        GSBCA, CBCA, AND CG DECISIONS**

- A.        Reimbursable and Non-reimbursable Expenses
- B.        Broker's Fees and Real Estate Commissions
- C.        Advertising, Selling, and Appraisal Expenses
- D.        Legal and Related Expenses
- E.        Miscellaneous Expenses
- F.        Reimbursable Items
- G.        FHA or VA Loan Application Fee
- H.        Loan Origination Fees and Similar Charges
- I.        Mortgage and Transfer Taxes
- J.        State Revenue Stamps
- K.        Other Similar Charges
- L.        Charge for Prepayment of Mortgage
- M.        Mortgage Title Insurance Policy
- N.        Owner's Title Insurance Policy
- O.        Expenses Related to Construction of a Residence that are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence
- P.        Expenses that Result from Construction of a Residence
- Q.        Non-reimbursable Items
- R.        Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property
- S.        Interest on Loans, Points, and Mortgage Discounts
- T.        Property Taxes
- U.        Operating or Maintenance Costs
- V.        Finance Charges
- W.        Losses Due to Prices or Market Conditions at the Old and New PDS
- X.        Other Sale and Purchase of Residence Expenses
- Y.        Overall Limitations
- Z.        Settlement of an Unexpired lease
- AA.      Exclusions
- AB.      Employee Must Incur Costs
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- AD.      Miscellaneous Expenses
- AE.      Regularly Commutes
- AF.      Relocation Services
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- AH.      Home Inspection Fee
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- AK.    Real Estate -- New Employee
- AL.    Waiver of Debt
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**SECTION P3: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**

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**C5775            RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE**

**PART Q: RELOCATION SERVICES**

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- A.    DoD Contract Services
- B.    DoD Component Responsibilities

**C5805            ELIGIBILITY CONDITIONS AND LIMITATIONS**

- A.    Eligible Employee
- B.    Person Not Covered
- C.    Limitations
- D.    TCS

**C5810            PROCEDURAL REQUIREMENTS AND CONTROLS**

- A.    Employee Option
- B.    Dual Benefits Prohibited
- C.    Payment Restrictions
- D.    Maximum Home Value
- E.    Order

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- B.    When PM Services May Be Authorized
- C.    Obtaining PM Services
- D.    PM Services
- E.    Income Tax Consequences of PM Services
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<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
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<b>C5825</b>	<b>PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS</b> A. Authorized PM Services B. PM Services in Lieu of Residence Sale C. Repayment of PM Expenses D. Residence Sale after Electing PM Services E. PM Services Payment Duration
<b>C5830</b>	<b>PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS</b> A. General B. PM Services Payment Duration C. Residence Sale Incident to Temporary Official Station Becoming the PDS

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**SECTION Q3: HOME MARKETING INCENTIVE PAYMENTS**

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<b>C5840</b>	<b>ELIGIBILITY</b>
<b>C5845</b>	<b>PAYMENT CONDITIONS</b> A. Eligible Employee B. Relocation Services Fee C. Authorization
<b>C5849</b>	<b>MAXIMUM AMOUNT PAYABLE</b> A. Payment Limitations B. Payment Examples

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**PART R: RESERVED**

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**Paragraph    Title/Contents****PART S: POC PERMANENT DUTY TRAVEL**

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<b>C5905</b>	<b>AIRCRAFT</b> <ul style="list-style-type: none"><li>A. Privately Owned Airplane</li><li>B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)</li></ul>
<b>C5910</b>	<b>PRIVATELY-OWNED MOTORCYCLE</b> <ul style="list-style-type: none"><li>A. PCS-related Travel Policy</li><li>B. TDY-related Travel Policy</li><li>C. Travel Time</li><li>D. Computation</li></ul>
<b>C5915</b>	<b>TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT</b>

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## PART A: APPLICABILITY AND GENERAL RULES

### C5000 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the GOV'T's interest from one PDS to another without a BREAK IN SERVICE (APP A definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from GOV'T service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD COMPONENT (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. C5080-C.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the GOV'T's interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:
  - a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent.
  - b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.
2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.
3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member. An employee is authorized PCS allowances when transferred in the GOV'T's interest, even if the employee's uniformed service member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***. For duplicate payments, see pars. C5310-E3 and C5358.

D. Travel Order Issuance. See APP I for travel order issuance.

E. Funding Responsibility. See par. C5030.

### C5005 PCS TRAVEL ELIGIBILITY

#### A. PCS Travel in the GOV'T's Interest

1. General. Travel and transportation allowances are payable when it is in the GOV'T's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between GOV'T agencies. ***There must be no break in GOV'T service when making the PCS unless the employee was separated from GOV'T service because of RIF/transfer of function.***

2. DoD COMPONENT Responsibility. It is each DoD COMPONENT's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility. When a PCS is authorized IAW APP I, Part 1, par. A, PCS allowances must be paid (par. C5070) to an employee transferred from one PDS to another for permanent duty if the transfer is in the GOV'T's interest. Guidelines for making a determination of "GOV'T's interest" are:

1. Management Directed. If a DoD COMPONENT recruits/requests an employee to transfer (i.e., RIF, transfer of function, DoD COMPONENT career development program, or DoD COMPONENT directed placement); the transfer is in the GOV'T's interest.

2. PCS Moves Not in the GOV'T's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the GOV'T's interest, and that the GOV'T does not pay the PCS expenses.

#### 3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD COMPONENT recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the GOV'T's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

#### c. Payment/Nonpayment Determination

(1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.

(2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.

(3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

**C. PCS Limitation Policy**

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- (1) Or re-employed former employee affected by RIF or transfer of functions (par. C5080-C),
- (2) ICW a DoD COMPONENT-directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

***NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.***

b. AO Certification. A transfer within the DoD, at GOV'T expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

- (1) The proposed transfer is in the GOV'T's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

**C5008 PCS COUNSELING**

***Effective date of transfer of 1 August 2011 or later.***

Each DoD COMPONENT must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. should be offered as early as possible during the PCS process;
2. may be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. assists an employee in making more informed decisions;
4. allows an employee to play a more active role in the PCS;
5. educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. may be provided by either the DoD COMPONENT or contractors.

**C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/ MOVEMENTS**

A. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does *not* include eligibility for:
  - a. Emergency evacuation, or
  - b. A former employee separated by RIF or function transfer and restored to duty, and
3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the GOV'T's interest.

<b>*TABLE 1 - ELIGIBILITY TABLE</b>										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>Note 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 &amp; 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, &amp; 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

<b>*TABLE 1 - ELIGIBILITY TABLE</b>										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dep Transp	Employee Per Diem	Dep Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
PCS Between OCONUS PDSs <i>NOTES 1 &amp; 10</i>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <i>NOTE 2</i> Advance	Yes No Advance	No <i>NOTE 3</i> No Advance	Yes <i>NOTE 4</i> Advance	Yes <i>NOTE 7</i>

**FOOTNOTES:**

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. C4630 instead of per diem or an AEA for the employee while at the training site.

2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.

3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the GOV'T's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. C5750-D).

4 -- Advance allowed if not shipped via a GOV'T-arranged move.

5 -- Allowed only when PCS is to a designated isolated CONUS PDS.

\*6 -- RESERVED

7 -- The GOV'T must arrange the NTS.

8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. C1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. C1260.

11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS areas.

\*B. Tables 2 through 11. Tables 2 through 11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

<b>TABLE 2. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS</b>	
<b>Column 1</b> - Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>	<b>Column 2</b> - Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i>
1. Transportation of employee & immediate family member(s) (JTR, par. C5080-B) (FTR, Part 302-4). 2. Per diem for employee only (JTR, par. C5125-B) (FTR, Part 302-4). 3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (FTR, Part 302-7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR, Ch 5 Part D) (FTR, Part 302-8). 5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (FTR, §302-10.2) <sup>2</sup> .	1. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9) <sup>3</sup> .

<sup>1</sup> **Note to Column 1 heading:** A DoD COMPONENT has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD COMPONENT elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in JTR. JTR, Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.

<sup>2</sup> **Note to Column 1, Item 5:** Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

<sup>3</sup> **Note to Column 2, Item 1:** POV shipment may *not* be authorized for an employee hired at an OCONUS location for duty at the employee's first PDS located within CONUS (JTR, par. C5212).

<b>TABLE 3. NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS</b>	
<b>Column 1</b> —Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i> <sup>1</sup>	<b>Column 2</b> —Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT elects to pay movement costs to the employee's first PDS.</i>
<ol style="list-style-type: none"> <li>1. Transportation of employee &amp; immediate family member(s) JTR, Ch 5 Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Per diem employee only (JTR, par. C5125-B) (<u>FTR, Part 302-4</u>).</li> <li>3. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>).</li> <li>5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (<u>DSSR, Sec. 241.2</u>). DSSR available at: <a href="http://aoprals.state.gov/content.asp?content_id=247&amp;menu_id=81">http://aoprals.state.gov/content.asp?content_id=247&amp;menu_id=81</a></li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (<u>GOV'T Civilians - Foreign Areas, Sec. 120</u>).</li> <li>3. FTA (Subsistence Expense), (<u>DSSR Sec. 242.3</u>) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.</li> </ol>

<sup>1</sup> **Note to Column 1 heading:**

- (a) TQSE in Ch 5, Part H is *not* authorized for new appointee movement to the first PDS.
- (b) The MEA in Ch 5, Part G is *not* authorized for a new appointee to the first PDS.
- (c) Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are *not* authorized for a new appointee assigned to the first PDS (JTR, Ch 5, Part Q) (FTR, Part 302-12).
- (d) The RIT allowance is *not* authorized for a new appointee assigned to first PDS (JTR, Ch 5, Part N) (FTR, Part 302-17).

<b>TABLE 4. TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS</b>	
<b>Column 1</b> —Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	<b>Column 2</b> —Relocation allowances that a DoD COMPONENT has discretionary authority to pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>3. Sell &amp; buy residence transactions or lease termination expenses (JTR, Ch 5, Part P) (<u>FTR, Part 302-11</u>).</li> <li>4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>5. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>).<sup>1</sup></li> <li>6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (<u>FTR, Part 302-10</u>).</li> <li>7. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. HHT - per diem, &amp; transportation, employee &amp; spouse only (JTR, Ch 5, Part M) (<u>FTR, Part 302-5</u>).</li> <li>2. TQSE (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>).</li> <li>3. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>4. Relocation service company use (JTR, Ch 5, Part P) (<u>FTR, Part 302-12</u>).</li> <li>5. Property management service use (JTR, Ch 5, Part Q) (<u>FTR, Part 302-15</u>).</li> <li>6. Home marketing incentive (JTR, Ch 5, Part Q) (<u>FTR, Part 302-14</u>).</li> </ol>

<sup>1</sup> **Note to Column 1, Item 5:** Only when assigned to a designated CONUS isolated official station.

