JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 DECEMBER 2014

A. Authorized Personnel. These regulation changes are issued for all Uniformed Service Members and DoD Civilian Employees.

B. New Regulation Changes. Material new to this change is indicated by an asterisk (*) and is effective IAW the date of this change unless otherwise indicated.

C. Uniformed Service Principals. The following are the current Service Principals:

ANTHONY J. STAMILIO
Acting Deputy Assistant Secretary of the Army
(Military Personnel)

JAMES M. HEINZ
RDML, USCG
Acting Director, Reserve and Military Personnel

DR. RUSSELL BELAND
Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

DAVID A. SCORE
RADM, NOAA
Director, NOAA Corps

JEFFREY R. MAYO
Deputy Assistant Secretary of the Air Force
(Force Management Integration)

SCOTT F. GIBERSON
RADM, USPHS
Director, Division of Commissioned Corps
Personnel and Readiness

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

MAP 111-14(R) -- HHG Weight Limitations Apply to Retirement and Separation Local Moves. Imposes HHG weight limitations for short distance moves when the member is required to vacate Government or Government controlled quarters or privatized housing incident to separation or retirement. Affects pars. 5262, 5318-G2, and 5320-F2.

MAP 119-14(R) -- Remove the Authority for the Government to Pay NTS and Member Reimburse. Removes the authority for the Government to pay non-temporary storage (NTS) cost after the entitlement expires for retirees and separates and later collect from the member. Affects pars. 5318-C3, 5318-E, 5320-G6 and G7.

MAP/CAP 149-14(E) – Actual Expense Allowance (AEA) Limitations. Clarifies computations for Actual Expense Allowance (AEA) when an AEA is authorized for M&IE. Affects pars. 4300; 4330; 4340-B3 and B4; 4340-E1 and E2; 4345; and 4350.

MAP 154-14(I) -- Increased TLE for Tyndall AFB, FL Terminated. Terminates the temporary increased number of days TLE for Tyndall AFB, FL. Affects par. 5434-E2.

MAP/CAP 155-14(I) -- Change the Definition of CONUS. IAW 37 USC § 101, the term “Continental United States” is defined as the 48 contiguous states and the District of Columbia (DC). Currently, in the JTR, there are pars. that refer to CONUS as being the “Contiguous United States”. This item updates and corrects references using the word “contiguous” ICW the acronym “CONUS”. Affects Ch 6B3e, App A1, and App A2.

MAP/CAP 157-14(I) – USPHS APP W Footnote. Adds APP W footnote applicable to OCONUS PCS assigned USPHS members. Officers assigned to government furnished quarters are limited to shipment of up to 25% maximum of the Officer's authorized weight allowance, with the remainder to be placed in non-temporary storage at the last CONUS permanent duty station.

MAP/CAP 162-14(I) -- Spouse Representational Travel. Updates spouse travel in Appendix E to incorporate changes made to DoDD 4500.56 -- DoD Policy on the Use of Government Aircraft and Air Travel, change 3, dated 24 June 2014. In that revision, 'family member' (dependent) was removed and changed to 'spouse'.

CAP 164-14(I) -- USAF Staff Office Reorganization. Updates office symbols for CAP contact info changes following the AF Staff reorganization. Affects JTR Intro, par. G4c(2), and pars. 4095-E2c and 4120-A2d.

MAP/CAP 165-14(I) - Remove Husband and Wife. Remove all references to 'husband and wife' to make the JTR gender non-specific. Affects pars. 5208-A; 5336-E; 5388-B; 5404-B; 5452-C; 5654-A; 5838-B1; 5838-B2; 8004-B; 9210; 10202; 10308-G; and App A1--Dependent (Uniformed Members Only) item 12.

MAP 167-14(I) -- Remove References to Paragraph 10422. Removes all references to par. 10422 which was deleted by MAP 232-13(E) -- Housing for Member in Non-Pay Status effective 7 January 2014. Affects pars. 10402-C, Table 10E-2, and 10414-G, Table 10E-11.

MAP/CAP 170-14(I) -- App G Rewrite. This item rewrites App G information moving the detailed information regarding reimbursable and non-reimbursable miscellaneous expenses to Ch 2, Part M; and making a quick reference table in App G for reimbursable and non-reimbursable expenses.

MAP/CAP 172-14(I) -- Remove Refs to Pre-Merger JFTR and JTR. Removes all references to pre-merger JFTR and JTR pars. Affects pars. 7095-C2b, 7350-F, 9175-B, 10416, 10426-A2b; and App A1, App E1, and App I3.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 DECEMBER 2014

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

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JFTR CROSSWALK TO MERGED JTR

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U1105	1105
U1110	1110
U1115	1115
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U1215	1215
U1220	1220
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U1237	1237
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U1250	1250
U1255	1255
U1300	1300
U1305	1305
U1400	1400
U1405	1405
U1410	1410
U1420	1420
U2000	2000
U2005	2005
U2010	2010
U2015	2015
U2020	2020
U2025	2025
U2030	2030
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U2600	2600
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U2610	2610
U2615	2615
U2650	2650
U2700	2700
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U2710	2710
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U2725	2725
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U3050	3050
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U3110	3110
U3200	3200
U3205	3205
U3210	3210
U3215	3215
U3220	3220
U3225	3225
U3300	3300
U3305	3305
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U3315	3315
U3320	3320
U3330	3330
U3400	3400
U3405	3405
U3410	3410
U3415	3415
U3420	3420
U3500	3500
U3505	3505
U3510	3510
U3515	3515
U3520	3520
U3525	3525
U3600	3600
U3605	3605
U3610	3610
U3615	3615
U3620	3620
U3625	3625
U3650	3650
U3655	3655
U3660	3660
U3665	3665
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U4085	4085
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U4095	4095
U4100	4100
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U4115	4115
U4120	4120
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U4140	4140
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U4160	4160
U4165	4165
U4170	4170
U4175	4175
U4200	4200
U4205	4205
U4210	4210
U4215	4215
U4220	4220
U4230	4230
U4235	4235
U4240	4240
U4280	4280
U4290	4290
U4300	4300
U4305	4305
U4310	4310
U4315	4315
U4320	4320
U4325	4325
U4330	4330
U4335	4335
U4340	4340
U4345	4345
U4350	4350
U4400	4400
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U4560	4560
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U4575	4575
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U4730	4730
U4735	4735
U4740	4740
U4745	4745
U4750	4750
U4755	4755
U4760	4760
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U4775	4775
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U4915	4915
U4920	4920
U4950	4950
U4999	Deleted
U5000	5000
U5002	5002
U5004	5004
U5006	5006
U5008	5008
U5024	5010
U5026	5012

Old Par. #	New Par. #
U5028	5014
U5030	5016
U5032	5018
U5034	5020
U5036	5022
U5038	5024
U5040	5026
U5042	5028
U5044	5030
U5046	5032
U5048	5034
U5050	5036
U5052	5038
U5062	5040
U5064	5042
U5066	5044
U5068	5046
U5070	5048
U5072	5050
U5074	5052
U5076	5054
U5078	5056
U5080	5068
U5082	5060
U5084	5062
U5086	5064
U5088	5066
U5090	5068
U5112	5070
U5114	5072
U5116	5074
U5118	5076
U5120	5078
U5122	5080
U5124	5082
U5126	5084
U5128	5086
U5132	5088
U5134	5090
U5136	5092
U5140	5094
U5144	5096
U5146	5098
U5148	5100
U5150	5102
U5152	5104
U5154	5106
U5164	5108
U5166	5110
U5168	5112
U5170	5114
U5172	5116
U5174	5118

Old Par. #	New Par. #
U5176	5120
U5178	5122
U5180	5124
U5182	5126
U5184	5128
U5186	5130
U5188	5132
U5190	5134
U5192	5136
U5194	5138
U5196	5140
U5198	5142
U5200	5144
U5202	5146
U5204	5148
U5206	5150
U5208	5152
U5210	5154
U5212	5156
U5214	5158
U5216	5160
U5218	5162
U5220	5164
U5222	5166
U5236	5168
U5238	5170
U5240	5172
U5242	5174
U5244	5176
U5246	5178
U5248	5180
U5250	5182
U5252	5184
U5254	5186
U5256	5188
U5258	5190
U5260	5192
U5262	5194
U5264	5196
U5266	5198
U5276	5200
U5278	5202
U5280	5204
U5282	5206
U5284	5208
U5286	5210
U5288	5212
U5290	5214
U5292	5216
U5296	5218
U5298	5220
U5300	5222
U5302	5224

Old Par. #	New Par. #
U5304	5226
U5306	5228
U5308	5230
U5310	5232
U5318	5234
U5320	5236
U5322	5238
U5324	5240
U5326	5242
U5328	5244
U5330	5246
U5332	5248
U5334	5250
U5336	5252
U5338	5254
U5340	5256
U5344	5258
U5346	5260
U5348	5262
U5350	5264
U5354	5266
U5356	5268
U5358	5270
U5360	5272
U5370	5274
U5372	5276
U5374	5278
U5376	5280
U5378	5282
U5380	5284
U5382	5286
U5384	5288
U5386	5290
U5388	5292
U5390	5294
U5392	5296
U5394	5298
U5396	5300
U5398	5302
U5400	5304
U5402	5306
U5403	5308
U5404	5310
U5405	5312
U5406	5314
U5407	5316
U5408	5318
U5410	5320
U5414	5322
U5418	5324
U5420	5326
U5422	5328
U5428	5330

Old Par. #	New Par. #
U5430	5332
U5432	5334
U5434	5336
U5436	5338
U5438	5340
U5440	5342
U5442	5344
U5444	5346
U5446	5348
U5448	5350
U5450	5352
U5452	5354
U5454	5356
U5456	5358
U5458	5360
U5460	5362
U5462	5364
U5464	5366
U5466	5368
U5468	5370
U5472	5372
U5474	5374
U5476	5376
U5478	5378
U5480	5380
U5482	5382
U5484	5384
U5486	5386
U5488	5388
U5490	5390
U5492	5392
U5496	5394
U5498	5396
U5500	5398
U5502	5400
U5504	5402
U5506	5404
U5508	5406
U5510	5408
U5512	5410
U5514	5412
U5516	5414
U5518	5416
U5520	5418
U5522	5420
U5524	5422
U5526	5424
U5530	5426
U5432	5428
U5534	5430
U5536	5432
U5538	5434
U5540	5436

Old Par. #	New Par. #
U5582	5438
U5584	5440
U5586	5442
U5588	5444
U5590	5446
U5592	5448
U5594	5450
U5596	5452
U5999	Deleted
U6000	6000
U6001	6005
U6002	6010
U6003	6015
U6004	6020
U6005	6025
U6006	6030
U6007	6035
U6008	6040
U6009	6045
U6010	6050
U6011	6055
U6012	6060
U6014	6065
U6016	6070
U6050	6075
U6051	6080
U6052	6085
U6053	6090
U6054	6095
U6056	6100
U6057	6105
U6058	6110
U6059	6115
U6060	6120
U6061	6125
U6062	6130
U7000	7000
U7005	7005
U7010	7060
U7015	7010
U7020	7015
U7025	7030
U7030	7050
U7035	7055
U7040	7035
U7045	7040
U7050	7045
U7055	7415
U7060	7310
U7065	7255
U7070	7260
U7110	7170
U7115	7175

Old Par. #	New Par. #
U7120	7180
U7125	7185
U7130	7190
U7135	7195
U7136	7200
U7140	7075
U7145	7080
U7150	7085
U7155	7090
U7175	7095
U7180	7100
U7215	7105
U7220	7205
U7225	7235
U7230	7240
U7235	7245
U7240	7250
U7245	7325
U7250	7330
U7255	7335
U7260	7340
U7265	7345
U7270	7315
U7275	7425
U7285	7655
U7300	7150
U7305	7155
U7335	7660
U7365	7665
U7370	7615-A
U7375	7615-B
U7380	7615-C
U7385	7615-D
U7390	7615-E
U7415	7620-A
U7420	7620-B
U7440	7625-A
U7445	7625-B
U7450	7630-A
U7455	7630-B
U7460	7630-C
U7465	7635-A
U7470	7635-B
U7475	7635-C
U7480	7635-D
U7485	7635-E
U7490	7635-F
U7495	7635-G
U7505	7640
U7510	7645
U7515	7650-A
U7520	7650-B
U7525	7650-C