<b>TABLE 5. TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS</b>	
<b>Column 1</b> —Relocation allowances that a DoD COMPONENT must pay or reimburse <i>when the DoD COMPONENT authorizes PCS allowances.</i>	<b>Column 2</b> —Relocation allowances that a DoD COMPONENT has discretionary authority to pay or not pay <i>when the DoD COMPONENT authorizes PCS allowances.</i>
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>4. NTS (extended storage) of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-8</u>).</li> <li>5. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>)<sup>1</sup>.</li> </ol>	<ol style="list-style-type: none"> <li>1. TQSE under JTR, Ch 5, Part H may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area.</li> <li>2. The FTA, Pre-Departure Subsistence Expense Portion (<u>DSSR, Sec. 242.3</u>) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area.</li> <li>3. TQSA (<u>DSSR, Sec. 120</u>) may be authorized for temporary lodging occupied at the foreign PDS upon arrival.</li> <li>4. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>5. Property management service may be authorized for an employee who qualifies under JTR, Ch 5, Part Q (<u>FTR, Part 302-15</u>).</li> <li>6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (<u>FTR, Part 302-12</u>).</li> <li>7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (JTR, Ch 5, Part Q) (<u>FTR, Part 302-14</u>).</li> </ol>

<sup>1</sup> **Note to Column 1, item 5:** Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

<b>TABLE 6. TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. MEA when moving a household (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>3. Sell &amp; buy residence transaction expenses or lease termination expenses (JTR, Ch 5, Part P) (<u>FTR, Part 302-11</u>)<sup>1</sup>.</li> <li>4. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (JTR, par. C5195-A) (<u>FTR, Part 302-8</u>).</li> <li>6. RIT Allowance (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>2. TQSE (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under <u>DSSR Sec. 120</u> may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.<sup>1</sup></li> </ol>

<sup>1</sup> **Note to Column 1, item 3:** Allowed when the old and new official stations are located in CONUS and/or in a non-foreign OCONUS area. Also allowed when instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the GOV'T's interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

<b>TABLE 7. TRANSFER BETWEEN OCONUS OFFICIAL STATIONS</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>3. MEA (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>4. NTS (extended storage) of HHG (JTR, par. C5195-A) (<u>FTR, Part 302-8</u>).</li> <li>5. RIT (JTR, Ch 5, Part N) (<u>FTR, Part 302-17</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> <li>2. Property management services (JTR, Ch 5, Part Q) (<u>FTR, Part 302-15</u>).</li> <li>3. TQSE if new PDS is in the U.S. (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>)<sup>1</sup>.</li> </ol>

<sup>1</sup> **Note to Column 2, item 3:** TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

<b>*TABLE 8. RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Per diem for employee only (JTR, par. C5085) (<u>FTR, Part 302-4</u>).</li> <li>3. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> </ol>

<b>*TABLE 9. LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (JTR, par. C5090) (FTR, §302-3.304)</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation for employee &amp; immediate family member(s) (JTR, Ch 5, Part A) (<u>FTR, Part 302-4</u>).</li> <li>2. Per diem for the employee only (JTR, Ch 5, Part B) (<u>FTR, Part 302-4</u>).</li> <li>3. Transportation &amp; SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (<u>FTR, Part 302-10</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. POV shipment (JTR, Ch 5, Part E) (<u>FTR, Part 302-9</u>).</li> </ol>

<b>*TABLE 10. TEMPORARY CHANGE OF STATION (TCS) (JTR, Ch 5, Part O) (FTR, §302-3.400)</b>	
<b>Column 1</b> —Relocation allowances that DoD COMPONENT must pay or reimburse	<b>Column 2</b> —Relocation allowances that DoD COMPONENT has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; dependent(s) (JTR, Ch 5, Part O) (<u>FTR, Part 302-4</u>).</li> <li>2. MEA (JTR, Ch 5, Part G) (<u>FTR, Part 302-16</u>).</li> <li>3. Transportation including SIT of HHG (JTR, Ch 5, Part D) (<u>FTR, Part 302-7</u>).</li> <li>4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR, Ch 5, Part F) (<u>FTR, Part 302-10</u>).</li> </ol>	<ol style="list-style-type: none"> <li>1. HHT expenses (JTR, Ch 5, Part M) (<u>FTR, Part 302-5</u>).</li> <li>2. TQSE (JTR, Ch 5, Part H) (<u>FTR, Part 302-6</u>).</li> <li>3. Property management services (JTR, Ch 5, Part Q) (<u>FTR, Part 302-15</u>).</li> </ol>

- |  |  |
|--|--|
| 5. POV shipment (JTR, Ch 5, Part E) (FTR, Part 302-9).   |  |
| 6. RIT Allowance (JTR, Ch 5, Part N) (FTR, Part 302-17). |  |

**\*TABLE 11. ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT  
(5 USC §4109)<sup>1</sup> (JTR, par. C4630)**

- |  |
|--|
| 1. Transportation of employee & immediate family member(s) (JTR, par. Ch 4, Part D) (FTR, Part 302-4). |
| 2. Per diem for the employee (JTR, Ch 4, Part D) (FTR, Part 302-4).                                    |
| 3. Movement of HHG & SIT (JTR, Ch 5, Part D) (FTR, Part 302-7).  |

<sup>1</sup> **Note to Table 11:** The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. *This is not a PCS.*

### C5015 REASSIGNMENT/TRANSFER ADVANCE NOTICE

The permanent duty reassignment/transfer of any employee from one PDS or DoD COMPONENT to another, which is outside an employee's commuting area, is effective after the *employee* has been given reasonable advance notice to prepare. See par. C5080-F for short distance moves. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. A reasonable advance notice period should not be less than 30 days except when:

1. The employee and both the losing/gaining agencies agree on a shorter period;
2. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or
3. There are emergency circumstances.

**C5020 PCS ORDER** (FTR §302-2.102, §302-2.103, §302- 2.104). When GOV'T-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee's order is issued IAW Service/DoD COMPONENT regulations (par. C5100-A),
2. An appointee/employee should not incur PCS expenses (in anticipation of a PCS) until the written order has been received,
3. The order must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

### C5025 PCS REIMBURSEMENT PROVISIONS

1. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:
  - a. Successive changes to these regulations governing PCS allowances, and
  - b. The extended period of time that an employee retains eligibility for certain allowances. See par. C5035.
2. The regulations in effect on the appointee's/employee's appointment/transfer effective date (APP A) apply for payment/reimbursement purposes.

### C5030 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave. A new appointee is in a duty status while traveling to the first PDS.

**NOTE 1:** For regulations governing excused absence and duty status while preparing for and completing a PCS move, see [DoDI 1400.25, Vol. 630, Para 6.d.\(3\) Permanent Change of Duty Station \(PCS\)](#).

**NOTE 2:** APP A for definitions of "Different (or Separate) Departments and Agencies," "DoD COMPONENT," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DoD COMPONENTS (FTR §302-2.105)

**NOTE:** This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD COMPONENTS, to or from non-DoD agencies.

1. General. Except as provided in pars. C5030-B2 and C5030-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD COMPONENT IAW par. C5005.
2. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105). Necessary transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.
3. Movement under the DoD Priority Placement Program (PPP). Necessary PCS costs for movement under the PPP to a different DoD COMPONENT when a RIF/transfer of function is involved are funded as indicated in par. C5030-B2. When a RIF/transfer of function is not involved, and an employee is returning to the U.S. through the PPP from an assignment in a foreign area, the gaining activity pays TQSE and MEA, while other necessary costs associated with a PCS are paid by the losing activity.

C. Movement within the Same DoD COMPONENT

1. General. Except as indicated in pars. C5030-C2 through C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.
2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.
3. BRAC. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity NTE the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the MEA, real estate allowances (if the employee is eligible), and at its discretion for a HHT (if the employee is eligible) and TQSE for an:

- a. Employee who completes the prescribed tour of duty under the current service agreement;
- b. Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD COMPONENT;
- c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
- d. Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. C5030-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD COMPONENT in Hawai'i. Pars. C5030-C2 through C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD COMPONENT.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs when an employee fails to satisfactorily complete a probationary period.

7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP). When a RIF/TOF is not involved, necessary costs for employees returning through the PPP from assignments in foreign areas within the same DoD COMPONENT must be paid by the losing activity, except for TQSE and MEA, which must be paid by the gaining activity.

**\*D. Separation from OCONUS Employment**

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence, or an alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in GOV'T service in a different department/agency in the actual residence geographical locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD COMPONENT without a Break in Service after Separation from the Losing Activity

- a. When an employee under an agreement:
  - (1) Returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
  - (2) After arrival at the destination is employed by another DoD COMPONENT without a break in service,

b. The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence. For the conditions and limitations regarding payment by the gaining DoD COMPONENT when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee's separation travel cost if the employee is or becomes eligible for separation travel and transportation allowances.

**C5035 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)**

A. General. All travel between the authorized points (PDSs, etc.) contained within the official order, including that for a dependent, and transportation, including that for HHG allowed under these regulations, should be accomplished as soon as possible. The employee may request an extension of travel and transportation allowances. The DoD COMPONENT may grant the requested extension when in the GOV'T's interest IAW par. C5035-C. This authority cannot be used ICW or anticipation of a future order and has a finite limit (par. C5035-C) in terms of total time.

B. Employee Married to Employee/Member. An employee, married to an employee/a uniformed member or an employee whose domestic partner is an employee/a uniformed member when each is traveling under a separate order between PDSs, upon request may be authorized/have approved an extension by the DoD COMPONENT when in the GOV'T's interest. See pars. C1030 and C2000 for restrictions.

C. Time Limits. Allowable travel and transportation must be completed within 1 year from the employee's transfer or appointment effective date, except that the 1-year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and
2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from an OCONUS PDS; and
3. Is extended (when determined to be in the GOV'T's interest by the DoD COMPONENT) for up to an additional 1 year when the original 1-year time limitation for residence transaction completion is extended under par. C5750-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the prescribed allowances in effect on the employee's transfer effective date.

D. Restrictions. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD COMPONENT as being in the GOV'T's interest. Following are examples of reasons that do not justify authorizing/approving an extension: (a) delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and (b) residence construction/ renovation delays at the new PDS.

**C5040 FUNDS ADVANCE**

A. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106). An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

1. Origin and destination;
2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD COMPONENT concerned; and
3. Anticipated SIT period (NTE 90 days) at GOV'T expense.

B. Non-Temporary (Extended) Storage of HHG (FTR §302-8.4). *An advance is not authorized for non-temporary (extended) storage of HHG.*

C. Temporary Quarters Subsistence Expenses(TQSE) (FTR §302-6.15). An advance may be paid to cover the estimated TQSE expenses for up to 30 days. The DoD COMPONENT may subsequently pay additional travel advances for periods up to 30 days (remembering the maximum TQSE period is 120 days for TQSE(AE) and 30 days for TQSE(LS)).

D. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). *An advance is not paid for expenses incurred ICW residence transactions.*

E. Transportation and Emergency Storage of POV (FTR §302-9.11). An advance for transportation and emergency storage of a POV may be paid NTE the estimated expenses amount authorized for that purpose.

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

### SECTION 1: GENERAL

#### C5150 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A -- HHG transportation).

#### C5152 ELIGIBILITY

The following are eligible for HHG transportation and SIT at GOV'T expense when relocation is in the GOV'T's interest:

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

#### C5154 BASIC ALLOWANCES

##### A. General

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

B. Prescribed Weight Allowances (FTR §302-7.2). The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee. See par. C2304 for baggage allowances. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials. See par. C5154-F2 when the employee is financially responsible for HHG transportation expenses.