Old Par. #	New Par. #
U7530	7650-D
U7555	7350
U7600	7355
U7605	7360
U7610	7365
U7615	7370
U7620	7375
U7625	7380
U7630	7385
U7635	7390
U7640	7395
U7645	7400
U7650	7405
U7999	Deleted
U8000	8000
U8002	8002
U8004	8004
U8006	8006
U8008	8008
U8010	8010
U8012	8012
U8014	8014
U8016	8016
U8018	8018
U8020	8020
U8022	8022
U8024	8024
U8026	8026
U8028	8028
U8030	8030
U8034	8034
U8036	8036
U8038	8038
U9000	9000
U9100	9100
U9105	9105
U9110	9110
U9115	9115
U9120	9120
U9125	9125
U9130	9130
U9135	9135
U9140	9140
U9145	9145
U9150	9150
U9155	9155
U9157	9157
U9160	9160
U9165	9165
U9170	9170
U9175	9175
U9180	9180
U9182	9182

Old Par. #	New Par. #
U9185	9185
U9195	9195
U9200	9200
U9205	9205
U9210	9210
U9215	9215
U9220	9220
U9225	9225
U9230	9230
U10000	10000
U10002	10002
U10004	10004
U10006	10006
U10008	10008
U10010	10010
U10012	10012
U10014	10014
U10016	10016
U10018	10018
U10020	10020
U10022	10022
U10024	10024
U10026	10026
U10028	10028
U10030	10030
U10032	10032
U10034	10034
U10100	10100
U10102	10102
U10104	10104
U10106	10106
U10108	10108
U10110	10110
U10112	10112
U10114	10114
U10116	10116
U10118	10118
U10120	10120
U10122	10122
U10124	10124
U10126	10126
U10200	10200
U10202	10202
U10204	10204
U10206	10206
U10208	10208
U10300	10300
U10302	10302
U10304	10304
U10306	10306
U10308	10308
U10400	10400
U10402	10402

Old Par. #	New Par. #
U10404	10404
U10406	10406
U10408	10408
U10410	10410
U10412	10412
U10414	10414
U10416	10416
U10418	10418
U10420	10420
U10424	10424
U10426	10426
U10428	10428

JTR CROSSWALK TO MERGED JTR

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Old Par. #	New Par. #
C1000	1000
C1005	1005
C1015	1015
C1020	1020
C1025	1025
C1030	1030
C1035	1035
C1040	1040
C1045	1045
C1050	1050
C1100	1100
C1105	1105
C1110	1110
C1115	1115
C1200	1200
C1205	1205
C1210	1210
C1215	1215
C1220	1220
C1225	1225
C1230	1230
C1237	1237
C1255	1257
C1260	1260
C1300	1300
C1305	1305
C1400	1400
C1405	1405
C1410	1410
C1420	1420
C2000	2000
C2005	2005
C2010	2010
C2015	2015
C2020	2020
C2025	2025
C2035	2035
C2040	2040
C2100	2100
C2105	2105
C2110	2110
C2115	2115
C2120	2120
C2125	2125
C2130	2130
C2135	2135
C2140	2140
C2145	2145

Old Par. #	New Par. #
C2150	2150
C2155	2155
C2160	2160
C2165	2165
C2170	2170
C2200	2200
C2205	2205
C2210	2210
C2215	2215
C2220	2220
C2225	2225
C2230	2230
C2250	2250
C2300	2300
C2305	2305
C2310	2310
C2400	2400
C2405	2405
C2410	2410
C2415	2415
C2420	2420
C2500	2500
C2505	2505
C2510	2510
C2515	2515
C2550	2575
C2555	2580
C2560	2585
C2600	2600
C2605	2605
C2610	2610
C2615	2615
C2650	2650
C2700	2700
C2705	2705
C2710	2710
C2715	2715
C2720	2720
C2725	2725
C2800	2800
C2805	2805
C2810	2810
C2815	2815
C2820	2820
C3000	3000
C3005	3005
C3015	3015
C3020	3020
C3025	3025
C3030	3030
C3035	3035
C3040	3040
C3045	3045

Old Par. #	New Par. #
C3050	3050
C3100	3100
C3105	3105
C3110	3110
C3200	3200
C3205	3205
C3210	3210
C3215	3215
C3220	3220
C3225	3225
C3300	3300
C3305	3305
C3310	3310
C3315	3315
C3320	3320
C3330	3330
C3400	3400
C3405	3405
C3410	3410
C3415	3415
C3420	3420
C3500	3500
C3505	3505
C3510	3510
C3515	3515
C3520	3520
C3525	3525
C3530	3530
C3600	3600
C3605	3605
C3610	3610
C3615	3615
C3620	3620
C3625	3625
C3650	3650
C3655	3655
C3660	3660
C3665	3665
C3700	3700
C4000	4000
C4005	4005
C4010	4010
C4015	4015
C4020	4020
C4025	4025
C4050	4050
C4055	4055
C4060	4060
C4065	4065
C4070	4070
C4075	4075
C4080	4080
C4085	4085

Old Par. #	New Par. #
C4090	4090
C4095	4095
C4100	4100
C4105	4105
C4110	4110
C4115	4115
C4120	4120
C4130	4130
C4135	4135
C4140	4140
C4145	4145
C4150	4150
C4155	4155
C4160	4160
C4165	4165
C4170	4170
C4175	4175
C4200	4200
C4205	4205
C4210	4210
C4215	4215
C4220	4220
C4230	4230
C4280	4280
C4290	4290
C4300	4300
C4305	4305
C4310	4310
C4315	4315
C4320	4320
C4325	4325
C4330	4330
C4335	None
C4340	4340
C4345	4345
C4350	4350
C4400	4400
C4405	4405
C4410	4410
C4415	4415
C4420	4420
C4425	4425
C4430	4430
C4435	4435
C4440	4440
C4445	4445
C4450	4450
C4500	4580
C4600	4600
C4605	4605
C4700	4700
C4705	4705
C4710	4710

Old Par. #	New Par. #
C4715	4715
C4725	4725
C4730	4730
C4735	4735
C4745	4745
C4750	4750
C4755	4755
C4760	4760
C4765	4765
C4775	4775
C4780	4780
C4785	4785
C4790	4790
C4795	4795
C4797	4797
C4800	4805
C4900	4955
C4905	4957
C4910	4959
C4915	4961
C4920	4963
C4925	4965
C4930	4967
C4950	4970
C4999	Deleted
C5000	5500
C5002	5502
C5004	5504
C5006	5506
C5008	5508
C5010	5510
C5012	5512
C5014	5514
C5016	5516
C5018	5518
C5020	5520
C5022	5522
C5024	5524
C5026	5526
C5028	5528
C5030	5530
C5032	5532
C5040	5534
C5042	5536
C5044	5538
C5046	5540
C5048	5542
C5050	5544
C5052	5546
C5054	5548
C5056	5550
C5058	5552
C5060	5554

Old Par. #	New Par. #
C5092	5556
C5094	5558
C5096	5560
C5098	5562
C5100	5564
C5102	5566
C5104	5568
C5106	5570
C5108	5572
C5110	5574
C5112	5576
C5114	5578
C5116	5580
C5118	5582
C5120	5584
C5122	5586
C5124	5588
C5138	5590
C5140	5592
C5142	5594
C5156	5596
C5158	5598
C5160	5600
C5162	5602
C5210	5604
C5212	5606
C5214	5608
C5216	5610
C5218	5612
C5224	5614
C5226	5616
C5228	5618
C5230	5620
C5232	5622
C5234	5624
C5236	5626
C5238	5628
C5240	5630
C5242	5632
C5244	5634
C5246	5636
C5268	5638
C5270	5640
C5272	5642
C5274	5644
C5276	5646
C5278	5648
C5280	5650
C5282	5652
C5284	5654
C5286	5656
C5312	5658
C5314	5660

Old Par. #	New Par. #
C5316	5662
C5318	5664
C5320	5666
C5322	5668
C5624	5670
C5326	5672
C5328	5674
C5330	5676
C5332	5678
C5342	5680
C5352	5682
C5354	5684
C5362	5686
C5364	5688
C5366	5690
C5368	5692
C5370	5694
C5414	5696
C5424	5698
C5426	5700
C5428	5702
C5430	5704
C5432	5706
*C5434	5708
C5436	5710
C5438	5712
C5440	5714
C5442	5716
C5444	5718
C5446	5720
C5448	5722
C5450	5724
C5452	5726
C5454	5728
C5456	5730
C5458	5732
C5460	5734
C5462	5736
C5470	5738
C5472	5740
C5494	5742
C5498	5744
C5500	5746
C5502	5748
C5504	5750
C5506	5752
C5508	5754
C5510	5756
C5512	5758
C5514	5760
C5528	5762
C5530	5764
C5532	5766

Old Par. #	New Par. #
C5534	5768
C5536	5770
C5542	5772
C5544	5774
C5545	5776
C5546	5778
C5548	5780
C5550	5782
C5552	5784
C5554	5786
C5556	5788
C5558	5790
C5560	5792
C5562	5794
C5564	5796
C5566	5798
C5568	5800
C5570	5802
C5572	5804
C5574	5806
C5576	5808
C5578	5810
C5580	5812
C5598	5814
C5600	5816
C5602	5818
C5604	5820
C5606	5822
C5608	5824
C5610	5826
C5612	5828
C5614	5830
C5616	5832
C5618	5834
C5620	5836
C5622	5838
C5624	5840
C5626	5842
C5628	5844
C5630	5846
C5632	5848
C5634	5850
C5636	5852
C5638	5854
C5640	5856
C5642	5858
C5644	5860
C5646	5862
C5648	5864
C5650	5866
C5652	5868
C5654	5870
C5656	5872

Old Par. #	New Par. #
C5658	5874
C5660	5876
C5662	5878
C5664	5880
C5666	5882
C5668	5884
C5670	5886
C5672	5888
C5674	5890
C5676	5892
C5678	5894
C5680	5896
C5882	5898
C5684	5900
C5686	5902
C5688	5904
C5690	5906
C5692	5908
C5694	5910
C5696	5912
C5698	5914
C5700	5916
C5702	5918
C5704	5920
C5706	5922
C5708	5924
C5710	5926
C5712	5928
C5714	5930
C5716	5932
C5718	5934
C5720	5936
C5722	5938
C5724	5940
C5726	5842
C5728	5944
C5730	5946
C5999	Deleted
C6000	6500
C6005	6505
C6010	6510
C6015	6515
C6120	6520
C6022	6525
C6025	6530
C6030	6535
C6100	6540
C6105	6545
C6110	6550
C6200, Section C1	6555
C6200, Section C2	6560
C6200, Section C3	6565
C6200, Section C4	6570

Old Par. #	New Par. #
C6200, Section C5	6575
C6300	6580
C6305	6585
C6310	6590
C6315	6595
C7000	7000
C7005	7005
C7010	7065
C7015	7020
C7020	7025
C7025	7070
C7055	7420
C7060	7310
C7065	7265
C7070	7270
C7075	7575
C7080	7280
C7085	7285
C7090	7290
C7095	7295
C7100	7300
C7105	7305
C7110	7210
C7115	7215
C7117	7220
C7120	7225
C7125	7230
C7140	7110
C7145	7115
C7150	7120
C7155	7125
C7160	7130
C7165	7135
C7170	7140
C7175	7110
C7180	7115
C7185	7120
C7190	7125
C7195	7130
C7200	7135
C7205	7140
C7210	7145
C7225	7235
C7230	7240
C7235	7245
C7240	7250
C7245	7325
C7250	7330
C7255	7335
C7260	7340
C7265	7345
C7270	7320
C7275	7430

Old Par. #	New Par. #
C7280	7435
C7285	7825-A
C7290	7825-B
C7295	7825-C
C7300	7160
C7305	7165
C7335	7800-A&B
C7340	7800-C&D
C7345	7800-E&F
C7350	7800-G
C7355	7800-H&I
C7360	7800-J&K
C7365	7805
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INTRODUCTION TO

JOINT TRAVEL REGULATIONS, (JTR)

FOR UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

A. Foreword. The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. PDTATAC is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)).