<b>Transportation of HHG and PBP&amp;E (§302-7.6)</b>	
<b><u>Category of Employee</u></b>	<b><u>Authorized Origin/Destination</u></b>
(a) Employee transferred between official stations.	An allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment, is used for the packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
(b) New appointee.	From place of actual residence to new official station (including to location of extended storage when authorized).
(c) Employee returning from outside CONUS assignment for separation from GOV'T service.	Last official station and extended storage location, when authorized, to place of actual residence.
(d) Employee authorized separation travel at GOV'T expense to actual residence but retiring at the OCONUS official station or an alternate location.	From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), NTE the constructed transportation cost from the official station and extended storage location (respectively) to the actual residence.
(e) SES last move home benefits.	From the last official station and extended storage location, when authorized, to the place of selection.

***NOTE: Under no circumstances may the GOV'T pay any expenses associated with excess weight.***

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

\*1. Policy. PBP&E are HHG and are part of the PCS weight allowance. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. C5154-C2 and C3 ([FTR §302-7.4](#)). The maximum weight allowance for shipment of PBP&E is 2,000 lbs. net weight. ***A POV may not be shipped as PBP&E per [FTR §302-9.302](#).***

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

\*a. Before shipment occurs, an itemized PBP&E (See APP A) inventory must be provided for review by an official designated by the authorizing/order-issuing command.

\*b. Appropriate information (as determined by the authorizing/order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.

c. An appropriate official designated by the authorizing/order-issuing command at the new PDS must review and certify that the itemized PBP&E are necessary for the proper performance of the employee's duties at the new PDS. The same official must further certify that if these items are not transported to the new PDS, the same or similar items would have to be obtained (at GOV'T expense) for the employee's use at the new PDS. [CBCA 1517-RELO, 23 December 2009](#).

3. Administrative Expense. When the PBP&E are authorized for shipment as an administrative expense:
- a. The transportation cost is not chargeable to travel and transportation expenses appropriations.
  - b. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) ([FTR §302-7.13](#)).
  - c. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).
  - d. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. C5170-D.
  - e. The PBP&E may be returned as an administrative expense to an employee's actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from GOV'T service provided the PBP&E were transported to the OCONUS location as an administrative expense ([FTR §302-7.18](#)). Par. C5167-C details HHG transportation from OCONUS to CONUS PDSs.
  - \*f. PBP&E allowance must not exceed 2000 lbs. net weight. ***This limitation is not subject to waiver and is effective 1 May 2014.***

***\*NOTE: An employee may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a RAT if a transportation agreement to OCONUS was made prior to 1 May 2014. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at GOV'T expense to the OCONUS location. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the GOV'T initially authorized to be shipped OCONUS. The employee may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs. Once the employee's HHG have been returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent transportation agreement.***

4. Administratively Restricted HHG Weight

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

\*b. PBP&E weight is in addition to a restricted weight allowance shipped to an OCONUS PDS. **Example:** The typical administratively limited weight allowance is 4,500 lbs. net weight. The employee is allowed up to 2,000 lbs. net weight of PBP&E. The PBP&E, if shipped as HHG, is shipped as part of the 4,500 lbs. net weight of HHG. Any excess PBP&E (over 2,000 lbs. net weight in this case) is not authorized at GOV'T expense.

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

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

1. An employee, assigned to an OCONUS PDS designated in APP F1, is authorized transportation of consumable goods in addition to the 4,500 lbs. HHG net weight allowance.
2. The consumable goods must be for the employee's and/or dependents' personal use.
3. OCONUS locations and their consumable goods weight allowances are contained in APP F1.
4. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).

5. Procedures for adding a location to the list are contained in APP F2.
6. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.
7. The employee's PCS order should show the consumable items authorized weight allowance in APP F1.

E. Weight Additive Articles ([FTR §302-7.21](#)). When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. C5154-B. For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee's 18,000 lbs. net weight allowance. [GSBCA 16131-RELO, 21 July 2003](#). *Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.*

F. HHG Transportation Expenses

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

***NOTE: Delivery out of storage is authorized at GOV'T expense, regardless of time in storage within the authorized 1-year period. This includes shipments that have been converted to storage at the employee's financial responsibility. In addition, delivery out of SIT at GOV'T expense may be extended for the time period of an extension granted under par. C5750-C. In all circumstances, HHG delivery must be completed within the time limitations in par. C5035.***

2. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of:
  - a. Exceeding the authorized weight allowance;
  - b. Transportation between other than authorized locations;
  - c. Transportation of articles that are not HHG (APP A -- Household Goods);
  - d. Transportation in more than one lot (other than a UB shipment authorized under par. C5160-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. C5165-C);
  - e. Special services requested by the employee, i.e., the cost of increased valuation liability; and,
  - f. Transportation related costs that are incurred by the GOV'T due to the employee/employee's agent's negligence, i.e., attempted pickup and/or delivery charges. [DTR 4500.9-R, Part IV, Ch 401](#).
  - g. The relocating employee is financially responsible for reimbursing the GOV'T for all HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at GOV'T expense is a shipment weight of 20,000 pounds gross weight, which includes the 18,000 pounds net weight of the uncrated HHG plus the 2,000 pound allowance for packing materials; or (2) the

administrative weight allowance of 5,000 pounds (4,500 pounds net weight plus 500 pounds packing materials weight allowance).

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

1. Form and Voucher Preparation. [DoDFMR, Volume 9](#), for information on submitting travel vouchers and the forms to be used.

2. Documents

a. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow [DoDFMR](#) procedures regarding numbers of copies.

b. Documentation

(1) If required by financial regulations, the following documentation should be attached to the voucher:

(a) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

(b) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and

(c) An official weight certificate/authenticated weight designation.

(2) Constructed weight may be used when:

(a) Proper weighing facilities are not available at origin/any point en route/destination, or

(b) The partial load weight cannot be obtained at origin/en route/destination.

H. Loss or Damage Claims ([FTR §302-7.12](#)). HHG loss or damage claims are submitted IAW Service regulations.

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

1. The shipment originates at the employee's last PDS, actual residence, or another point;

2. A shipment originates at the last PDS and the remainder originates at one or more other points;

3. The destination is the new PDS or another point; or

4. The destinations for the HHG are the new PDS and one or more other points.

***NOTE: The total GOV'T expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. C5160, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS*** ([FTR §302-7.7](#)).

J. Employee with an Employee or Uniformed Service Member Spouse/Domestic Partner. An employee whose spouse/domestic partner is another employee or a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or uniformed member) may also have a PCS order. [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#). JFTR, par. U5012-C for HHG transportation for a uniformed member whose spouse/domestic partner is a civilian employee when both are authorized HHG shipments to the same new PDS.

**Example 1.** An employee and the employee's uniformed member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs per JFTR, par. U5310. The employee's PCS HHG weight allowance is 18,000 lbs net weight per par. C5154-B. Together they may ship 30,500 lbs net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

**Example 2.** An employee-married-to-another-employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs net weight per pars. C5000-B1a and C5154-B. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. *Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees.* [GSBCA 16608-RELO, 3 August 2005.](#)

K. HHG Transportation between Local Residences

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

***NOTE: SIT is not authorized.***

2. Local Transportation Costs

- a. Local transportation costs are charged to the command authorizing the transportation.
- b. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.
- c. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. C5170-D.
- d. The net weight limitation of 18,000 lbs (par. C5154-B) and 4,500 lbs (par. C5168) do not apply to this HHG transportation.

## SECTION 3: HHG WEIGHT

### C5168 ADMINISTRATIVE WEIGHT LIMITATIONS ([FTR §302-7.17](#))

A. Policy. When GOV'T furnishings are provided at an OCONUS location, HHG transportation at GOV'T expense to or from such an OCONUS location ordinarily is limited to 4,500 lbs. net weight, including UB weight. *See APP W for approved administrative weight allowance locations that may differ from the 4,500 lb. amount.*

1. An allowance of up to 500 lbs. exclusive of the 4,500 lbs. net weight of the administrative weight limitation is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.
2. Only the authorized weight allowance that was shipped to the OCONUS location may be returned to CONUS upon the duty tour completion unless the Agency makes an exception IAW Agency regulations

***NOTE: An order permitting the State Department administrative HHG weight limit of 7,200 lbs. is erroneous and only 4,500 lbs. net weight may be transported at GOV'T expense subject to the exceptions below.***

### B. Exceptions

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

***NOTE: Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee's weight allowance.***

C. Transportation from a Weight Restricted Area. If an employee is transferred from an OCONUS weight restricted PDS to a PDS at which GOV'T owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transported does not exceed the authorized weight limit for the new PDS.

**C5170 DETERMINING THE NET WEIGHT** ([FTR §302-7.13](#))

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial) is allowed an allowance of up to 2,000 lbs., exclusive of the 18,000 lbs. net weight of HHG shipment that is used for packing weight:

1. Is the weight shown on the bill of lading or weight certificate?;
2. Excludes the weight of barrels, boxes, cartons, and similar packing materials; and
3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes), the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight. A constructed weight based on 7 lbs./cubic foot (***NOTE 2***) of properly loaded space should be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

***\*NOTE:*** *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

**C5175 EXCESS CHARGES**

A. Policy

1. GOV'T's Financial Responsibility

a. The GOV'T must pay the total transportation and other charges applicable to any excess weight that exceeds an employee's weight allowance and collect reimbursement from the employee. When HHG are weighed twice, the lesser weight is used to determine the employee's financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee's share of the cost ([CBCA 1500-RELO, 6 July 2009](#) and [CBCA 1534-RELO, 10 July 2009](#)).

b. Payment for the transportation and collection from the employee for excess charges are IAW finance regulations. ([FTR §302-7.200](#))

2. Employee's Financial Responsibility

a. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

***NOTE: The employee is still financially responsible for excess weight charges, even if the excess weight status was known or suspected prior to transportation and the employee and/or the AO providing transportation funds were not notified by the Transportation Officer of the weight status ([CBCA 2076-RELO, 5 October 2010](#)). An agency may not pay the cost of transporting an employee's HHG in excess of 18,000 lbs. ([5 USC §5724\(a\)\(4\)](#)). See par. C5154-B for prescribed weight allowance. Erroneous advice, or lack thereof, by a GOV'T agent does not create an entitlement to reimbursement of, or shipment of HHG in excess of the weight allowed by statute.***

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army. Transportation Operations, Loss & Damage, Excess Cost, Claims & Adjustments Section, DFAS-Indianapolis ATTN: DFAS-JFNCC/IN, 8899 East 56th Street, Indianapolis IN 46249-0002;

2. Navy. See Transportation of Personal Property (NAVSUP P-490);

3. Air Force. Headquarters, U.S. Air Force (A4LE), 1030 Air Force Pentagon, Washington, DC 20330-1030; or

4. Department of Defense (DoD) COMPONENTS:: (APP A1 - DoD COMPONENTS) OSD/WHS/DoD Agencies: [OSD/WHS/DoDAgencies](#) - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

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## PART S: POC PERMANENT DUTY TRAVEL

### C5900 AUTOMOBILE USE ([FTR Part 302-4](#))

#### A. General

1. Automobile use is to the GOV'T's advantage for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - b. PCS travel, or
  - c. Separation travel.
2. MALT reimbursement for automobile travel is at the appropriate MALT rate in par. C2605.

#### B. Using One or Two POCs ([FTR §302-4, Subpart F](#))

1. When a traveler and dependent relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has a dependent who is relocating) with the prescribed MALT rate (see par. C2605) and car ferry fees applicable for each POC.
2. Except as in par. C5900-C, MALT reimbursement authorized for the dependent's travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***
3. MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

#### C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

***NOTE: The terms "family members" or "dependents" in par. C2159 include only those traveling by POC.***

1. General. Reimbursement for the use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.
2. Examples of When More than Two POCs Are Routinely Authorized/Approved:
  - a. There are more family members (i.e., employee and dependents) than reasonably can be transported, together with luggage, in two POCs;
  - b. Because of age or physical condition, a family member needs special accommodations in one POC and second and third POCs are required for the other family members;
  - c. An employee must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POC;

- d. Dependents perform unaccompanied travel between authorized points other than those for the employee's travel (e.g., travel to a designated place or to the new PDS when the employee has TDY en route) and there are more family members than reasonably can be transported, together with luggage, in one POC;
- e. Dependents perform unaccompanied travel to the new PDS in advance of the employee's reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term) and there are more family members than reasonably can be transported, together with luggage, in one POC; or
- f. Special circumstances not included in this subparagraph exist (as determined through the Secretarial Process), such as travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried. ***NOTE: Possession of more than 2 POCs with more than 2 licensed drivers in the family does not constitute a special circumstance.*** ***Example:*** An employee, spouse and 2 teenage drivers with 4 POCs does not constitute a special circumstance and reimbursement for more than 2 POCs is not authorized based solely on these facts.

3. MALT and Ferry Fares

- a. When reimbursement for the use of more than two POCs is authorized/approved, the MALT and car ferry fees apply for each POC.
- b. If the same POC is used for more than one trip, MALT and car ferry fees apply for each trip. The standard MALT rate is applied for each one way official distance between the old and new PDSs. ***Example:*** The employee drives the spouse and three children on the first trip (and receives MALT for the one way official distance followed by a second trip in which the employee and one of the already transported children return to transport two remaining children. The employee is paid MALT for the one way official distance between the old and new PDSs on the second trip).

4. Documentation. The applicable conditions in par. C5900-C2 should be shown in the travel order or approved by travel order amendment after the fact. See APP I, Part II for travel order policy.

D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.

E. POC Use to and from Transportation Terminal or PDS

1. When a POC is driven round trip to drop off and/or pick up a traveler at a transportation terminal, the traveler paying POC operating expenses is:
  - a. Paid TDY mileage for the round trip(s) distance, and
  - b. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls,for the most direct route.
2. If a member of the traveler's family drives the traveler to and/or from the transportation terminal, it is presumed that the traveler incurs the expense.

**C5905 AIRCRAFT**

A. Privately Owned Airplane

1. The use of a privately owned airplane for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - \*b. PCS travel, or
  - \*c. Separation travel

is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. **Example:** 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

2. Reimbursement for travel by privately owned airplane that is to the GOV'T's advantage is at the appropriate TDY mileage rate in par. C2600.
3. Travel time is as provided in par. C5060.
4. Reimbursement computation for travel by privately owned airplane is in par. C4780.

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.
2. Expenses
  - a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
  - b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

**C5910 PRIVATELY-OWNED MOTORCYCLE**

A. PCS-related Travel Policy. The use of a privately owned motorcycle is to the GOV'T's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
- \*2. PCS travel, or
- \*3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. TDY Related Travel Policy. TDY motorcycle travel reimbursement that is to the GOV'T's advantage is paid at the appropriate TDY mileage rate in par. C2600.

C. Travel Time. Travel time is as provided in par. C5060.

D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C4780.

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**C5915 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair airfare if available). ***Per diem and travel time are based on the air travel time.*** ([59 Comp. Gen. 737 \(1980\)](#)) The AO, IAW par. C3210-C2 and APP I3, par. E4a(5), must ensure a statement is on the travel order indicating that GOV'T procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available GOV'T procured air transportation (plus appropriate per diem).

## CHAPTER 7

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**C7465 JUROR TRAVEL**

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### SECTION 3: RENEWAL AGREEMENT TRAVEL (RAT)

#### C7010 RAT LEAVE

A. General. An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *See pars. C7010-C and C7010-D for an employee serving tours of duty in AK or HI.*

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

#### B. Eligibility Requirements for All OCONUS Areas

1. Eligibility. An employee must meet the requirements in par. C7010-B2 to be eligible for the allowances in par. C7010-A.
2. Requirements. Prior to departure from the OCONUS PDS an employee must have:
  - a. Satisfactorily completed the prescribed tour of duty (par. C5570-C and APP Q3 for prescribed tours of duty), and
  - b. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. C7010-N1, C7010-N2, and C7010-N3 and return and any additional cost paid by the GOV'T as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
  - c. (For HI or AK) Eligibility under pars. C7010-C and C7010-D.

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

1. Serving a tour of duty in AK or HI; or
2. En route to a PDS in AK or HI under a written service agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in AK or HI.

#### D. Employee Assigned, Appointed, or Transferred to a Post of duty in AK or HI after 8 September 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in AK or HI after 8 September 1982, unless the DoD COMPONENT involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in AK or HI.
2. This authority may be used only when required to fulfill DoD COMPONENT staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.
3. DoD COMPONENT written material must prescribe criteria and guidelines to determine the need for RAT.

4. The DoD COMPONENT determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in AK or HI must be reviewed and re-confirmed in writing periodically, but not less than every five years.

5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either AK or HI. *An employee must be advised in writing of this limitation.*

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

E. Allowable Travel and Transportation. An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. C7010-C). *See par. C2203 for the mandatory use of CTOs/TMCs for transportation arrangements. See par. C7010-L for per diem.*

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. C7010-P, RAT may be denied only when the employee:

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

2. RAT Delay

a. General

(1) *Delay may not be imposed on a DoDEA teacher.*

(2) RAT at GOV'T expense may not be denied to an employee who has earned it except IAW par. C7010-F1.

(3) The time at which leave is granted (to perform RAT) is subject to appropriate personnel written material.

(4) RAT ordinarily is performed between OCONUS tours of duty (par. C5572-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander ([B-232179, 6 October 1989](#)) subject to leave being granted IAW personnel written material.

b. Delay at Management's Request

(1) Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if:

- (a) The employee is engaged on a project that is scheduled for completion within a reasonable time,
- (b) There is a temporary personnel shortage, or
- (c) For other good reasons.

(2) Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

c. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. C5570-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

- (1) The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
- (2) 12 months.

d. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation (par. C5570-C5).

e. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by an OCONUS Service Limitation

**Example:** An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

G. Travel in Family Units not Required. An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers IAW par. C7010-P.

H. RAT Non-Cumulative. RAT must be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement ([35 Comp. Gen. 101 \(1955\)](#)). ***RAT authorization is not cumulative from one period of service to another if not used.***

I. Baggage Transportation

1. General. Travelers should transport minimal baggage with them during RAT. The maximum baggage allowance that may be authorized at GOV'T expense for an employee and dependents returning to the actual residence to take leave between overseas tours of duty is determined by whether the baggage is accompanied or unaccompanied.

2. Excess Baggage

- a. Excess accompanied baggage weight allowance for each traveler is 100 lbs./person (gross weight).
- b. The 100 lb. weight limit does not include free checkable accompanied baggage.

3. Unaccompanied Baggage (UB). UB:

- a. Is authorized for up to 100 lbs./person (net weight).
- b. Does not accompany the traveler, but is transported separately by air (e.g., via postal service, FEDEX, etc.).

J. UB of a DODEA Teacher Authorized an Extended Leave of Absence. A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 lbs. of UB for each eligible adult, and
2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Up to 100 lbs. excess accompanied baggage is authorized ICW/in addition to this shipment IAW par. C7010-I. Transportation under par. C7010-J is in place of UB the employee may be authorized to transport under the provisions of par. C7010-I.

**NOTE: See par. C5160-B for UB ICW PDT.**

K. HHG SIT. See par. C5190 for up to 90 days of HHG SIT.

L. Per Diem

1. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route **directly** between old and new OCONUS duty stations. See par. C7010-E for allowable travel and transportation allowances.

**NOTE: AEA in JTR, Ch 4, Part C may not be authorized/approved for RAT/PCS travel.**

2. Per Diem Computation Example. The following example illustrates the method for per diem computation incident to RAT:

<b>Renewal Agreement Travel</b>			
<b>NOTE:</b> See the <a href="#">Standard CONUS per diem rate</a> or par. C5060-E3 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. See par. C5060-G1.			
4. Maximum per diem rate at time of travel \$129 (\$83/ \$46) and OCONUS PDS per diem rate is \$239 (\$131/ \$108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$46 (M&IE) =	\$ 34.50
	9/2- 9/30	No per diem	0.00
	10/1	75% x \$108 =	\$ 81.00
	10/1 – 10/2	75% x \$108 (M&IE) =	\$ 81.00
<b>Total Reimbursement</b>			<b>\$196.50</b>
6. Par. C5060-G1a applies and the destination M&IE rate (\$46) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. C5060-G1a & C5060-G1c.			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

M. Leave Status during Absence from Duty. The written material concerning leave of a Service or DoD COMPONENT applies regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DoDEA IAW par. C7010-P.

N. Alternate Destination

1. Authorization

a. An employee/dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:

- (1) A CONUS/non-foreign OCONUS location, or
- (2) The country of the employee's actual residence.

b. Either destination listed above is an official travel destination.

c. Contract city-pair airfares may be available for use. *If the employee/dependent travels to a more expensive alternate destination, city-pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for all excess cost.*

d. The POLICY-CONSTRUCTED AIRFARE (APP A1) is to be used for constructed cost purposes (APP P 1-B1, [FTR §301-10.112](#) and [62 Comp. Gen. 596 \(1983\)](#)).

2. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

a. **Example 1**

Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B. There is no city-pair airfare between OCONUS Location A and CONUS Location B.	
The POLICY-CONSTRUCTED AIRFARE (APP A1) between OCONUS Location A and CONUS Location B (incorporating some city-pair airfare connections):	\$1,200
Employee desires to utilize RAT to CONUS Location C.	
City-pair airfare to/from CONUS Location C:	\$1,400
Least expensive policy-constructed airfare to/from CONUS Location C:	\$1,600
Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city-pair airfare may be used to/from CONUS Location C.	
The employee's financial responsibility is \$1,600 of which <b>\$1,200 is reimbursable.</b>	

b. **Example 2**

Employee's PDS is OCONUS Location A and the actual residence is CONUS Location B.	
Round trip city-pair airfare trip cost:	\$980
Employee desires to utilize RAT to/from CONUS Location C.	
Round trip city-pair airfare to/from CONUS Location C:	\$840
Since transportation to/from CONUS Location C is less expensive than the transportation to/from the actual residence in CONUS Location B, the employee is authorized city-pair airfare to/from CONUS Location C (\$840) NTE the \$980 cost to the actual residence.	

3. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

4. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

- a. Does not meet the conditions in par. C7010-P,
- b. Is merely routed through the country of actual residence en route to another country, or
- c. Travels to various points for personal reasons (e.g., a "travel tour").