B. Purpose And Authority

1. Scope. The JTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of:

a. Uniformed Service Active Duty members,

b. Uniformed Service Reserve Component members,

c. DoD civilian employees, and

d. Civilians who travel using DoD funding.

2. **Uniformed Members Only**

a. When necessary, a Uniformed Service:

(1) May supplement the JTR with administrative regulations (see pars. 1015 and 1020), but

(2) May not prescribe allowances that differ in amount or type from those authorized by the JTR, unless specifically permitted.

b. DoD administrative regulations that implement the JTR must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoDD 5154.29.
.
c. If there is a headquarters' dispersal, each PDTATAC member has the authority to prescribe the allowances in the JTR.

d. Each PDTATAC member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)//BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DoN) until the headquarters activities are centralized. At that time, PDTATAC is again vested with the regulation issuing authority.

e. Uniformed member regulations in the JTR are issued under the following authorities:

1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapters 7 and 8) and Title 10;

2. DoD Directives, such as DoDD 1315.07, DoDD 5154.29;

3. DoD Instructions, such as DoDI 1315.18, and DoDI 1327.06; and

4. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

3. **Civilian Employees Only**

a. If there is a headquarters dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations.

b. Each DoD PDTATAC member may issue necessary regulations prescribing travel and transportation allowances applicable to that Service (or those Services in the case of the DoN) until the headquarters activities centralized. At that time, PDTATAC is again vested with regulation issuing authority. ***The JTR remains the governing regulations for OSD and Defense Agency employees***.

c. DoD civilian employee regulations in the JTR are issued under the following authorities:

(1) Federal Travel Regulation (FTR), published by GSA (41 CFR 300-304); the Department of State Standardized Regulations (DSSR) for Government Civilians in Foreign Areas, issued by State Department; and regulations published by the Office of Personnel Management (OPM) (CFR, Title 5);

*(2) The USC, primarily sections found in Title 5 (especially Chapter 57, concerning allowances for travel, transportation, and subsistence) and Title 10;

(3) Executive Orders, GSA Commuted Rate Schedule, and DoD directives and instructions; and

*(4) Decisions of the U.S. Comptroller General (CG), GSA Civilian Board of Contract Appeals (CBCA), and OSD General Counsel (OSD(GC)).

C. Decisions. Throughout the JTR, the following decisions are referenced: Comptroller General (Comp. Gen.) decisions from the GAO, General Services Administration Board of Contract Appeals (GSBCA), Civilian Board of Contract Appeals (CBCA) and Department of Defense Office of Hearings and Appeals (DOHA).

*1. Comp. Gen. Decisions. Comp. Gen. decisions:

a. Appearing in the published annual GAO volumes are cited by volume, page number, and date. Example: 71 Comp. Gen. 530 (1992).

b. That do not appear in the published GAO volumes are cited by the appropriate file number and date. Example: B-248928, 30 September 1992.

*2. GSBCA Decisions

a. GSBCA decisions are listed on their website by category and case number (the case number includes the date the decision was issued). Example: Travel Cases, GSBCA 14401-TRAV issued 06-01-98.

b. In the JTR, GSBCA decisions are cited by case number, category, and date. Example: GSBCA 14515-TRAV, 22 July 1998.

*3. CBCA Decisions. CBCA decisions are cited using a GSBCA or CBCA number and date.

*4. DOHA Decisions

a. DOHA decisions are listed on their website by category, type, year, and case number. Example: Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812.

b. In the JTR, these decisions are cited by DOHA claims case number and date. Example: DOHA Claims Case No. 97091101, 5 May 1998.

D. Travel Voucher Settlement Appeal

1. **Uniformed Members Only**

a. General

*(1) Under 31 USC §3702, the SECDEF settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

(2) An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

(3) A disbursing/certifying official, or the a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DoD. See DoDI 1340.21, effective 12 May 2004. A copy of the request should be sent to the PDTATAC Policy & Regulations Chief.

b. Appeal Submission. A uniformed member appealing a travel voucher settlement must submit the appeal via the proper paying office (i.e., the office that made the payment) IAW Service regulations and DoDI 1340.21.

c. Member Responsibility. It is the member's responsibility to properly submit the travel voucher.

d. Service Address for Appeals. A member must first submit the appeal via the proper Service address or direction as follows:

(1) Army/Air Force/Marine Corps. DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700.

(2) Navy. DFAS-PTCA/CO, PO Box 182317, Columbus, OH 43218-2317.

(3) Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

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

(5) U.S. Public Health Service. Submit to the proper Operating Division IAW guidance provided by Service agreement.

e. ***An appeal sent directly to DOHA is not properly submitted***. DOHA is the ***final*** appeal authority. The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

2. **Civilian Employees Only**

a. General. Under 31 USC §3702, the U.S. Comptroller General settled claims involving federal civilian employees' travel, transportation and relocation allowances until 30 June 1996 when that function was transferred to the OMB. OMB delegated this authority to the GSA, who assigned it to the GSBCA. Effective 6 January 2007 Congress established the CBCA within GSA (Section 847 of P. L. 109-163) and the claims settlement function was transferred from GSBCA to CBCA.

b. Appeal Submission. A civilian employee appealing a travel voucher settlement must submit the appeal to the CBCA (no specific form or format is required) to:

The Civilian Board of Contract Appeals
1800 F Street, NW
Washington, DC 20405-0002

Phone: (202) 606-8800
FAX: (202) 606-0019
Internet address of the CBCA: http://www.cbca.gsa.gov

c. Employee Responsibility. The claim must be forwarded through the proper paying office (i.e., the office that made the payment), which must attach an administrative report explaining why the claim was settled as it was.

d. Advance Decision. An accountable officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through PDTATAC.

E. Paragraph Numbering System

1. JTR paragraph (par.) references should be in the following format:

JTR, par. 5310
JTR, par. 5310-A
JTR, par. 5310-A1
JTR, par. 5310-A1a
JTR, par. 5310-A1a(1)(a)

2. Not all par. numbers are in consecutive numerical sequence (e.g., 1010, 1011, 1012). Numbers may be skipped (e.g., 5305, 5310, 5315) so that a new paragraph can be added without changing existing par. numbering.

F. Monthly Changes

1. Travel Determinations

a. Uniformed Travel Determinations (UTD). UTDs revise regulations affecting the Uniformed Services.

b. Civilian Travel Determinations (CTD). CTDs revise regulations affecting civilian employees.

2. UTD/CTD Effective Date

a. A UTD/CTD is effective on:

(1) The JTR publication date,

(2) The PDTATAC Chair's signature date,

(3) The date after the last signature mutually agreed upon by the Services, or,

(4) Another date, if permitted or required by law.

3. Immediate Changes. When a UTD/CTD effective date is earlier than the change date, the UTD/CTD is posted to the DTMO website under IMMEDIATE CHANGES.

4. Monthly Changes

a. JTR changes:

(1) Are issued monthly, and

(2) Contain the text and/or rate changes directed in UTDs and CTDs.

b. UTDs/CTDs are summarized on the Cover Sheet of the monthly change.

5. New/Revised Wording. New/revised wording, in the JTR, is indicated by an asterisk () symbol.

G. Feedback Reporting

1. JTR change recommendations should contain an explanation of, and rationale for, the proposed change.

2. When the proposal relates to an actual situation, the details should be included.

3. Submit feedback reports concerning inadequate per diem rates IAW par. 4120.

4. Suggestions that would improve JTR are encouraged and should be routed as follows:

a. Army

(1) **Uniformed Members Only.** Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.

(2) **Civilian Employees Only**. Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

b. Navy

(1) **Uniformed Members Only**. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

(2) **Civilian Employees Only**. Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

c. Air Force

(1) **Uniformed Members Only.** Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

*(2) **Civilian Employees Only**. Air Force Civilian Advisory Panel Member, HQ AF/A1CM,1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

d. Marine Corps

(1) **Uniformed Members Only**. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

(2) **Civilian Employees Only**. Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

e. Coast Guard
(**Uniformed Members Only)**. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

f. NOAA Corps (**Uniformed Members Only)**. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

g. U.S. Public Health Service (**Uniformed Members Only)**. Directly to: Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

h. Office of the SECDEF and other DoD Components (**Uniformed Members Only)**. Directly to Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

i. OSD/WHS/Defense Agencies (**Civilian Employees Only)**. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

H. How To Get the JTR. See the DTMO website for material that can be downloaded and printed.

I. How to Obtain Locality Per Diem Rates. See the DTMO website for current per diem rates.

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2830 **MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)**

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CHAPTER 2: OFFICIAL TRAVEL

PART M: MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

2830 MISCELLANEOUS EXPENSES (REIMBURSABLE AND NON-REIMBURSABLE)

A. General. A traveler is authorized certain necessary travel and transportation related reimbursable expenses incurred on official travel. This Part addresses commonly incurred expenses associated with official travel.

B. Incidental Expenses. Incidental Expenses (IE), defined as part of per diem in App A1, are different than the expenses listed in this Part.

C. Transportation Expenses Incurred in or around a PDS/TDY Location. See Ch 2, Part L.

D. Voucher Submission

1. Consult finance regulations for expense description/documentation required on the travel voucher.

2. DoDFMR, Vol. 9, Travel Policy and Procedures prescribes voucher submission requirements, with supporting authority.

3. Funds are obligated IAW finance policy, ordinarily prior to/at the time the expense is incurred.

E. Limitations. Some reimbursable expenses are authorized for reimbursement; other reimbursable expenses require AO authorization/approval.

F. Reimbursable and Non-Reimbursable Expenses Quick Reference Tables

1. Reimbursable and non-reimbursable expenses are listed, alphabetically, in App G.

2. App G is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses.

3. Detailed expense lists, restrictions, and governing regulations are listed below.

G. Reimbursable and Non-Reimbursable Expenses (in alphabetical order)

ATM Use. Administrative fees for ATM use, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014.***

Baggage, Excess Accompanied (Transportation Cost). Excess accompanied baggage:

1. Transportation costs may be authorized/approved by the AO (par. 3105).

2. Applies to any bag accompanying the traveler for which the airline charges a fee.

Baggage Expenses (See App A1 for definition of 'baggage')

1. Reimbursement may be authorized/approved for travel and transportation related baggage handling expenses.

2. Expenses for baggage that accompanies a traveler, without cost on a transportation ticket (e.g., a baggage transfer fee) may be authorized/approved.

3. Baggage related charges may be reimbursed when the Service/DoD Component determines the expenses are

necessary and in the Gov't's interest.

4. Baggage expenses are ***not reimbursable*** when the bags and their contents are for personal convenience, permissive travel, personal hobby, recreational items or are for ineligible traveler(s) not ICW official travel (e.g., golf clubs, presents).

Baggage Transfer Fees

1. Baggage transfer fees may be authorized/approved NTE the customary local rates for intermodal transfer.

2. Necessity for the transfer must be explained.

3. Intermodal transfer must involve baggage transfer between authorized transportation modes ICW official travel; ***not personal convenience travel***.

Baggage Storage. Reimbursement for charges ICW official travel may be authorized/approved. Necessity for the storage must be explained.

Baggage Check-In Fee at Curbside ***(Effective 1 October 2014)***

1. **Uniformed Members Only.** Expense is ***not reimbursable.***

2. **Civilian Employees Only**. Reimbursable ***only when authorized under par. 7815-F4***, for a traveler with a disability/special need.

Baggage Handling Tips ***(Effective 1 October 2014)***

1. **Uniformed Members Only.** Baggage handling tips at transportation terminals/lodging establishments are covered in the IE portion of per diem and ***are not reimbursable***.

2. **Civilian Employees Only**. Baggage handling tips at transportation terminals/lodging establishments are covered in the IE portion of per diem and ***are not reimbursable***; **except for:**

a. A traveler with a disability/special need (par. 7815-F4);

b. Handling of a dependent's personal baggage when the dependent is not authorized per diem; while traveling at Gov't expense and accompanied by the sponsor; and

c. Handling of a dependent's personal baggage that the sponsor cannot handle when the dependent travels with the sponsor.

Birth Certificate. The cost of a birth certificate or other acceptable evidence of birth, for official OCONUS travel is reimbursable.

Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charges, assessed against a traveler on arrival/departure from a carrier terminal, are authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).

Communication Services ***(Effective 1 October 2014)***

1. Communication service expenses, including cell phone use, ICW official travel, are mission-related expenses and are ***not reimbursable***.

2. Gov't owned/leased services should be used for official communications.

Conveyance Costs. Public/special conveyance costs to and from the transportation terminal are reimbursable. See Ch 3, Part D.

Conveyance, Government. When a Gov't conveyance is authorized and Gov't supplies/facilities are not available, reimbursement for operating expenses, ICW official travel, is authorized for TDY travel between two points that are a separate journey (***does not include*** Aero Club aircraft). Examples of allowable expenses are:

1. Gasoline and oil;
2. Parking fees;
3. Repairs;
4. Ferry fares;
5. Bridge, road, or tunnel tolls;
6. Trip insurance for travel in foreign countries (see Insurance, Driving Related);
7. Guards; and
8. Storage fees.

Currency Conversion Fees

1. Reimbursable

   a. Fees charged ICW currency conversion, including cash conversions.

   b. The "international transaction fee" for qualifying transactions charged by:

      (1) GTCC. This 1% charge is listed as a separate line item on the billing statement.

      (2) Other than GTCC **(Uniformed Members Only)**. Charges on a non-GTCC card are reimbursable if the member is exempt from using the GTCC.

2. Not Reimbursable

   a. Losses from currency conversions (63 Comp. Gen. 554 (1984)).

   b. The traveler is not liable for repayment to the Gov't for ***gains*** from currency conversions.

3. Exchange Rates. A traveler, who pays with a credit card for OCONUS expenses, is responsible for checking with the credit card vendor to determine the final bill in U.S. currency prior to travel claim submission. The currency exchange rate at which the credit card bill was settled may be used to determine OCONUS expenses charged to the card.

4. Supplemental Vouchers

   a. A traveler may need to submit a travel voucher prior to having access to the actual amount billed on the credit card.

   b. When the amount in U.S. currency, is not known, until after the required travel claim submission date, a traveler should be aware of any financial regulations that require a supplemental voucher if the amount differs from the actual amount billed on the initial travel claim.

Disease Prevention Measures

1. When authorized/approved, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral antimalarial prophylaxis) that are not available through a Federal dispensary for OCONUS travel, are reimbursable.

2. Travel expenses incurred for obtaining the required inoculations is not reimbursable.

Driver (Vehicle) Services. Reimbursable when authorized/approved by the AO.

Energy Surcharge Fees . Energy surcharge fees are reimbursable.

GTCC

1. Late Payment Delinquent Fees. Reimbursable when authorized/approved by the AO for a traveler in a mission critical category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of circumstances specific to the travel. See DoDFMR, Volume 9, Ch 3, par. 031306 for definition of mission critical personnel and processing requirements.

2. Expedited Delivery. Reimbursable when authorized/approved by the AO.

3. Chip/PIN Card Issue Fee. Reimbursable when authorized/approved by the AO.

Guide Services. Reimbursable when authorized/approved by the AO.

Insurance, Driving Related. Reimbursable when a Service designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving related insurance (55 Comp. Gen. 1343 (1976)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Gov't conveyance, POC, or rental car.

Internet Connections

1. Internet connections used to perform official business are reimbursable when authorized/approved by the AO.

2. In-flight internet connections are ***not reimbursable unless*** the AO determines they were used for official business.

Interpreter Services. Reimbursable when authorized/approved by the AO.

Laundry/Dry Cleaning Expenses. Laundry/Dry Cleaning expenses, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014.***

License/Permit, International Driver's

1. Reimbursable when TDY to a country that requires an international driver's license/permit.

2. The cost of license/permit photos is reimbursable.

3. See Traveler's Checklist for information on driving abroad.

4. This reimbursement applies only to a member or employee, ***but not dependents***.

Lodging, Dual

1. Reimbursable ICW an unexpected event, when approved (after the fact) by the AO, except as in par. 4145-B3.

2. Dual lodging reimbursement is limited to a maximum of 7 consecutive days, except as in par. 4250-B.

3. Extensions beyond 7 consecutive days may only be approved by the Secretarial Process, and is NTE the amount of per diem/AEA plus appropriate lodging tax (when separately reimbursable) that would have been paid if the traveler remained overnight. See par. 4145.

Lodging Fees/Daytime Lodging Charges

1. Reimbursable when authorized/approved by the AO.

2. Includes:

   a. Room occupancy lodging charges for late departure, early arrival, or

   b. Airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.

Lodging, Mandatory Fees/Charges

1. Reimbursable, in addition to the room rate, when the expense is:

   a. Not optional, and

   b. Approved by the AO.

2. Fees/charges include, but are not limited to a:

   a. Tourism fee,

   b. Safe fee, or

   c. Service charge.

Lodging Reimbursement while on Leave

1. **Uniformed Members Only**. Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day:

   a. During contingency operations (par. 7050);

   b.. During authorized/ordered evacuations (par. 7055);or

   c. When receiving long term TDY flat rate per diem (par. 4250).

2. **Civilian Employees**. Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the per diem rate lodging portion for the TDY location, for each day when receiving long term TDY flat rate per diem (par. 4250).

Lodging Tax

1. Reimbursable. Lodging tax reimbursement (CONUS and non-foreign OCONUS only) is limited to the tax on reimbursable lodging costs. Example: if the authorized maximum lodging rate is $60/night, and lodging that costs $110/night is chosen, tax on $60 may be reimbursed, which is the maximum authorized lodging amount.

2. Not Reimbursable. Lodging tax in foreign OCONUS areas is part of per diem/AEA and is ***not separately reimbursable.***

3. Exception. Reimbursement is authorized in CONUS and non-foreign OCONUS areas except when 'MALT Plus' for POC travel is paid.

Merchant Surcharge

1. **Uniformed Members Only**

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged with:

(1) The GTCC, or

(2) A personal charge card used by members exempt from GTCC use for official travel. The member must provide exemption authority.

b. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.

c. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

2. **Civilian Employees Only**

a. Reimbursement is authorized for merchant surcharges (up to 4%) for official travel expenses charged to the GTCC.

b. Reimbursement is ***not authorized*** for merchant surcharges for the use of a personal charge card.

c. See DoDFMR, Volume 9, Ch 3 for information on personnel exempt from the requirement to use the GTCC.

d. Not all merchants impose a surcharge. Some state laws restrict or limit surcharges.

Military Working Dog (MWD) Expenses

1. Travel and transportation expenses related to a MWD are reimbursable expenses, limited to the following:

a. Transportation costs, to include tariffs either as cargo, or when traveling in the cabin with the handler.

b. Kennel handling fees at an air terminal or place of lodging.

c. Lodging fees ICW the MWD, and/or

d. Cleaning fees ICW commercial rental vehicle transportation for the MWD.

2. Expenses related to a MWD that are not reimbursable, under travel, but could be considered mission expenses include, but are not limited to:

a. Dog Food,

b. Leashes,

c. Kennels (damage/replacement), and/or

d. Veterinary services.

Mission Related Expenses

1. Mission related expenses ***are not reimbursable as travel expenses***.

2. Mission related expenses include, but are not limited to:

a. Equipment and materials (e.g., batteries, clothing, lost or missing keys (e.g., baggage/luggage, lodging, vehicle, etc.);

b. Medical equipment;

c. Parking/traffic ticket fines;

d. Tools;

e. Film;

f. Paper;

g. Books;

h. Medical supplies;

i. Use of clerical assistance (e.g., typists, data processors, stenographers);

j. Technology equipment (e.g., computers, printers, faxing machines, and scanners);

k. Gifts for child care, pet care, or hotel concierge;

l. Workout room/gym fee;, and

m. Similar items.

3. See B-166411, 3 September 1975; B-198823, 10 December 1980; and B-198824, 23 January 1981.

4. See DoDFMR Vol. 10, Ch 11 for reimbursement.

Nonrefundable Room Deposits; Forfeited Rental Deposits/Prepaid Rent; and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted.

1. Lodging cost reimbursement may be authorized/approved by the AO when advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed, canceled, or interrupted.

2. Reimbursement must not exceed the remaining amount of per diem/AEA, plus appropriate lodging tax that would have been paid if the TDY had not been curtailed, canceled, or interrupted.

3. See 59 Comp. Gen. 609 (1980), and 59 Comp. Gen. 612 (1980), 60 Comp. Gen. 630 (1981).

4. The AO should consider if the:

a. Traveler acted reasonably and prudently in incurring lodging expenses,

b. Traveler had a reasonable expectation of completing the TDY as authorized,

c. Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control, and

d. Traveler took reasonable steps to obtain a refund once the TDY was officially canceled/curtailed.

Paper Tickets

1. Additional paper ticket cost is reimbursable, when authorized/approved by the AO, as necessary to meet Gov't requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries).

2. Paper tickets bought for personal convenience ***are the traveler's financial responsibility***.

Parking Fees at the Transportation Terminal. Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including tips) for one round trip to the terminal are authorized. See par. 4780.

Passport, Visa, Green Card, Photographs, Physical Exams, and Legal Services

1. Reimbursement Eligibility

a. General. Reimbursement is authorized for a:

(1) Member,

(2) Employee, and

(3) Dependent (member's and/or employee's),

b. **Uniformed Members Only**. Reimbursement is authorized for a member who is:

(1) Assigned to a foreign OCONUS area,

(2) Required to obtain/renew:

(a) A passport,

(b) Mandatory biometric visa requirements, and/or

(c) Visas

for continued assignment in a foreign OCONUS area, or

(3) Emergency Technical Support Personnel.

c. **Civilian Employees Only**. Reimbursement is authorized for an employee who is:

(1) A U.S. citizen (required when serving under a transportation/renewal agreement in a foreign country, ***but not for TDY or a dependent***.)

(2) Hired locally or transported to a foreign OCONUS area at Gov't expense,

(3) Serving under a service/renewal agreement, and

(4) Required to obtain/renew:

(a) A passport,

(b) Mandatory biometric visa requirements, and/or

(c) Visas

for continued assignment in a foreign OCONUS area, or

(5) Emergency Technical Support Personnel.

d. Dependent (Member's or Employee's). Reimbursement is authorized for a dependent that is:

(1) Authorized travel and transportation allowances to/from a foreign OCONUS area, or

(2) Required to obtain/renew:

(a) A passport,

(b) Mandatory biometric visa requirements, and/or

(c) Visas

for the sponsor's continued assignment in a foreign OCONUS area, or

2. Acquired Dependent **(Uniformed Members Only)**. A member serving an unaccompanied OCONUS tour who acquires a dependent, OCONUS, is not authorized reimbursement of passport and visa expenses for the acquired dependent except when par. 9000-A2 or 9000-A3 applies, and/or the dependent qualifies for travel and transportation from the OCONUS PDS IAW par. 5124.

3. Biometric Fees

a. Biometric fees, that are mandatory for passport and/or visa issuance, are reimbursable.

b. Biometric data collects the traveler's measurable physical/behavioral characteristics that can be used to:

(1) Verify the individual's identity, or

(2) Compare the identity against other entries when stored in a database.

c. Examples of biometric data are face recognition, fingerprints, and iris scans.

4. Dependent Fee. A dependent fee is reimbursable except ICW personal travel. An example of a dependent fee is the United Kingdom Entry Clearance Fee.

5. Emergency Technical Support Personnel

a. A command/activity may be required to have emergency technical support personnel available for official travel on short notice.

b. Emergency technical support personnel may be reimbursed for preparation expenses/fees, if directed, in writing by the AO, to maintain current passports, mandatory biometric visa requirements, and/or visas/or green cards. These expenses include:

(1) A passport,

(2) Mandatory biometric visa requirements,

(3) A visa,

(4) A green card,

(5) Photographs for OCONUS travel, and

(6) Physical examinations required to obtain a visa if examinations could not be obtained at a Gov't medical facility.

6. Legal Service Fees

a. Expenses for legal services are reimbursable if local laws and/or customs require the use of lawyers in processing applications.

b. These services include lawyer fees/charges (except retainer fees) for obtaining and/or processing applications for:

(1) A passport,

(2) Mandatory biometric visa requirements,

(3) A visa,

(4) A green card, or

(5) Changes in status.

c. Reimbursement of legal service fees for personal expenses is ***not authorized***. These fees include services for:

(1) Acquired dependent(s),

(2) Adoption,

(3) DHS/INS document processing fees,

(4) Server fees,

(5) Dependent custodial matters, or

(6) Fees for similar circumstances.