5. Administration. An alternate destination:

- a. Is determined in advance of travel and stated in the order,
- b. Omitted from the order may be later added to the order as an amendment, or
- c. May be specifically approved on the reimbursement voucher if permitted by finance written material.

6. Reimbursement. RAT reimbursement for travel to an alternate destination is NTE the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

O. Limitations

1. HHG. There is no authority (ICW RAT) for HHG transportation except for necessary UB IAW pars. C7010-I and C7010-J. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused ([38 Comp. Gen. 653 \(1959\)](#)).
2. Unaccompanied Dependents. See par. C7010-G for an unaccompanied dependent's travel and transportation authority.
3. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.
4. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*
5. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

P. DoD Education Activity (DoDEA)Teacher

1. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

2. Exceptions

a. General

- (1) A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- (2) Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- (3) Par. C7010-G (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.
- (4) The exceptions in par. C7010-P1 may be authorized/approved during a period of continuous service as provided in pars. C7010-P2B and C7010-P2C.

b. Reassignment at Management's Request

- (1) Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.
- (2) The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.
- (3) Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

(4) The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

c. Attendance at an Accredited College/University

(1) When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:

- (a) Under an agreement to attend an accredited college/university,
- (b) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or
- (c) Pursuing other specific professional preparations meeting current DoDEA requirements, or
- (d) Attending courses that are required for continued certification in the teacher's home State.

(2) The renewal agreement is signed before leaving the OCONUS area.

(3) The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

(4) The teacher becomes financially responsible for previously GOV'T-paid travel costs, when travel was at GOV'T expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:

- (a) Course(s) completion, or
- (b) Reasons for not completing the course(s).

(5) A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C7010-P1 begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

d. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence.

Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

(1) Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,

(2) Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and

(3) Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:

- (a) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
- (b) Evidence that the course of study is not feasible through other means,
- (c) Proof/acceptance of the course of study, and
- (d) Information regarding successful course completion.

e. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. Personnel written material applies for pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

3. HHG Storage between School Years. See par. C5195-C.

a. Conditions. See par. C5195-C for HHG storage between school years.

b. In Addition to SIT. Authority for storage between school years (par. C5195-C) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

c. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*

d. Administrative Arrangements

(1) The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.

(2) The transportation officer is responsible for storage arrangements.

(3) The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

e. Indebtedness Notification. Appropriate financial written material addresses indebtedness and appropriate notification so that collection action can be taken.

f. Consecutive School Terms in Different Locations

(1) If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for transportation to the new PDS.

(2) The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

(3) Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

Q. Dependent Transportation

1. When Authorized

a. Dependent transportation may be authorized ICW the employee's RAT.

b. Subject to the conditions in this Part, the dependent transportation costs is NTE the GOV'T's cost for transportation to the employee's authorized destination.

c. In these cases, dependent transportation may be as provided in par. C7010-Q.

2. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:
  - a. Traveled to the OCONUS PDS within the prescribed 1- year limit, or
  - b. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.
3. Authorization Limitations. A dependent:
  - a. At the OCONUS PDS may:
    - (1) Accompany the employee, and/or
    - (2) Travel before/after the employee ***but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.***
  - b. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.
  - c. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
  - d. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.
  - e. ***May be authorized RAT only when the employee performs RAT ([35 Comp. Gen. 101 \(1955\)](#)).***
4. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.
5. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. The dependent may return to the OCONUS PDS after the leave, when the employee:
  - a. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and
  - b. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

\*R. Relocation Allowances Table. This table lists allowances ICW RAT, and provides references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

<b>RENEWAL AGREEMENT TRAVEL (RAT)</b> <b>RELOCATION ALLOWANCES</b> <b>(FTR, Part 302-3.209)</b>	
<b>Relocation Allowances that the DOD Component Must Pay/Reimburse</b>	<b>Relocation Allowances that the DOD Component Has Discretionary Authority to Pay/Reimburse</b>
1. Transportation for employee and immediate family member(s). See JTR, Ch. 5A and <a href="#">FTR, Part 302-4</a> .  2. Per diem for employee only. See JTR, par. C7010-L and <a href="#">FTR, Part 302-4</a> .	1. HHG shipment to PDS. See JTR, par. C7010-O.  2. Dependent Transportation to PDS. See JTR, par. C7010-G.

\*S. Travel and Transportation Funding

\*1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

\*2. Return to a Different OCONUS PDS

\*a. Losing Activity Costs. Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD COMPONENT, the losing OCONUS activity must pay the costs en route to the actual residence (see APP A) or alternate point until return travel begins.

\*b. Gaining Activity Costs. The gaining OCONUS activity in the same or another DoD COMPONENT must pay:

\* (1) Costs en route from the actual residence/alternate point to the new OCONUS PDS.

\* (2) Transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS ([44 Comp. Gen. 767 \(1965\)](#)).

\* (3) All PCS costs when an employee transfers between activities funded by DoDEA.

\*3. Obtaining a Position while on Leave in the U.S.

\*a. An employee:

\* (1) Who:

\* (a) Returns to the U.S. under a renewal agreement, and

\* (b) Arranges a move to a PDS in the U.S. while on leave,

\* (2) Is authorized reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence in the OCONUS service agreement.

\*b. The losing OCONUS activity must pay the travel and transportation costs to the new PDS, NTE the cost to the actual residence.

\*c. If the GOV'T incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.

\*d. Additional travel and transportation costs to the new PDS *may* be paid by the gaining activity. If the gaining activity *does not authorize* a PCS move, the losing activity *must amend the order* to provide for return from the losing activity to the actual residence for separation.

\*e. Travel and transportation expenses for separation are funded IAW par. C5030-D.

\*T. RAT Eligibility Table. The following eligibility table is ICW RAT for round-trip travel between overseas tours of duty for leave purposes, when return is to the same PDS or another PDS in the same locality.

<b>*RAT Eligibility Table</b>	
Agreement Required	Yes
Employee & Dependent Transportation	Yes (No advance)
Employee Per Diem	Yes (No Advance)
Dependent Per Diem	No
HHT Per Diem & Transportation	No
TQSE	No
MEA	No
Sell & Buy Residence Lease Termination	No
HHG SIT	No
NTS of HHG	Allowed only for DoDEA teachers between school years

\*U. POC Use ICW RAT

\*1. Automobile Use

\*a. General. RAT by automobile is to the GOV'T's advantage when:

\* (1) Travel and transportation costs at the applicable MALT rate, plus

\* (2) Per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day)

are less than common carrier transportation, including per diem.

\*b. Travel Time. See par. C5060.

\*c. POC Use to and from Transportation Terminal. See par. C4780.

\*2. Privately Owned Airplane Use

\*a. General. The use of a privately owned airplane for RAT is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

\*b. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute mile. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

\*c. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the GOV'T's advantage is at the appropriate TDY mileage rate in par. C2600.

\*d. Travel Time. See par. C5060.

\*e. Reimbursement Computation. See par. C4280.

\*3. Privately Owned Motorcycle

\*a. General. The use of a privately owned motorcycle for RAT is to the GOV'T's advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

\*b. Travel Time. See par. C5060.

\*c. Reimbursement Computation. See par. C4280.

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**PART D: TRAVEL ICW THE DEATH OF AN EMPLOYEE/DEPENDENT**  
**FTR Ch 303, Part 303-70**

*See Ch 7, Part A4 for Emergency Visitation Travel (EVT).*

**C7065 GENERAL**

A. DoD COMPONENT Responsibility. Each DoD COMPONENT must provide assistance in arranging, and must pay the expenses for, the preparation (par. C7080) and transportation (par. C7085) of the remains of:

1. An employee who dies while:
  - a. On official travel or on a TDY assignment, or
  - b. Performing official duties outside CONUS, or
  - c. Absent from duty IAW par. C7075-B, or
  - \*d. Reassigned away from the HOR under a mandatory mobility agreement executed as a condition of employment ,or
- Effective 6 January 2014***

  - \*e. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or
  - \*f. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541);
2. A dependent who dies while residing:
  - a. With an employee performing official duties outside CONUS, or
  - b. Away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
3. Transportation costs to return the deceased employee's and surviving dependents' baggage, HHG, and POV to the employee's official station or actual residence while assigned:
  - a. To perform official duties outside CONUS, or
  - b. Away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

***Effective 6 January 2014***

\*4. Transportation costs of dependent, baggage, HHG, and POV to the former actual residence or alternate residence when an employee dies while:

- \*a. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or
- \*b. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541).

B. Application. This Part applies whether or not the:

1. Employee's death is work related, and
2. Employee is serving under a service agreement, including a locally hired employee at an OCONUS PDS.

C. Operational Requirements. The transportation procedures for the remains of a deceased employee and/or a deceased dependent(s) is established by the:

1. DoDD 1300.22, Mortuary Affairs Policy, and
2. DTR
  - a. DTR, Part VII, Ch 701, and
  - b. DTR, Part VII, Ch 702, and
3. Sponsoring Service/Agency Regulations.

#### **C7070 RESPONSIBILITY**

A. General. A commander, or the commander's designee, upon being informed of the death of an employee covered by this Part, must immediately:

1. Inform the decedent's next of kin or legal representative of the allowances under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs ICW par. C7065-A1; and
3. Provide necessary assistance for the return of the decedent's dependent's baggage, HHG and POV IAW par. C7065-A3.

B. Applicable Regulations. Departmental regulations apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

#### **C7075 DEATH RELATED EXPENSES**

A. Death Related to Official Duty Performance. When an employee's death results from injuries sustained while actually performing official duty, the expenses for preparation and transportation of the remains properly are payable under regulations issued by the Secretary of Labor under authority contained in 5 USC §8134. For further information contact the U.S. Department of Labor, Division of Federal Employees' Compensation (DFEC), 200 Constitution Avenue, NW, Washington, DC 20210-0002 or <http://www.dol.gov/esa/owcp/contacts/fecacont.htm>.

B. Death During an Absence from Duty. Death related expenses must be paid for an employee who dies while on leave or on a non-workday while on TDY or assigned at an OCONUS PDS. Payment is NTE the amount allowed if death had occurred at the TDY station or the OCONUS PDS.

## C7080 PREPARATION OF REMAINS

### A. Employee

1. Preparation of Remains. The DoD COMPONENT must pay all actual costs including:
  - a. Embalming or cremation;
  - b. Necessary clothing;
  - c. Casket or container suitable for shipment to burial place;
  - d. Expenses necessary IAW local laws at the POE in the U.S.; and
  - e. Similar expenses.
2. Transportation of Remains. The DoD COMPONENT must pay all actual costs involved in the transportation of remains by common carrier (ordinarily used for transportation of remains), hearse, other means, or a combination thereof, from the TDY station or OCONUS PDS (or CONUS in the case of an employee reassigned away from the HOR under a mandatory mobility agreement) to the employee's actual residence, PDS, or burial place, including:
  - a. Movement from place of death to a mortuary and/or cemetery;
  - b. Shipping permits;
  - c. Outside case for shipment and sealing of the case, if necessary;
  - d. Removal to and from the common carrier;
  - e. Ferry fares, bridge tolls; and
  - f. Similar expenses.
3. Limitations
  - a. Costs for an outside case are not authorized when transportation is by hearse.
  - b. Transportation costs by hearse or other means is NTE the common carrier cost ordinarily used for transportation of remains.
  - c. Transportation costs to burial place is NTE transportation costs to the actual residence.