7. Medical Expenses. Medical expenses associated with obtaining passports, mandatory biometric visa requirements, a visa and/or a green card, ***are not reimbursable***, except for disease prevention measures such as inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis).

8. Passport Fees

a. There a three types of U.S. passports:

(1) Passport Book. A passport book is a regular passport that can be used for all international travel.

(2) Passport Card. A passport card is limited to departure/entry to/from the U.S. through land; and seaport entry between the U.S. and Mexico, Canada, the Caribbean, and Bermuda. A passport card is not authorized for international air travel.

(3) E-Passport. An E-Passport is a regular passport book with electronic biometric data. An E-Passport can be used for all international travel.

b. An official traveler ordinarily travels on a no fee passport.

c. Passport fees are reimbursable when travel is to and/or from a high threat area or high risk airport by commercial air and the traveler is authorized to obtain and use a regular fee passport.

d. Those traveling solely by MILAIR or AMC charter flight ***are not reimbursed*** for regular fee passports ***unless***:

(1) Gov't transportation became available after commercial travel arrangements were made and a passport was purchased; or

(2) The travel priority is sufficiently high to require backup travel arrangements that cannot include city pair reservations.

9. Physical Examination Fees. Physical examination fees:

a. Are reimbursable when required to obtain a visa and the examination cannot be obtained at a Gov't medical facility (GSBCA 15435-RELO, 9 April 2001).

b. For a dependent are reimbursable, except ICW personal travel (e.g., the United Kingdom Entry Clearance Fee is a reimbursable fee).

10. Travel Order for Visas and Physical Examinations. A travel order should be issued to authorize/approve (par. 2210 and App I2) travel and transportation at Gov't expense to:

a. A visa issuing office located outside the traveler's PDS local area if the traveler's presence at that office is/was mandatory, and/or

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

11. Travel Not Required. Travel to obtain required documents is not required for reimbursement (e.g., the expenses may be related to mail).

Personal Expenses. See **Mission Related Expenses.**

Pet Quarantine. See Ch 5, Part A8 (for **Uniformed Members**) and Ch 5, Part B8 (for **Civilian Employees**) for rules regarding pet quarantine ICW PDT.

Phone Calls, Official. Official phone calls are mission-related expenses but are ***not reimbursable*** as a separate travel expense. See **Communication Services**. ***Effective 1 October 2014***

Physical Examination Fees ICW a Visa. See Passport, Visa, Green Card, Photographs, Physical Examinations, and Legal Services.

Prepaid Phone Cards/Cell Phones. Prepaid phone cards and prepaid cell phones are mission-related expenses but are ***not reimbursable*** as a separate travel expense. See Communication Services.

Preparatory Travel Expense Reimbursement when the Order is Amended, Modified, Canceled or Revoked

1. Preparatory travel expenses include fees for:

   a. Traveler's checks,

   b. Passports,

   c. Mandatory biometric visa requirements,

   d. Visas,

   e. Green cards, and

   f. Communications services.

2. Preparatory travel expenses are reimbursable, provided:

   a. The action taken is beyond the traveler's control,

   b. It is in the Gov't's interest, and

   c. A refund is unobtainable prior to the order being changed.

POC Tax and License Fee ICW TDY (Civilian Employees Only)

1. General. Some states:

   a. Require an ownership tax and license fee for a POC used in the state for over 30 days, and

   b. Allow a TDY traveler to apply for an exemption certificate upon first coming into the state.

2. Traveler Paid Charges. If a TDY traveler applies for and is denied an exemption certificate for ownership tax and licensing fees by the TDY state, the traveler is reimbursed if all of the following conditions are met:

   a. POC use is to the Gov't's advantage ICW a TDY assignment (see par. 4775).

   b. The traveler's PDS is not the state the TDY assignment is performed.

   c. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership tax and license fees on a POC.

3. Documentation. Payment documentation of state imposed charges may be required.

4. See B-214930, 1 October 1984.

POC Use is Advantageous on TDY. In addition to a TDY mileage allowance, the following are allowable only if POC use is to the Gov'ts advantage:

1. Ferry fares;

2. Bridge, road and tunnel tolls;

3. Automobile parking fees ICW official travel only (except those incident to PDT); and

4. Aircraft landing, parking, and tie down fees.

Registered Traveler Membership Fee

1. Individual traveler membership in a registered and/or trusted traveler program is ***not a reimbursable expense*** per par. 1215.

2. Use of Gov't funds to obtain membership in such a program is ***statutorily prohibited*** by 5 USC §5946 per FTR Bulletin 08-05, 25 June 2008.

Registration Fee

1. Registration fee reimbursement is authorized/approved when the fee is a condition for attendance.

2. When the registration fee includes the cost of meals, per diem is computed under par. 4205.

Resort Fees. Resort fees, ***that are mandatory***, are authorized.

Room Rental. Reimbursable when authorized/approved by the AO, and only when used for official business.

Service and Processing Fees

1. Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:

   a. Through a CTO/TMC, and

   b. When a CTO/TMC is not available.

2. Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to official travel commencement.

Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses

1. General

   a. Special conveyance/rental vehicles are a reimbursable expense with AO authorization/approval.

   b. 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.

   c. See special conveyance/rental vehicle reimbursable expenses.

2. CTO Use. A traveler who disregards a special conveyance arrangement made by a CTO must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost of using the CTO) is allowed.

3. Reimbursable Expenses. When the AO authorizes/approves special conveyance/rental vehicle use for official travel, the following expenses are reimbursable:

a. Any 'per day' administrative fee called for in the DTMO rental car agreements (including GARS);

b. Rental cost, tax and local assessments on rental vehicle users;

c. Necessary gas and oil;

d. Aircraft landing and tie down fees;

e. Transportation to and from the rental facility, public transit systems, and taxi fares;

f. Parking; ferry fares; bridge, road and tunnel tolls;

g. Traveler access fee;

h. Garage, hangar, or boathouse rental;

i. Operator's subsistence;

j. Optional extra collision hull insurance for rental aircraft;

k. Mandatory rental car insurance coverage required in foreign countries;

l. Snow tires. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required nonstandard equipment.

m. GPS rental, when the AO determines it is necessary for official use.

n. Toll collection transponder installed in rental car when necessary for official use (for both tolls and daily/weekly fee). Activation of the toll collection transponder, installed in a rental car for optional use, is not reimbursable unless the AO determines it was necessary for official travel.

o. The cost of buying collision insurance (e.g., collision damage waiver (CDW) adjustment, theft protection, etc.) is reimbursable only if the insurance is required:

(1) By the rental company in a foreign area/country to provide full coverage insurance,

(2) For certain classified special operations. B-204486, 19 January 1982

p. A breathalyzer installed in rental car ***when required in a foreign country***. See item 4e below.

q. Rented Motor Vehicle Damage

(1) DoD Travelers

(a) A traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business, if the claim is adjudicated payable.

(b) The Gov't may make direct payment to the rental car company, instead of the traveler, if appropriate.

(c) Reimbursement is a transportation expense.

(d) A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW the DoDFMR, Volume 9, Ch 4.

(e) Statements, itemized bills, and an accident report are typical requirements (47 Comp. Gen. 145 (1967)).

(f) If damage is to a rental car under the DTMO rental car agreement, a DoD traveler may file an accident report at the DTMO website.

(2) Uniformed Non-DoD Service Member: A request from a traveler or rental company for reimbursement/payment must be documented and submitted IAW written Service guidance.

r. Necessary non-standard equipment and any additional charges when authorized in the order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment.

4. Non-Reimbursable Expenses. The following expenses are ***not reimbursable***:

a. Personal Accident Insurance. Personal accident insurance is a personal expense and is not reimbursable.

b. Rental Car Insurance in the U.S./Non-Foreign OCONUS Location. A traveler is not reimbursed for rental car insurance coverage purchased in the U.S./non-foreign OCONUS location regardless of the rental company. See 3o above for classified operations.

c. Damage to Rental Car when Used on Other than Official Travel.

(1) General. Reimbursement for damage sustained by a rented automobile while being used on other than official travel ***is not authorized***.

(2) Example. TDY ends on Friday; the traveler delays return to the PDS until Sunday and retains the rental car. On Sunday, the rental car is damaged. The traveler may not be reimbursed for the cost of repairs since the traveler was not on official duty at the time of the accident (GSBCA 16477-TRAV, 13 October 2004).

d. Purchase of Equipment. The cost of purchased (as opposed to rented) equipment ***is not reimbursable*** (e.g., snow tires, GPS, toll transponder),

e. Breathalyzer Replacement Fee. Reimbursement of any element of the breathalyzer fee is not authorized if the breathalyzer is used while on other than official travel, for personal convenience, or if negligence is determined.

Storage of Property Used on Official Business. Reimbursable when authorized/approved by the AO.

Tips for Handling Gov't Property. Tips for handling Gov't property are covered in the IE portion of per diem and are ***not reimbursable***. ***Effective 1 October 2014***

Tips, Transportation Related. Transportation related tips for all transportation modes, ICW official travel, are covered in the IE portion of per diem and are ***not reimbursable.*** ***Effective 1 October 2014***

Transportation to/from the Transportation Terminal. POC transportation costs (ICW TDY travel) to and from the transportation terminal are authorized. See par. 4780.

Travel and Transportation Related Expenses. Travel and transportation related expenses similar to any in this table may be authorized.

Value Added Tax (VAT) Certificate. The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.

CHAPTER 4: TDY

PART B: PER DIEM

SECTION 1: GENERAL

4050 PER DIEM

A. General

1. Per diem is designed to offset lodging and M&IE costs incurred while performing travel, and/or TDY away from the PDS.

2. Per diem is payable for whole days, except for PDS departure/return days.

3. Per diem is not authorized for any day that is not a day in a travel status. See Ch 2, Part D.

4. Per diem rates are based on the TDY location, not the lodging facility location. If a traveler obtains lodging outside the area covered by the TDY location per diem rate for personal preference/convenience, per diem is limited to the maximum rate prescribed for the TDY location. See par. 4130-K if neither Gov't Qtrs nor commercial lodging is available at the TDY location.

5. Per diem is applicable for all TDY and PDT periods; except when an AEA is authorized/approved.

6. 'Lodging-Plus' per diem is not authorized for any day that PCS 'MALT-Plus' per diem is paid (**Uniformed Members Only**).

7. Per diem authorization begins on the day a traveler leaves the place of abode, office, or other authorized departure point and ends on the day the traveler returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

8. GSA, DoD, and DoS are responsible for travel per diem rates. See par. 4120.

9. The Standard CONUS per diem rate applies for any CONUS city/county location not identified in the CONUS per diem rates.

10. Unspecified OCONUS locations in the OCONUS per diem rates use the 'Other' rate for the applicable country.

11. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs nor the applicable maximum amount unless an AEA is prescribed. Receipts for lodging are required (see par. 2710 and DoDFMR 7000.14-R, Volume 9).

12. Per diem rates include a fixed allowance for M&IE. The M&IE rate, is payable to a traveler without expense itemization or receipts. PMR/GMR cannot be applied for the first and last travel days.

13. Ordinarily, per diem is based on the traveler's TDY location at 2400.

14. M&IE payment does not require expense itemization and/or receipts.

15. Box lunches, inflight meals and rations furnished by the Gov't on military aircraft are not a Gov't dining facility/mess for per diem computation purposes.

16. For TDY within a COCOM/JTF AOR, see par. 4605.

17. The meal rate cannot be reduced after travel is completed, except for a deductible meal (par. 4205).

18. A Gov't meal paid for by the traveler and consumed in a Gov't dining facility/mess is not a deductible meal.

19. An AO/schoolhouse commander may amend an order to direct immediate and/or future meal rate changes.

20. Travel of 12 or Fewer Hours (12 Hour Rule)

a. Per diem is not authorized when the official travel period is 12 or fewer hours. This means that the total time en route and duty period from the departure time until the return time to the PDS is 12 or fewer hours.

b. See Ch 3 for transportation allowances.

c. Occasional meals may be reimbursed IAW par. 4230 when the member is required to procure a meal(s) at personal expense outside the PDS limits **(Uniformed Members Only)**.