### B. Employee's Dependent

1. General. When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD COMPONENT concerned must furnish mortuary services and supplies on a reimbursable basis when:
  - a. Local commercial mortuary facilities and supplies are not available; or
  - b. The commander determines that the cost of available mortuary facilities and supplies is prohibitive.
2. Reimbursement. Reimbursement for the cost of mortuary services and supplies furnished under par. C7080-B1 are collected and credited to current appropriations available for the payment of these costs.

## C7085 TRANSPORTATION

A. Remains of Employee. When an employee dies while performing official TDY anywhere or while assigned at an OCONUS PDS (or CONUS in the case of an employee reassigned away from the actual residence under a mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS, whichever is more distant.

B. Remains of Employee's Dependent. When an employee's dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD COMPONENT must pay the cost for transportation of the dependent's remains to the dependent's actual residence. If the employee elects an alternate destination, and it is approved by the commander or designee, expenses paid are NTE the cost of transportation to the dependent's actual residence. ***Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.***

\*C. Dependent(s), Baggage and HHG -- Employee TDY, OCONUS PDS, or Away from HOR on Mandatory Mobility

### 1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par. C7065-A1. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed or were to be performed, by the most direct route to the decedent's actual residence or to any other place the commander concerned or designee designates. ***The GOV'T's cost is NTE the transportation cost to the deceased employee's actual residence.***

b. Time Limitation. Travel of the dependent(s) and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

#### ***Effective 6 January 2014***

\*c. Dependent and HHG Transportation. Except for the limitation imposed in par. C7085-C1b, dependent and HHG transportation under this Part is provided to the same extent as in par. C5085, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days may be authorized.

\*2. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG except under par. C7085-D. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependent(s).

### 3. Baggage

a. The DoD COMPONENT must pay transportation costs to return GOV'T property and the deceased employee's personal baggage to the employee's PDS or actual residence.

b. ***Expenses for POC baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.***

c. ***Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.***

4. POV

a. OCONUS. Transportation of a POV may be authorized:

- (1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and
- (2) At GOV'T expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and
- (3) When established that the POV at the OCONUS PDS was in the GOV'T's best interest.

b. CONUS. When an employee dies while on TDY in the U.S., the employee's commanding officer or designee may authorize the return shipment expenses for the POV when established that the POV was authorized and its presence CONUS was in the GOV'T's best interest (66 Comp. Gen. 677 (1987)).

***Effective 6 January 2014***

**\*D. Dependent(s), Baggage and HHG – Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties**

\*1. Contingency. Cost of transportation of a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved when an employee dies on or after 28 January 2008:

- \*a. While performing official duties at an OCONUS location;
- \*b. Within the AOR of the CDR of USCENTCOM; and
- \*c. In direct support of or directly related to a military operation, including a Contingency Operation (APP A) or an operation in response to an emergency declared by the President.

\*2. Law Enforcement. Cost of transportation of a deceased employee's dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or approved alternate residence when a law enforcement officer as defined in 5 USC §554 dies on or after 9 June 2010:

- \*a. As a result of personal injury sustained while performing law enforcement duties; and
- \*b. Is either on TDY or at the current PDS.

\*3. Authorized Expenses. When the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved by the commander concerned or the commander's designee, the following expenses must be authorized:

- \*a. Transportation of dependents;
- \*b. HHG transportation NTE 18,000 lbs.;
- \*c. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days; and

\*d. POV transportation costs associated with returning a POV from the:

\* (1). TDY location to the employee's PDS, if the agency had authorized the use of the employee's POV at the TDY location as advantageous to the GOV'T's; or

\* (2). OCONUS PDS to the employee's former actual residence or alternate destination as approved by the agency, if employee's POV was authorized at the OCONUS PDS.

\*4. Time Limitations. Travel of the dependents(s) and POV and HHG transportation must begin within 1 year from the employee's date of death. The commander concerned or the commander's designee may grant one, and only one, one-year extension if requested by the family before the end of the initial one-year limit.

#### C7090 PER DIEM TERMINATION

Authorized per diem terminates at the end of the calendar day on which an employee dies. All travel advances in excess of the earned per diem may be collected.

#### C7095 ESCORT(S) FOR EMPLOYEE REMAINS

\*A. Authorization. Escort(s) for an employee's remains may be authorized when an employee's death occurs ICW par. C7065-A1a, b, and d.

B. Limitations. Travel expenses may be authorized for no more than two escorts.

C. Travel Expenses. IAW Ch 4, round-trip travel expenses for the escort(s) of the employee's remains may be authorized from/to any place appropriate for burial as determined by the AO.

D. Escort Travel

1. GOV'T Employee. If an authorized escort is a GOV'T employee:

a. A TDY order must be issued for travel and transportation at GOV'T expense, and,

b. Transportation must be arranged IAW par. C2203.

2. Other than GOV'T Employee. If an authorized escort is not a GOV'T employee:

a. An ITA should be issued for travel and transportation at GOV'T expense IAW APP E and APP I3, par. G, and,

b. Transportation

(1) Should be provided by the AO through a CTO, or

(2) If justified, the least expensive unrestricted *economy/coach* transportation may be arranged directly with the common carrier.

3. Separate Travel. Family members traveling together as escorts should not be separated.

**C7100 PCS EXPENSES**

A. PCS Payment to the Employee's Dependent(s)/Immediate Family. A DoD COMPONENT must continue payment of PCS expenses for an employee's dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee's PCS order when an employee dies:

1. While in transit to a new CONUS PDS.
2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. C7100-A, the following expenses must be authorized:

1. Travel to the new PDS;
2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;
3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner and other dependent(s)/immediate family;
4. HHG transportation and POV shipment to:
  - a. The new PDS,
  - b. The old PDS, or
  - c. An alternate destination selected by the immediate family, NTE the GCC between the old and new PDSs;
5. HHG SIT for NTE 90 days; and
6. Reimbursement of real estate expenses incident to the PCS.

**C7105 PAYMENT OF EXPENSES**

A. General

1. Allowable expenses may be paid:
  - a. Directly to the person performing the services, or
  - b. By reimbursement to any person making the original payment.
2. Claims for reimbursement must be supported by required receipts.
3. Payment should be made IAW financial management procedures.

B. Payment Prohibition when Other Laws Apply

1. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes payment.
2. The allowances provided by this Part may not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the U.S.

C. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the allowances in this Part for the preparation and transportation of an employee's remains, the DoD COMPONENT concerned may pay the following expenses incident to the death of an employee who dies while serving with an Armed Force in a contingency operation (APP A1):

1. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. C7085;
2. Presentation of a U.S. flag to the employee's next of kin;
3. Presentation of a flag equal to the flag presented in par. C7105-C2 to the employee's parents(s), if the person to be presented a flag under par. C7105-C2 is other than the employee's parent.

## APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

### PART 1: DEFINITIONS (JFTR/JTR)

*As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.*

**ACADEMY, SERVICE** (*Uniformed Member Only*). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy ([37 USC §410\(a\)](#)).

#### ACCOMMODATIONS

A. Approved. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site.

#### B. Common Carrier

##### 1. Other Than Economy/Coach

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JFTR, par. U3510-A/JTR, par. C3510-A.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3510/JTR, par. C3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

2. Economy/Coach. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy/coach (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business class/true first class and are not to be mistaken for this one accommodations class). The term also includes tourist class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra Fare Train. A train that operates at an increased fare due to the train's extra performance (i.e., faster speed or fewer stops).

5. Single Class. This term applies when an airline offers only one class of accommodations to all travelers ([41 CFR §301-10.121](#)).

C. Public. Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

D. Types. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy/Coach/Air Tourist. A type available on commercial aircraft at rates lower than other than economy/coach accommodations.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

**ACTIVE DUTY (Uniformed Member Only)**. Full time duty in the active service ([37 USC §101\(18\)](#)) of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. **NOTE: A member is on active duty while in a travel status or while on authorized leave.**

**ACTIVE DUTY FOR TRAINING (ADT) (Uniformed Member Only)**. Full time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training (AT), and full time attendance at a school designated as a Service school by law or by the Secretary Concerned.

**ACTIVE GUARD AND RESERVE (AGR)**. Active duty performed by a member of an RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive or more days for the purpose of organizing, administering, recruiting, instructing, or training the RCs (10 USC 101(d)6).

**ACTUAL EXPENSE**. Payment of authorized actual expenses incurred, up to the limit prescribed within JFTR and/or JTR, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL RESIDENCE (Civilian Employee Only)**. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T ([GSBCA 16265-RELO, 19 December 2003](#)).

**ADVANCED TRAVEL OF DEPENDENTS (Uniformed Member Only)**. The movement of dependents based on a PCS order, but before member travel.

## AGENCY

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;

3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

**B. Does NOT include a/an:**

1. GOV'T controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses;
4. Office, agency or other establishment in the judicial branch.

**AGREEMENT** (*Civilian Employee Only*). A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel. *Also called a Service Agreement.*

**ALTERNATE PLACE** (*Uniformed Member Only*). A CONUS or non foreign OCONUS place authorized/ approved by the Secretarial Process to which a dependent is authorized to move at GOV'T expense in conjunction with an ITDY.

**ANNUAL TRAINING (AT)** (*Uniformed Member Only*)

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).
3. Annual training is a part of active duty for training.
4. For DoD, see [DoDI 1215.06](#). For non DoD Services, see Service issuances.

**APPROVE(D)**. The ratification or confirmation of an act already done.

**APPROVING OFFICIAL** (*Civilian Employee Only*). See **TRAVEL APPROVING/DIRECTING OFFICIAL**.

**ARMED FORCES**. The Army, Navy, Air Force, Marine Corps, and Coast Guard ([37 USC §101\(4\)](#)).

**ATTENDANT**. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies a member/ employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

**AUTHENTICATING OFFICIAL** (*Civilian Employee Only*). See **AUTHORIZING/ORDER ISSUING OFFICIAL (AO)**.

**AUTHORIZE(D)**

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

**Example:** When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

**AUTHORIZING/ORDER ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor provided services that allow cash withdrawals from participating ATMs to be charged to a GTCC.

**BAGGAGE**

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. GOV'T material may be included.
- C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

2. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.

3. Unaccompanied (UB). Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:

- a. Is not carried free on a ticket used for personal travel,

- b. Ordinarily is transported separately from the major bulk of HHG, and

- c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

- d. *ICW PDT (including TCS for civilian employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*

- e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.*

**BLANKET ORDER.** See **ORDER**.

**BREAK IN SERVICE (Civilian Employee Only).** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency ([5 CFR §300.703 \(2004\)](#)).

**BUSINESS CLASS.** See **ACCOMMODATIONS**.

**CALENDAR DAY**

1. The 24 hour period from one midnight to the next midnight.
2. The calendar day technically begins one second after midnight and ends at midnight.

**CAPACITY CONTROLLED CITY PAIR AIRFARE.** See **CITY PAIR AIRFARE.**

**CENTRALLY BILLED ACCOUNT (CBA).** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC).**

**CERTIFICATED AIR CARRIER.** See **U.S. CERTIFICATED CARRIER.**

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. Also referred to as Indirect Travel.