B. TDY Location

1. TDY Location Specified. The per diem rate for a TDY point is the locality rate specifically listed for a:

a. Reservation,

b. Station, or

c. Other established area. This includes established, large reservation subdivisions that:

(1) Fall within two or more corporate city limits (e.g., the Pentagon; McGuire AFB; Ft. Dix; the districts of Honolulu and Ewa, Hawaii); or

(2) Cross recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky).

2. TDY Location Not Specified. When the location is not specifically listed in the per diem table, the per diem rate is based on the:

a. Front gate location for the reservation, station, or other established area, or

b. County per diem rate for the TDY location, or

c. Standard CONUS per diem rate, if neither the city/town nor the county is listed..

C. References

1. TDY Location Determination. See the U.S. Census Bureau website to determine in which county a destination is located.

2. Per Diem Location Claims Case. See DOHA Claims Case No. 2009-CL-080602.2, 7 July 2010.

D. Meeting and Convention. When a meeting/conference is arranged and reduced cost lodging accommodations are prearranged at the meeting/ conference site, the Component sponsoring the meeting/conference must recommend a reasonable per diem rate to the participating agencies/components. See App R regarding attendance at a meeting and registration fees.

E. Restriction in Establishing PDS **(Civilian Employees Only)**. Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).

F. Overseas Post Differential **(Civilian Employees Only)**

1. The foreign/non foreign OCONUS post differential provides additional compensation for an employee assigned to an OCONUS PDS at which environmental conditions require a recruitment and retention incentive.

2. Per diem payment is authorized concurrent with a differential payment when an employee is assigned away from the PDS on detail/TDY to an OCONUS PDS classified as a differential post and is eligible for differential payment while on the detail/TDY.

4055 TDY MORE THAN 12 BUT LESS THAN/EQUAL TO 24 HOURS

A. M&IE Rate. When the entire trip is more than 12 hours but less than/equal to 24 hours, 75% of the M&IE rate for the TDY location is paid for each travel day.

B. More than One TDY Location. If more than one TDY location is involved and lodging is not required, 75% of the highest M&IE rate is paid on each day (e.g., 15 hour trip covering 2 days with three stops on day 1 and two stops on day 2 – the highest of the three rates on day 1 for day 1 and the highest for the 2 on day 2 for day 2).

C. Lodging Required. If lodging must be obtained, the rules for travel of more than 24 hours apply.

D. Local Area Travel. Per diem is not authorized when travel is performed in the local area unless overnight lodging is required. If overnight lodging is required in the local area, these rules or rules for over 24 hours apply.

E. Meals Deduction

1. See par. 4230 for occasional meals authority **(Uniformed Members Only)**.

2. No meals deduction is made **(Civilian Employees Only)**.

F. Tax Implications **(Civilian Employees Only)**. Per diem payment for TDY of more than12 hours but less than/equal to 24 hours may be taxable (IRS Revenue Rule 68-663 & 26 CFR §1.162-2(a). The employee should verify possible state and local implications.

4060 TDY MORE THAN 24 HOURS

A. Per Diem Rate Determination. The applicable per diem rate for each calendar travel day is determined by the traveler's travel status and TDY location at 2400 (midnight) and whether or not lodging is required at the location.

B. Lodging Required En Route. When lodging is required, and the traveler is still en route, the applicable per diem rate is the:

1. TDY location per diem rate, or

2. Stopover point per diem rate at which lodging is obtained while en route to, from, or between TDY locations.

C. Per Diem Limitation. Only one per diem rate is applicable to a calendar day.

4065 DEPARTURE DAY (FROM THE PDS, HOME, OR OTHER AUTHORIZED POINT)

A. M&IE Rate. 75% of the appropriate locality M&IE rate is paid:

1. Regardless of departure time, and

2. If travel begins and ends on the same day, and is longer than 12 hours.

B. Rates Not Applicable. The GMR, PMR, $3.50 OCONUS IE, and reduced per diem rate ***do not apply***.

C. Per Diem Rate Location. The per diem rate is based on the traveler's TDY/stopover location at 2400 on that day.

D. Lodging Required. If lodging is required, on the day travel begins, the per diem rate is the:

1. TDY location per diem rate, or

2. Actual lodging cost incurred by the traveler, NTE the stopover point/TDY location maximum lodging ceiling (as appropriate), plus the applicable M&IE rate prescribed for that location.

E. Lodging Not Required. If lodging is not procured for the night, the locality M&IE rate for the next destination (TDY/stopover point) is the applicable M&IE rate.

USCG Members Only: USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

4070 STOPOVER POINT

A. General. A stopover point is necessary when travel is for more than 1 day and lodging is required. ***Lodging does not include sleeping in the transportation terminal.***

B. Per Diem. Per diem at a stopover point is based on the stopover point locality per diem rate.

4075 FULL CALENDAR TRAVEL DAYS

A. Lodging Required. For each full calendar day a traveler is in a travel status and lodging is required (whether en route or at the destination) the per diem is the actual lodging cost incurred by the traveler, NTE the applicable stopover point or TDY location per diem lodging ceiling, plus the applicable M&IE rate.

B. Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem is the next destination (TDY/ stopover point) M&IE rate to which the traveler is traveling or the last TDY location if en route to the PDS.

4080 RETURN DAY (TO THE PDS, HOME, OR OTHER AUTHORIZED POINT)

A. General

1. The applicable M&IE rate is authorized at a flat 75% of the TDY location M&IE on the departure day from, and the return day to, the PDS ICW TDY.

2. The GMR, PMR, $3.50 OCONUS IE, and reduced per diem rate ***do not apply***.

3. The M&IE rate payable on the return day is the M&IE rate for the TDY location, unless the traveler is in a different TDY location at 2400 on that day, or unless lodging is required. On a ship, the embarkation/ debarkation port M&IE rate applies.

B. Lodging Required. For each full calendar travel day when lodging is required at an en route location while the traveler is returning, the per diem is the actual lodging cost, NTE the applicable stopover point/TDY location lodging ceiling (as appropriate), plus the applicable M&IE rate.

C. Lodging Not Required. For any full calendar travel day when lodging is not required while the traveler is en route overnight, the per diem is the M&IE rate applicable to the preceding calendar day.

D. **USCG Members Only:** For the day travel ends (return day to the PDS, home or authorized delay point), the per diem is based on the M&IE applicable to the last TDY or authorized delay point, whether or not overnight lodging was required there.

4085 EXAMPLE

01 Sep	Depart PDS
01 Sep	Arrive TDY A ($50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B ($60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of $50 (TDY A M&IE for preceding day) on 10 Sep	

4090 SPECIAL/UNUSUAL CIRCUMSTANCE TRAVEL

A. Traveler Dies while in a TDY Status

1. Per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death, NTE the ordered travel official distance **(Uniformed Members Only)**.

2. Per diem terminates at the end of the calendar day the employee is determined to be dead **(Civilian Employees Only)**.

B Traveler in a Missing Status. Per diem is not authorized after 2400 of the day the traveler is officially determined to be in a missing status under the Missing Persons Act (44 Comp. Gen. 657 (1965)).

C. TDY ICW Leave

1. General

a. TDY Requirement is Known before Departure on Leave. If the TDY requirement is known before departure on leave, the traveler is reimbursed actual travel expenses NTE the constructed round trip cost between the PDS and TDY location.

b. City Pair Airfares. City pair airfares are not authorized for use to/from the leave location if the TDY requirement is known before leave begins. See App P2.

2. Absent from PDS for Personal Reasons. Except as provided in par. 4090-C5, a traveler who is absent from the PDS for personal reasons and who is required to return to the PDS for official reasons prior to the originally contemplated return time is not authorized reimbursement for expenses incurred for such travel.

3. TDY at the Leave Point. A traveler on leave away from the PDS, who receives a TDY order to perform TDY at the leave point, is authorized per diem:

a. For the TDY performed in compliance with the order, and

b. And transportation expenses for the return trip that exceed what would otherwise been incurred if the traveler had not been required to perform the TDY (31 Comp. Gen. 509 (1952)).

4. Authorized to Resume Leave after Completion of TDY at Various Places, Including Return to PDS. A traveler, required to interrupt leave to perform TDY at various places, including return to the PDS, and then resume leave upon TDY completion, is allowed per diem and transportation expenses from the place at which leave was interrupted to the TDY place(s) (except no per diem while at PDS) and return to the place at which leave was interrupted. TDY allowances are payable at the TDY location. (25 Comp. Gen. 347 (1945); 28 id. 237 (1948); 39 id. 611 (1960)).

5. TDY at Various Places Not Involving Return to PDS. In a situation not involving temporary return to a PDS, but otherwise similar to par. 4090-C3, a traveler upon TDY completion is allowed per diem and transportation expenses to return to resume leave at a point more distant from the TDY location than the point at which leave was interrupted, provided the round trip distance and expense are not greater than the distances and constructed travel expense between the traveler's PDS and the TDY location (27 Comp. Gen. 648 (1948)).

6. Authorized Leave of 5 or More Days Canceled within 24 Hours, and Leave Temporarily Interrupted due to Recall to PDS

a. When a traveler leaves the PDS on leave for 5 or more days and, because of an unforeseen circumstance, it is necessary to cancel the leave and recall the traveler to the PDS within 24 hours after departure, return per diem and transportation expenses may be authorized.

b. If a traveler's leave away from the PDS is interrupted because the traveler is recalled to the PDS, or is authorized to perform TDY at another place, and the traveler wishes to resume leave immediately after duty completion at the place leave was interrupted or at another place, per diem and transportation expenses may be authorized NTE the round-trip per diem and transportation expenses may for travel from the place leave was interrupted to the place the duty was performed.

c. The one way, or round-trip, must not be allowed unless, a statement in the order indicates that an administrative determination was made that the personal expense incurred by the traveler in traveling to the leave location made it unreasonable to require the traveler to assume the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).

7. Leave Interrupted for TDY, Traveler Not Allowed to Resume Leave Status

a. A traveler on authorized leave away from the PDS, who is required to perform TDY at places other than the PDS and upon TDY assignment completion is not allowed to resume the leave status but is required to return to the PDS, is allowed per diem and transportation expenses for the TDY performed.

b. For return to the PDS from the TDY assignment location after TDY completion, per diem and transportation expenses are allowed for the excess constructed per diem and transportation expenses for return directly from the leave location to the PDS.

c. TDY allowances are payable at the TDY location. (11 Comp. Gen. 336 (1932); 16 id. 481 (1936); 30 id. 443 (1951)).

8. TDY Directed at Leave Status Termination.

a. A traveler on authorized leave away from the PDS who is directed, at leave termination, to proceed to a TDY location and upon TDY assignment completion to return to the PDS, is authorized per diem and transportation expenses when the TDY assignment exceeds the direct route travel constructed cost from the leave location to the PDS (19 Comp. Gen. 977 (1940)).

b. If, in relation to the leave location, the TDY location is located in a routing direction through and beyond the traveler's PDS, the allowable per diem and transportation expenses are limited to that for round trip travel between the PDS and the TDY location (24 Comp. Gen. 443 (1944)).

9. TDY Order Cancellation after Travel Commencement and while on Leave

a. When a traveler is on leave en route to a TDY station and the TDY order is canceled, the traveler is authorized travel and transportation allowances for travel performed, provided the order is canceled on/after the date travel was required to begin.

b. The allowances payable must not exceed the constructed allowances payable for travel from the PDS to the TDY station and return over a usually traveled direct route, provided that official travel to the TDY station is authorized prior to departure on leave.

10. Directed to Proceed to New PDS After TDY Completion. A traveler directed to proceed to a new PDS after TDY completion is authorized:

a. PCS travel and transportation allowances for travel performed from the:

(1) Old PDS to the leave address, or to the place at which the order was received NTE the official distance from the old to the new PDS; and

(2) Leave address, or place at which the order is received, to the TDY station; and

(3) TDY station to the new PDS.

b. TDY allowances at the TDY location.

D. Order Canceled while Traveler Is en route to a TDY Station

1. If a TDY order is canceled while the traveler is en route to the TDY station, round trip travel and transportation allowances are authorized between the PDS or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS, NTE the round trip distance from the PDS to the TDY station.

2. ***Per diem is not authorized for any day on which the traveler was in a leave status.*** See 51 Comp. Gen. 548 (1972) and B-175427, April 14, 1972.