**CITY PAIR AIRFARE.** An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel ([Airfares \(City Pair Program\) http://www.gsa.gov/portal/category/27228](http://www.gsa.gov/portal/category/27228)). Airfares are priced on one way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA):

1. No advance purchase required
2. Last seat availability
3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City Pair Airfare ('Dash'CA):

1. Lower prices than the standard city pair rates
2. Limited number of seats on each flight
3. Not used for cost construction purposes.

**COMMANDANT'S PAROLE** (*Uniformed Member Only*). The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court martial sentence has not been ordered executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. Refer to the [Defense Almanac](#) and/or the [DoD](#) website for Unified Combatant Commands.

**COMMAND SPONSORED DEPENDENT** (*Uniformed Member Only*). See **DEPENDENT, COMMAND SPONSORED.**

**COMMERCIAL POV STORAGE FACILITY** (*Uniformed Member Only*). Any commercial fee-for-service facility open to the public for daily/long term storage of motor vehicles.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 ([P. L. 104-88](#)) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private sector supplier of air, rail, bus, or ship transportation.

**COMMUTED RATE** (*Civilian Employee Only*). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Rate table information and commuted rate schedule for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation are found at [www.gsa.gov/relocationpolicy](http://www.gsa.gov/relocationpolicy). See JTR, par. C5160-D4.

**CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under [5 CFR §410.404](#). Does not include regularly scheduled courses of instruction conducted at a GOV'T/commercial training facility.

**CONSECUTIVE OVERSEAS TOUR (COT)** (*Uniformed Member Only*). The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See **IN PLACE CONSECUTIVE OVERSEAS TOUR**.

**CONSUMABLE GOODS** (*SEE HOUSEHOLD GOODS*). Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to APP F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

1. **Foodstuff:** Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.
2. **Personal Maintenance:** Non edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.
3. **Household Maintenance:** Non edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

*Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.*

**CONTIGUOUS UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under [10 USC §688](#), [§12301\(a\)](#), [§12302](#), [§12304](#), [§12304a](#), [§12305](#), or [§12406](#); [Ch 15 of title 10](#), or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIER.** U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T. Also called a Travel Management Center (TMC) under GSA's program.

**CONUS LOCALITY PER DIEM RATES.** For current per diem rates, see the [Defense Travel Management Office website](#).

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#).

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The <a href="#">Office of the Secretary of Defense</a> (including the organization of the <a href="#">Joint Chiefs of Staff (JCS)</a> )	<a href="#">Defense Media Agency (DMA)</a>	<a href="#">Defense Advanced Research Projects Agency (DARPA)</a>	<a href="#">Defense Security Cooperation Agency (DSCA)</a>	<a href="#">National Intelligence University (NIU)</a>
	<a href="#">Defense Prisoner of War/Missing Personnel Office (DPMO)</a>	<a href="#">Defense Commissary Agency (DeCA)</a>	<a href="#">Defense Security Service (DSS)</a>	
<a href="#">Department of the Army</a>	<a href="#">Defense Technology Security Administration (DTSA)</a>	<a href="#">Defense Contract Audit Agency (DCAA)</a>	<a href="#">Defense Threat Reduction Agency (DTRA)</a>	<a href="#">Defense Acquisition University (DAU)</a>
<a href="#">Department of the Air Force</a>		<a href="#">Defense Contract Management Agency (DCMA)</a>	<a href="#">Missile Defense Agency (MDA)</a>	<a href="#">National Defense University (NDU)</a>
<a href="#">Department of the Navy (including the <a href="#">Marine Corps</a>)</a>	<a href="#">DoD Education Activity (DoDEA)</a>	<a href="#">Defense Finance and Accounting Service (DFAS)</a>	National Geospatial Intelligence Agency (NGA)	
<a href="#">DoD Inspector General (DoD IG)</a>	<a href="#">DoD Human Resources Activity (DHRA)</a>	<a href="#">Defense Information Systems Agency (DISA)</a>	<a href="#">National Security Agency (NSA)/Central Security Service</a>	Joint Professional Military Education Colleges
	<a href="#">Office of Economic Adjustments (OEA)</a>	<a href="#">Defense Intelligence Agency (DIA)</a>		
<a href="#">U.S. Court of Appeals for the Armed Forces</a>	<a href="#">TRICARE Management Activity</a>	<a href="#">Defense Legal Services Agency</a>	<a href="#">Pentagon Force Protection Agency (PFFA)</a>	<a href="#">Uniformed Services University of the Health Sciences (USU)</a>
	<a href="#">Washington Headquarters Services (WHS)</a>	<a href="#">Defense Logistics Agency (DLA)</a>		

**DEPENDENT ([Uniformed Member Only](#)).** Defined by [37 USC §401](#).

**NOTE: Exception. For authorization purposes under JFTR:**

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7835-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U4070-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

Except for transportation to obtain OCONUS medical care (JFTR, par. U7125-C1), any of the following individuals: (*Exception NOTES above.*)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.**;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; **NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.**;
8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

Common Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect,

without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” ([DoDFMR, Vol. 7B, Glossary](#))

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

Pertinent GSBICA decisions

- [GSBICA 15947-RELO, 31 March 2003](#)
- [GSBICA 15382-RELO, 20 December 2000](#)
- [GSBICA 15207-RELO, 19 May 2000](#)
- [GSBICA 14673-RELO, 9 December 1998](#)
- [GSBICA 14122-RELO, 16 March 1998](#)

**DEPENDENT/IMMEDIATE FAMILY (*Civilian Employee Only*)**. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Employee's domestic partner;
3. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** “Children” includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children. [50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));

**NOTE 1:** *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBICA held that the power of attorney did not create a “legal guardianship” as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term “legal guardianship” is not defined in the JTR, GSBICA turned to AZ state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf ([GSBICA 16337-RELO, 19 April 2004](#)).*

4. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and
5. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

**NOTE 2:** *Generally, the individuals named in items 4 and 5 are the employee's dependents if they receive at least 51% of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

**NOTE 3:** *ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7285-C for the purpose of transportation eligibility under that Act.*

**NOTE 4:** *With respect to emergency leave travel, JTR, par. C7020-D.*

**NOTE 5:** *Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

*GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,*

*"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,*

*As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).*

*The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).*

*The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).*

*Once the employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law PDTATAC does not adjudicate these cases.*

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)  
[GSBCA 15382-RELO, 20 December 2000](#)  
[GSBCA 15207-RELO, 19 May 2000](#)  
[GSBCA 14673-RELO, 9 December 1998](#)  
[GSBCA 14122-RELO, 16 March 1998](#)

**DEPENDENT, ACQUIRED (*Uniformed Member Only*)**. A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

**DEPENDENT, COMMAND SPONSORED (*Uniformed Member Only*)**

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

**DEPENDENT RESTRICTED TOUR (*Uniformed Member Only*)**

1. A tour at any overseas PDS with an established tour that does not permit command sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See [DoDI 1315.18, par. E2.1.13](#).

**DESIGNATED PLACE**

**A. UNIFORMED MEMBER**

1. Except as used in Ch 6 (Evacuation Allowances):
  - a. A place in a CONUS/non-foreign OCONUS area;
  - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
  - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;
  - d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent restricted/unaccompanied tour;
  - e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at GOV'T expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

**B. CIVILIAN EMPLOYEE**. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE** (*Civilian Employee Only*). The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DETACHMENT** (*Uniformed Member Only*). A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES** (*Civilian Employee Only*)

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.**

**DOMESTIC PARTNER** (*Civilian Employee Only*). An adult in a domestic partnership with an employee of the same sex.

*Effective 28 September 2011*

**DOMESTIC PARTNERSHIP** (*Civilian Employee Only*). A committed relationship between two adults of the same sex, in which they:

1. Are each other's sole domestic partner and intend to remain so indefinitely;
2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);
3. Are at least 18 years of age and mentally competent to consent to contract;
4. Share responsibility for a significant measure of each other's financial obligations;
5. Are not married or joined in a civil union to anyone else;
6. Are not a domestic partner of anyone else;
7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which the domestic partnership was formed;
8. Are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under [18 USC §1001](#), and that the method for securing such certification, if required, must be determined by the agency; and
9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

**NOTE: The definition of 'Domestic partnership' requires that the partners 'share responsibility for a significant measure of each other's financial obligations.' This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner.**

**DUTY STATION**

A. **UNIFORMED MEMBER**. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or an RC;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

**DISCOUNT GOVERNMENT MEAL RATE (GMR)**. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

**DISTANCE**. As applicable for the Defense Table of Official Distance:

1. Shortest. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. Practical. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

**EARLY RETURN OF DEPENDENT (Uniformed Member Only)**. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

**EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.
4. The following are examples of computing an order's effective date:

<b>EXAMPLE 1</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
<b>EXAMPLE 2</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
<b>EXAMPLE 3</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

- B. **CIVILIAN EMPLOYEE**. The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel order is excluded.

**EFFECTIVE DATE OF SEPARATION (Civilian Employee Only)**. The date an employee is separated from Federal service.

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian Employee Only)**. The date an employee or new appointee reports for duty at a new or first PDS.

**EMERGENCY TRAVEL** (*Civilian Employee Only*). See **TRAVEL, EMERGENCY**.

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year ([5 USC §5701\(2\)](#)) (also referred to as "invitational traveler" for TDY travel purposes only).

**ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
  - a. Travel is authorized by competent authority, and
  - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

**EXPEDITED TRANSPORTATION MODE.** A common carrier operated transportation service for the accelerated or protected movement of HHG between specified points.

**EXTENDED STORAGE.** See **NON-TEMPORARY STORAGE**.

**FAMILY.** See **DEPENDENT**.

**FEDERAL TRAVEL REGULATION.** Regulation contained in [Title 41 of the Code of Federal Regulations \(CFR\), Chapters 300 through 304](#), that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

**FIELD DUTY.** All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is provided meals in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or
2. Students are participating in survival training, forage for subsistence, and improvise shelter.

An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

**FIRST CLASS.** See **ACCOMMODATIONS**.

**FOREIGN AIR CARRIER.** An air carrier that does not hold a certificate issued by the U.S. under [49 USC §41102](#).

**FOREIGN AREA AND FOREIGN COUNTRY.** Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**FOREIGN-BORN DEPENDENT** (*Uniformed Member Only*). A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign born dependent spouse.

**FOREIGN SERVICE OF THE UNITED STATES** (*Civilian Employee Only*). The Foreign Service as constituted under the Foreign Service Act of 1980 ([P. L. 96-465](#)).

**FORMER CANAL ZONE AREA.** Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the [Panama Canal Treaty of 1977](#) and related agreements as described in section 3(a) of the [Panama Canal Act of 1979](#).

**FUND-APPROVING OFFICIAL** (*Civilian Employee Only*). One who provides the accounting data for authorized/approved travel orders or order amendments.