E. Field Duty **(Uniformed Members Only)**

1. General. A member on field duty is not authorized per diem except when the:

a. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Gov't Qtrs at no charge and/or Gov't meals at no charge for an enlisted member, were not available during stated field duty periods.
b. Member participates in the operation advance planning or critique phase.

c. Secretary concerned authorizes per diem payment to a member performing field duty in a travel status IAW par. 4090-E.

2. Reduced Per Diem Rate

a. General. The reduced per diem rate:

(1) Is paid in lieu of the prescribed rate regardless of the OCONUS location, and

(2) May be paid during a period that would otherwise be field duty, considering reduced expenses while performing field duty during the period covered by the order.

b. Authorization. The Secretary Concerned may:

(1) Authorize a per diem rate in a lesser amount for a unit deployed OCONUS away from the unit's PDS, or

(2) Delegate authority to prescribe such a rate to a:

(a) Department headquarters bureau/staff agency chief, or

(b) Naval Systems headquarters commander

but there may be no further delegation.

3. Total Per Diem Paid. The authorized rate should be paid for the specified time period. The total per diem paid during the period the member is subject to the authorized rate is about equal to the per diem rate that would have been received for the same period, calculated IAW the computation procedures in this Part and excluding the time during which the member performs field duty.

4. Per Diem Prohibition Period. The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends.

5. Occasional Meals. Par. 4230 permits reimbursement for occasional meals or lodging.

6. Combatant Command/Joint Task Force (COCOM/JTR) AOR. See par. 4605.

F. TDY Performed in Support of a Military Unit on Field Duty **(Civilian Employees Only)**

1. General. Per diem is not authorized for a TDY employee who:

a. Accompanies a military unit on field duty, or

b. Provides noncombatant support to a military unit (App A).

2. Per Diem Prohibition Period. Per diem prohibition applies when:

a. Gov't dining facility/mess (including field rations even though the employee is assessed a charge for that meal(s)), ***and***

b. Gov't provided billeting (non- transient barracks or tents)

are available.

3. Discount GMR. An employee on field duty is required to pay the discount GMR for a meal consumed in a Gov't dining facility/mess (including field rations).

4. Procured Meals/Lodging. Reimbursement is authorized for charges incurred for necessary meals/lodging procured during the TDY assignment.

G. Personnel Traveling Together

1. Personnel traveling together is travel away from the PDS requiring travelers to remain together as a group while traveling, due to mission requirements.

2. Ordinary travel reimbursements apply unless the travelers' order directs limited or no reimbursement, in which case transportation, food, lodging, and other items ordinarily reimbursed, must be provided without cost to the travelers.

3. Per diem is not authorized on travel days when the order directs limited or no reimbursement.

4. Per diem prohibition:

a. Applies to travel days between duty locations and does not include per diem for full days at the duty locations.

b. Begins when the traveler departs the PDS and ends at 2400 the day the traveler arrives at the TDY location.

c. Begins again at 0001 on the departure day from the TDY location and continues until arrival at the PDS.

5. Directing personnel to travel together with limited or no reimbursement must never be done to save travel funds.

6. If meals or lodging are not available, occasional meals and lodging are paid IAW par. 4230 **(Uniformed Members Only)**.

7. Limited reimbursement refers to reimbursement for occasional meals and lodging **(Uniformed Members Only)**.

8. A civilian traveler pays the food cost and operating expense (surcharge) and is authorized reimbursement for food costs **(Civilian Employees Only)**.

H. Straggler. See par. 7665. **(Uniformed Members Only)**

I. Ordered to Active Duty with PDS Not Designated in the Order **(Uniformed Members Only)**. TDY per diem is:

1. ***Not*** authorized for a member whose order to active duty does not designate a PDS after the TDY is completed.

2. Authorized from the date the member receives an order naming a PDS other than the TDY station, unless par. 4090-J applies.

J. Service Academy Graduates. See par. 7650. **(Uniformed Members Only)**

K. Undergoing Processing **(Uniformed Members Only)**

1. Per Diem Not Authorized. Per diem is not payable before reporting to the first PDS for an enlisted member (newly inducted or enlisted) undergoing:

a. Processing,

b. Indoctrination,

c. Basic training (including follow-on technical training and/or home station training for an RC member), or

d. Instruction in a TDY status

at a place that both Gov't dining facility/mess and Gov't Qtrs (other than temporary lodging facilities) are available.

2. Per Diem Authorized. Per diem is authorized:

a. During travel to/from/between places for:

(1) Processing,

(2) Indoctrination,

(3) Training, or

(4) Instruction;

b. During a Delay/processing incident to:

(1) Travel to a designated PDS, or

(2) While awaiting transportation to PDS; or

c. Through the Secretarial process for TDY under instruction following initial technical/specialty training after basic training, if a PDS has been assigned.

L. Inpatient **(Uniformed Members Only)**

1. General. Per diem is:

a. ***Not*** authorized for a member who is a hospital inpatient.

b. Authorized for days of travel to, from, or between hospitals, and when subsisting out (App A1).

2. Lodging. When a member must retain lodgings at the same or a prior TDY location, reimbursement is IAW par. 4230.

3. Hospitalized Member. See par. 4090-N.

M. Assignment to Rehabilitation Center/Activity **(Uniformed Members Only)**. A member is not authorized per diem for a TDY period when assigned to a rehabilitation center/activity for rehabilitation training and/or treatment when both Gov't Qtrs and dining facility/mess are available.

N. Hospitalized Member **(Uniformed Members Only)**

1. A hospitalized member is not authorized per diem unless the member is authorized the per diem 'IE' under PAC IAW OUSD(P&R) memorandum, dated 15 May 2008, DoDFMR, Volume 7A, Ch 13, and (par. 1245).

2. For this subpar., the term "hospitalized member" is defined under the above-referenced memorandum and the DoDFMR, Volume 7A, Ch 13.

O. Member of a Mission **(Uniformed Members Only)**. A member of a military, naval, air, or another mission authorized to receive additional pay/ allowances from a foreign government or U.S. agency other than the respective Service, or from other sources, is not authorized per diem except when:

1. Specifically authorized jointly by the Secretaries Concerned;

2. Traveling under a Uniformed Service order;

3. A per diem allowance is not authorized by the foreign government; or

4. Traveling under an order ICW foreign government duties, if specifically provided for in the executive agreement between the U.S. and the foreign government concerned.

P. Navigational and Proficiency Flights **(Uniformed Members Only)**. A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized/approved at the member's request.

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

4095 REDUCED PER DIEM

A. General

1. The AO should seek authority to prescribe a reduced per diem when a per diem rate is more than what is needed for a particular duty assignment because of known lodging and/or meal cost reductions due to prearrangement, special discounts, or other reasons.

2. Reduced per diem rate authority must be requested and authorized prior to the travel.

3. The reduced per diem rate must be less than the locality per diem rate.

4. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office indicated in par. 4095-I.

5. Include the name and telephone number for a PoC who may be contacted concerning the request.

6. If the request is approved, the appropriate office listed in par. 4095-I authorizes a lower per diem rate to the requesting official.

7. USCG Exception. USCG members assigned to detached duty at USCG Stations (small), USCG Search and Rescue Detachments, USCG Air Facilities, USCG Auxiliary Operated Stations, and OPBAT Sites may be paid 75% of the reduced M&IE (if any) prescribed for the site.

B. Authority

1. A DoD Component head or the Secretary Concerned may authorize (in advance) per diem rates in lesser amounts (to zero) when the travel/duty circumstances warrant it and are unusual to the DoD Component/Service concerned. See par. 4090-E.

2. **Civilian Employees Only.** Except for pars. 4215 and 4110-C, a DoD Component head (App A) is the sole authority for substituting a lower per diem rate for the otherwise applicable per diem rate prescribed in this Part.

C. Authority Delegation. Reduced per diem authority may be delegated to the chief of a DoD Component headquarters/Service bureau/staff agency, but may not be further delegated.

D. Reduced Per Diem Not Authorized. If reduced per diem authority is not:

1. Obtained before travel begins, or

2. Part of an order amendment/modification covering a prospective period after the original order was issued,

an order prescribing a different per diem rate is ***not authorized*** and the applicable locality per diem rate is used.

Civilian Employees Only: See CBCA 2291-RELO, 20 April 2011

E. Documentation. The authorized reduced per diem rate must be stated on:

1. The order before travel begins, or

2. An order amendment/modification covering a prospective period after the original order was issued.

F. Travel Day. The reduced/zero per diem rate does not apply to any travel day.

G. Laundry/Dry Cleaning.

1. **Uniformed Members Only**. Reduced per diem rate establishment should incorporate an amount for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

2. **Civilian Employees Only**. Reduced per diem rate establishment should incorporate an amount for laundry/dry cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS.

H. Reduced Per Diem Increase. An increase to the zero/reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis based on the reduced per diem rate (e.g., 150% of the reduced per diem rate) under Ch 4, Part C.

I. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to:

1. **Uniformed Members Only**

a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA,1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

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

g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

h. Office of the SECDEF and other DoD Components. Directly to: Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Civilian Employees Only**

a. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

b. Navy and Marine Corps: Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

*c. Air Force: HQ USAF/A1CM,1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

d. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

4100 TDY WITHIN THE PDS LOCAL AREA

A. Travel within the PDS Limits

1. Per Diem Not Authorized. Per diem is not authorized:

a. For member travel/TDY performed within the PDS limits **(Uniformed Members Only)**.

b. For employee travel/TDY performed within the PDS limits or at/within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station (CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009. **(Civilian Employees Only).**

c. At the old/new PDS for TDY en route ICW PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY.

2. Per Diem Authorized

a. General. A traveler who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967).

b. Example. A traveler departs the Pentagon (Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then completes PCS to Ft. Polk on 31 August. The traveler is authorized per diem at the Pentagon (old PDS) 5-15 August. If the traveler had detached on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

3. Member Hospitalized at the PDS **(Uniformed Members Only)**. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized at the PDS.

4. Member Escorting An Arms Control Inspection Team/Member **(Uniformed Members Only)**. Par. 4230-A3a permits reimbursement for occasional meals and lodging procured within the PDS limits by a member escorting an arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (37 USC §494).

B. TDY within the PDS Local Area but Outside the PDS Limits

1. Per diem is not authorized for TDY performed in the vicinity of, but outside the PDS limits (see par. 2800-B), unless overnight lodging is required.

2. If the travel period is more than 12 consecutive hours the AO may authorize per diem if overnight lodging is required.

3. Occasional meals may be paid under par. 4230 when the traveler is required to procure meals at personal expense outside the PDS limits.

4. See par. 3040 for transportation allowances.

5. This par. does not preclude per diem 'IE' payment IAW par. 1245 for a member hospitalized within the PDS local area **(Uniformed Members Only)**.

C. TDY within the PDS Limits for Emergency Circumstances

1. Per diem ICW transportation delays at the PDS may be paid in certain weather related circumstances beyond the traveler's control after return to the PDS vicinity from the TDY location. See CBCA 2371-TRAV, 18 May 2011.

2. See Ch 3 for transportation allowances.

3. **Uniformed Members Only:** Competent authority may authorize travel and transportation allowances when duty is performed:

a. Under emergency circumstances that threaten injury to human life or damage to Federal Gov't property,

b. At a location within the PDS limits,

c. At other than at the member's residence or normal duty location, and

d. Overnight accommodations are used by reason of such duty.

D. Brief Stay in the PDS Vicinity During TDY **(Civilian Employees Only)**. Per diem at the PDS must be paid if:

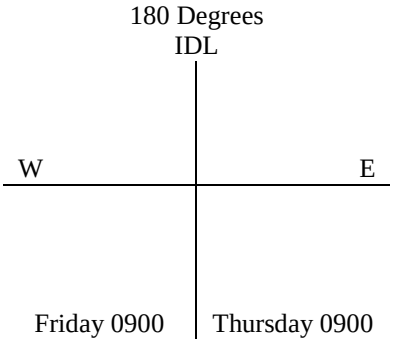
1. An employee's travel status is uninterrupted by a brief stay in the PDS vicinity (i.e., usual routing between two TDY locations has the employee passing back through the PDS airport and remaining overnight at a hotel ICW a transportation connection as opposed to going 'home' or going to the workplace), ***and***

2. The employee is in transit from one TDY site to another (GSBCA 16144-TRAV, 14 November 2003).

4105 PER DIEM WHEN CROSSING THE INTERNATIONAL DATE LINE (IDL)

A. General. The IDL is an imaginary line along the 180th meridian where each calendar day begins. For example, when it is Thursday east of the IDL, it is Friday west of the IDL.