**FUNDING ACTIVITY** (*Civilian Employee Only*). The command or organization whose funds pay for the travel.

### GEOGRAPHICAL LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of HI and AK and each U.S. territory or possession, are separate geographical localities.
3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

**GOVERNMENT (GOV'T).** The GOV'T of the U.S. and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

**GOVERNMENT AIRCRAFT.** Any aircraft owned, leased, chartered or rented and operated by an executive agency.

**GOVERNMENT CONTRACT RENTAL AUTOMOBILE.** An automobile obtained for short term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

**GOVERNMENT CONTROLLED QUARTERS.** QTRS (other than GOV'T QTRS or privatized housing) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

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**GOVERNMENT CONVEYANCE**

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does not Include:

1. A GOV'T owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D). See [52 Comp. Gen. 936 \(1973\)](#))

**GOVERNMENT DINING FACILITY/MESS.** A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-a9b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

***NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.***

**GOVERNMENT FURNISHED AUTOMOBILE.** An automobile (or "light truck," as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

**GOVERNMENT FURNISHED VEHICLE.** A GOV'T furnished automobile or a GOV'T aircraft.

**GOVERNMENT MEAL RATE (GMR)**

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$10.15/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$11.85/day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2014 to 31 December 2014.

**GOVERNMENT MESS.** See **GOVERNMENT DINING FACILITY/MESS**.

**GOVERNMENT PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

**GOVERNMENT QUARTERS (GOV'T QTRS)**

***NOTE:** Privatized housing, of any style or type and in any location, is not GOV'T QTRS. See par. U10010-C for an exception as part of a Navy test.*

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities (other than privatized housing) on a **U.S. INSTALLATION** if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

**GOVERNMENT SPONSORED CONTRACTOR ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

**GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC).** The 'Best Value' cost the GOV'T would have paid for GOV'T procured HHG transportation.

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST**.

**GOVERNMENT TRAVEL CHARGE CARD (GTCC).** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.*

**GROUP MOVEMENT**

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

**HELPING VERB FORMS.** The following usages apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**HIGHEST CONUS M&IE RATE.** Effective for travel by car ferry on/after 1 October 2009: \$71.

**HOME OF RECORD (HOR) (*Uniformed Member Only*)**

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS) (*Uniformed Member Only*)**. The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR, par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR, par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

- b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots);
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG **do not** include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
  - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
  - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
- e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

B. **CIVILIAN EMPLOYEE** ([FTR, §300-3.1](#))

1. **General.** Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. **Weight Additive.** See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for employees with PCS travel order to locations listed in APP F;
  - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
  - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
  - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no

higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- g. Boats (other than those in 3f above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

- 1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
- 2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

***NOTE:*** *A domestic partner is not a spouse and cannot be authorized a HHT.*

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY**.

**INCIDENTAL EXPENSES**. See **PER DIEM**.

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INACTIVE DUTY TRAINING** (*Uniformed Member Only*)

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1:*** *This term does not include work or study for a correspondence course of a uniformed service.*

***NOTE 2:*** *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

**INDIVIDUALLY BILLED ACCOUNT (IBA)**. See **GOVERNMENT TRAVEL CHARGE CARD**

**INVITATIONAL TRAVEL**. See **TRAVEL, INVITATIONAL**.

**ITINERARY, VARIATION IN**. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**INITIAL ACTIVE DUTY TRAINING** (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)**

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service issuances.

**KEY BILLET (*Uniformed Member Only*) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))**

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is:
  - a. Joint Chiefs of Staff, PDUSD(P&R), or
  - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

**LAST DUTY STATION (*Uniformed Member Only*).** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) at which the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LIGHT REFRESHMENTS.** Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

**LOCALITY PER DIEM RATES.** Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office website](#).

**LODGING IN KIND (*Uniformed Member Only*).** Lodging provided by the GOV'T without cost to the member.

**'LODGING PLUS' COMPUTATION METHOD.** The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

**MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

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**MILEAGE ALLOWANCE**

A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2600.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

**MISCELLANEOUS CHARGE ORDER (MCO)**

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

**MISSING STATUS.** The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

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

1. Personally-procured commercial transportation (JFTR, par. U3045 and JTR, par. C3045),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

**MOBILE HOME**

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

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

**NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

**OCONUS**

- A. Locations outside the continental U.S. (CONUS).
- B. **Civilian Employee Only.** For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**OCONUS LOCALITY PER DIEM RATES.** For current per diem rates, see the [Defense Travel Management Office website](#).

**OFFICIAL STATION.** See **PERMANENT DUTY STATION**.

**OFFICER (*Uniformed Member Only*).** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

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

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**ORDER**

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and its use is restricted to economy/coach travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach transportation and/or an AEA. ***The Coast Guard allows AEA on a blanket order.***

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel ***must*** be authorized on a trip-by-trip basis:

- a. Other than economy/coach transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

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

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE**

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is *not* covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER.** See APP G for reimbursement of fees and tips incurred at transportation terminals.);

- b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;
3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

***NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.***

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and/or pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2/day; or
  - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry cleaning and/or pressing of clothing is **not a reimbursable expense** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**PER DIEM, REDUCED.** See **REDUCED PER DIEM**.

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

- A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.
- B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDTATAC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2240 for exceptions) for 20 or more weeks;
  - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. Enlistment or induction into the Service (regular or during emergency); and
  - e. Change from the last PDS to home upon:
    - (1) Discharge, resignation, or separation from the Service under honorable conditions;
    - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
    - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
    - (4) Retirement; and
    - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS)**. Also called **OFFICIAL STATION**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances and OHA.

2. Geographic Limits. The PDS geographic limits are:

- a. For a member. The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. **When a reservation,**

*station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

b. For an invitational traveler:

(1) The corporate limits of the city or town in which the home or principal place of business is located; or

(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2240. See JFTR, par. U2240 for examples of scheduled duration and extensions.

5. The following are PDSs for transportation and storage of HHG and mobile homes:

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

- (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

- a. The corporate limits of the city or town in which stationed, or;
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

2. For an invitational traveler:

- a. The corporate limits of the city or town in which the home or principal place of business is located, or
- b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft Campbell is in TN and KY), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS. ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

#### PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

**PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place **at which** the member attains a military status or **at which** the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.***

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC.**

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be, or to include, a city-pair airfare, and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

1. Air Travel: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Ship Travel: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.**

**POST OF DUTY.** *PDS* An OCONUS PDS.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

**UNIFORMED MEMBER ONLY:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when JFTR, par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM CLASS (OTHER THAN ECONOMY/COACH).** See **ACCOMMODATIONS**.

**PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

***NOTE:*** *The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.*

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a GOV'T agency, nor is it rented or leased for use in carrying out official GOV'T business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC)**

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3320-F/C3320-F.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

### PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the employee's responsibility.

### PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).
2. Privatized housing *is not*:
  - a. GOV'T QTRS,
  - b. GOV'T-controlled QTRS, nor
  - c. Private sector housing.

**PROCEED TIME (UNIFORMED MEMBER ONLY)**. A form of "administrative absence" (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e), which is authorized for members in certain PCS circumstances, as outlined in the referenced DoDI.

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**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. General. PBP&E is also referred to as PRO or PRO-Gear.

\*B. Member or Employee

\*1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).

\*2. The following items are PBP&E:

\*a. Reference material not ordinarily available at the next PDS;

\*b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;

\*c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

\*d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS ([DoDI 4650.02](#));

\*e. Individually owned or specially issued field clothing and equipment; and

\*f. GOV'T or uniformed service-owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

\*C. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment,

3. Office furniture,

4. Household furniture,

5. Shop fixtures,

6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),

\*7. Personal computer equipment and peripheral devices,

\*8. Memorabilia including awards, plaques or other objects presented for past performance,

\*9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,

\*10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

\*D. Member's Dependent Spouse

1. General

\*a. *This weight allowance is not applicable to a civilian employee's dependent spouse.*

b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

a. Reference material,

\*b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions, and

c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

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

**RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See JTR, Ch 5, Part K, for eligibility and limitations.

3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER (UNIFORMED MEMBER ONLY).** See **ORDER**.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;

2. Army Reserve;

3. Naval Reserve;

4. Marine Corps Reserve;

5. Air National Guard of the U.S.;

6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

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

**SECRETARIAL PROCESS**

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1015-C.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:
    - (1) Office of the Secretary of Defense,
    - (2) Washington Headquarters Services,
    - (3) Organization of the Joint Chiefs of Staff,
    - (4) Uniformed Services University of the Health Sciences,
    - (5) U.S. Court of Military Appeals, and
  - d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1015.

**SECRETARY CONCERNED**

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

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

**SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY).** See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY).** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY).** See **PERMANENT DUTY TRAVEL.**

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY).** Cost of maid service and fee for electricity.

**SERVICES.** See **UNIFORMED SERVICES.**

#### **SHORT DISTANCE MOVE**

##### **A. UNIFORMED MEMBER**

1. A move:

- a. Involving HHG drayage or shipment for a short distance between residences;
- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

**B. CIVILIAN EMPLOYEE.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

**SPARE PARTS FOR A POV.** See **POV, SPARE PARTS.**

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

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm), and
2. All CONUS locations when PDT is involved.

### STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

### STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES.** The same items as those included under **PER DIEM ALLOWANCE**.

**SUBSISTING OUT (UNIFORMED MEMBER ONLY).** The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER (CIVILIAN EMPLOYEE ONLY).** A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

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

### TEMPORARY DUTY (TDY)

#### A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.

c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JTR, Ch 7.

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

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

**TEMPORARY LODGING FACILITIES**

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.

2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.

3. *Does not* include:

a. Facilities used primarily for rest and recuperation purposes, or

b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

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

2. Commonwealth of Puerto Rico

3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

#### **TERRITORY OF THE UNITED STATES**

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See **TERRITORIES AND POSSESSIONS OF THE UNITED STATES**.

**TRANSOCEANIC TRAVEL.** Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation (JFTR, par. U3040/JTR. par. C3040 and JFTR/JTR APP G.

**TRANSPORTATION, HHG.** The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part E and JTR, Part E) for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

**TRANSPORTATION, POV**

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRANSPORTATION, USUAL MODE OF (CIVILIAN EMPLOYEE ONLY).** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR. When used ICW 'travel allowances', the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER**.

**TRAVEL CLAIM (VOUCHER).** A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler's home.

**TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the GOV'T or employed (under [5 USC §5703](#)) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly

related to, or ICW, official GOV'T activities.

3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

#### TRAVEL MANAGEMENT CENTER (TMC)

1. See **(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO)**.
2. See **TRAVEL MANAGEMENT SYSTEM (TMS)**.

**TRAVEL MANAGEMENT SYSTEM (TMS)**. ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

#### TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and
  - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER**. See **ORDER**.

**TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY)**. A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

#### TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.

4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE (UB).** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER (UNIFORMED MEMBER ONLY).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18, par. E2.1.50](#)).

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.).** The 50 states and the District of Columbia.

**UNUSUALLY ARDUOUS SEA DUTY (UNIFORMED MEMBER ONLY).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

**UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY).** All dates following the date an employee is separated from Federal Service.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S. certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

**U.S. FLAG AIR CARRIER.** See **U.S.-CERTIFICATED AIR CARRIER.**

**U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,
  - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
  - c. At which there are U.S. GOV'T operations.
2. This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the **INSTALLATION**.

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** See **HOUSEHOLD GOODS-WEIGHT ADDITIVE**.

**YEARS OF SERVICE (UNIFORMED MEMBER ONLY).** Any service authorized to be credited in computation of basic pay under [37 USC §205](#).