B. Computing Per Diem when Crossing the IDL



C. Computation Examples. The following are examples of computing per diem and making cost comparisons under this paragraph:

1. **Example 1**. TDY Travel Involving IDL with a "Lost" Day.

The TDY location lodging cost is $135/night. The per diem rate is $225 ($135/ $90).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/20.

When crossing the IDL in a westward direction, the dates 8/18 -8/19 are treated as one day for per diem computation purposes because the traveler did not arrive at the TDY location until 8/20. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for two 8/25 dates.

A Gov't dining facility/mess is not available at the TDY point. AEA is not authorized.

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
20 to 24 Aug (Friday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $90 =	$67.50
19 August Thursday	NO PER DIEM	
20 to 24 Aug (Friday-Tuesday)	$135 + $90 = $225/day x 5 days =	$1,125.00
25 Aug Wednesday	$90 (M&IE) =	$90.00
25 Aug Wednesday	75 % x $90 =	$67.50
Total		**$1,350.00**

2. **Example 2**. TDY Travel Involving IDL without a "Lost" Day.

TDY location lodging cost is $140/night. The per diem rate is $218 ($146/ $72).

The traveler departs (heading west) on 8/18 and arrives at the TDY location on 8/19.

When crossing the IDL in a westward direction, the date 8/19 (Thursday) is treated as a full day for per diem computation purposes as the traveler arrived on 8/19. Upon return (west to east) when traveler crosses the IDL, the traveler is paid M&IE for one 8/25 date.

A Gov't dining facility/mess is not available at the TDY point. AEA is not authorized.

ITINERARY			
Date	**Depart**	**Arrive**	**At**
18 Aug Wednesday	PDS/Residence		
19 to 24 Aug (Thursday-Tuesday)			TDY Station
25 Aug Wednesday	TDY Station		
25 Aug Wednesday		PDS/Residence	

REIMBURSEMENT (Actual and Constructed Cost Comparison)		
18 Aug Wednesday	75 % x $72 =	$54.00
19 to 24 Aug (Thursday-Tuesday)	$140 + $72 = $212/day x 6 days =	$1,272.00
25 Aug Wednesday	75 % x $72 =	$54.00
Total		**$1,380.00**

4110 SHIP TRAVEL

A. Per Diem. Per diem:

1. For the arrival day on board (embarkation day) and departure day from the ship (debarkation day) is based on the embarkation/debarkation port rates and computed under the 'Lodging Plus' method.

2. Is not authorized for the first/last travel day by Gov't ship when it departs from the port that is the traveler's PDS/returns to the port that is the PDS.

B. Gov't Ship

1. Per diem is not authorized for TDY aboard a Gov't ship when Qtrs are provided without charge and meals are provided with/without charge.

2. Per diem prohibition begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

3. When lodging must be retained at the same/prior TDY location, the actual daily lodging cost is paid, NTE the locality per diem lodging ceiling for the TDY location ashore.

4. TDY training duty is unbroken when a member transfers between Gov't ships at the same place and the transfer is made within a 10-hour period **(Uniformed Members Only)**.

5. Reimbursement for the total cost of Qtrs on the ship and lodging ashore may not exceed the maximum lodging amount for the TDY locality concerned **(Civilian Employees Only)**.

6. When an employee is authorized to procure meals ashore at personal expense, reimbursement is authorized IAW pars. 4200-B and 4200-C, as applicable **(Civilian Employees Only)**.

7. The total per diem may not exceed the applicable maximum per diem rate for the TDY locality concerned **(Civilian Employees Only)**.

8. When an employee is required to pay for meals, the employee is reimbursed the meal cost. The current (standard) GMR is paid unless otherwise indicated **(Civilian Employees Only)**.

9. When an employee is required to pay for meals, the employee is reimbursed the meal cost **(Civilian Employees Only)**.

C. Commercial Ship (U.S./Foreign/U.S. Gov't Leased) Travel for 24 or More Hours

1. General. Per diem payment, in this subpar., applies to TDY travelers using a commercial ship as a passenger. It does not apply to travelers aboard a commercial ship for TDY/training.

2. Oceangoing Ferry. For the purposes of this subpar., an oceangoing ferry is not considered a commercial ship.

3. Traveler Not Charged for Meals. A traveler is not authorized per diem for meals when they are:

a. Furnished without charge, or

b. Part of the accommodations cost,

except on embarkation/debarkation days, if otherwise authorized.

4. Traveler Charged for Meals

a. A traveler is authorized per diem for meals equal to the furnished meals cost, except on embarkation/ debarkation days, if otherwise authorized.

b. The AO should:

(1) Set the meals portion of per diem equal to the anticipated expenses, and

(2) State, in the order, the circumstances warranting the rate.

D. Corps of Engineers Floating Plant **(Civilian Employees Only)**

1. Meals Furnished at No Cost. The employee is not paid per diem if all meals are furnished at no cost in a dining facility/mess aboard an Army Corps of Engineer floating plant incident to TDY.

2. 1 or 2 Meals Provided at No Cost. If the employee must pay for the furnished meals or only 1 or 2 meals are to be provided at no cost, the AO must authorize an M&IE rate to cover the meal(s) cost.

3. No Meals Furnished. If the employee is not furnished any meals (with or without charge) the Standard CONUS M&IE rate is paid. The order should state the circumstances and rate.

4. Lodging Cost. The actual lodging cost, if any, NTE the Standard CONUS lodging ceiling, is reimbursed.

E. TDY ICW Fitting-out/Conversion of a Ship/Service Craft **(Uniformed Members Only)**

1. Per Diem. Per diem is authorized during each fitting-out/conversion period.

2. Fitting-Out/Conversion Period. The fitting-out/conversion period includes the day the:

a. Ship is commissioned or service craft is placed in-service, and

b. Ship is decommissioned or service craft is placed out of service.

3. Per Diem End. Per diem ends on the date the member's assignment is changed from:

a. TDY ICW fitting-out/conversion of a ship/or service craft to permanent duty aboard that ship/service craft, or

b. Permanent duty aboard the ship ICW ship decommissioning/service craft placement out of service, even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in/out of service date.

F. TDY Aboard a Foreign (Non-Gov't) Ship **(Uniformed Members Only)**

1. Per Diem

a. Per diem is not authorized when both Qtrs and all meals are furnished without charge.

b. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.

2. Lodging. When lodging is required to be retained at the same or a prior TDY location, reimbursement for the lodging cost is made under par. 4145.

G. Aboard Ship Constructed by a Commercial Contractor **(Uniformed Members Only)**

1. Per diem is not authorized for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both Qtrs and all meals are furnished without charge.

2. Per diem prohibition begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day.

3. When lodging must be retained at the same/prior TDY location, reimbursement for the lodging is made IAW par. 4145.

4115 CAR FERRY TRAVEL

A. General. When TDY travel by POC is partly by road and partly by car ferry (circuitously or otherwise), per diem is authorized while on the ferry. See Ch 3, Part I for transportation reimbursement.

B. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.

C. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World

1. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.

2. Debarkation Day. M&IE for the departure day (debarkation) from the ferry is the rate applicable for the traveler's location at 2400 on that day.

D. M&IE when Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the M&IE while on the ferry is the applicable rate for the traveler's location at 2400 on the debarkation day.

E. Foreign Registered Ferry Use. See par. 3665 for required documentation if a U.S. registered ferry is not available.

4120 PER DIEM RATE REVIEW

A. General. When a traveler, command, or AO believes the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity via the appropriate Service/Agency channels, and the applicable department/office listed below:

1. **Uniformed Members Only**:

a. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.

b. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

c. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.

d. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA,1500 W. Perimeter Rd, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

e. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.

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

g. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

h. Office of the SECDEF and other DoD Components. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

2. **Civilian Employees Only:**

a. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060-5595.

b. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

c. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

*d. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1CM,1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.

e. OSD/WHS/Defense Agencies. DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

B. Final Submission Process. The Service/Agency determines that the survey request is valid and then may submit the request to:

CONUS Locations	Non Foreign OCONUS Locations	Foreign OCONUS Locations
General Services Administration Office of Governmentwide Policy Office of Travel, Transportation, and Asset Management (MA) ATTN: Jill Denning 1800 F. Street NW Second Floor Washington, DC 20405-0001 jill.denning@gsa.gov	**Defense Travel Management Office** ATTN: SPP/Allowances Branch 4800 Mark Center Drive Suite 04J25-01 Alexandria, VA 22350-9000 FAX: (571) 372-1301	**Department of State** Director of Allowances State Annex 1, Room L314 Washington, DC 20522-0103 (202)261-8700

CHAPTER 4: TDY

PART C: AEA

4300 GENERAL

*An AEA allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem, or the prescribed per diem rates. . ***An AEA is not authorized for an expert or consultant appointed under Section 710, Defense Production Act of 1950.***

4305 JUSTIFICATION

A. Authorization/Approval. An AEA may be authorized/approved for travel when the per diem rate is insufficient for part, or all, of a travel assignment.

B. Reasons for Authorizing/Approving AEA

1. Actual and necessary expenses (especially lodging) exceed the maximum per diem,

2. Special duties, or

3. Costs for items normally covered by per diem have escalated temporarily due to special/unforeseen events.

4310 AUTHORITY/APPROVAL

A. General. The AO may authorize AEA up to 300% of the locality per diem rate (rounded to the next higher dollar).

B. AEA:

1. May be authorized before travel begins, or approved after travel is performed; (***except for an AEA under par. 4335, for Uniformed Members only, which may be authorized only in advance of travel);***

2. Should be stated in the travel order when authorized in advance of travel;

3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for trip portions (with per diem automatically covering the other trip portions);

4. Should be uniform (if possible) among travelers traveling at Gov't expense when they travel together and/ or to the same place at which an AEA is warranted.

4315 LIMITATIONS

A. Conditions

1. Blanket authority, prescribing an AEA for all travel to an area, is prohibited. ***Exception: In the event of a Presidentially Declared Disaster only, the DoD Component, using Secretarial Process, has the authority to issue a blanket authorization for AEA for the period of the Presidentially Declared Disaster for all travelers within that area.***

2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. AEA ***must not*** be authorized as part of a 'blanket' travel order.

3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the

Service/DoD Component concerned should submit a request for a per diem rate review IAW par. 4120.

4. The definitions and rules applicable to the per diem authorization under Ch 4, Part B apply to travel on an actual expense basis unless otherwise stated in this Part.

B. Personal Preference/Convenience. A traveler is financially responsible for excess costs and additional expenses incurred for personal preference/convenience.

4320 AEA DETERMINATION

A. Factors. TDY assignments that may warrant AEA authorization/approval include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;

2. To an area where the costs have escalated for a short time period during a special function/event such as a:

a. Missile launch,

b. Summit Meeting,

c. Sports event,

d. World's fair,

e. Convention,

f. Natural or manmade disaster (including the disaster aftermath),

g. Presidentially Declared Disaster or

h. Similar event.

3. To a location at which:

a. Affordable lodging is not available within reasonable commuting distance of the TDY point, and

b. Transportation cost to commute to and from the less expensive lodging facility would be more expensive than using less expensive lodging;

4. Requiring the traveler (and accompanying official travelers) to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other lodgings for which the charge is well above what ordinarily would have been paid for accommodations); and

5. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements, AEA at and below 300% of per diem is authorized for a traveler who is directed to travel with any of the dignitaries listed below.

1. The U.S. President/Vice President, or members of their families;

2. U.S. Congress members;

3. U.S. Cabinet members;

4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;

5. Supreme Court Justices;

6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; the Surgeon General, U.S. Public Health Service; and the Chief, National Guard Bureau;

8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;

9. U.S. Delegates to international conferences/meetings;

10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;

11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and

12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.

C. Air Crew Travel **(Uniformed Members Only)**. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Gov't aircraft that provide transportation, even when assigned exclusively to that duty. For this reason, AEA may be authorized/ approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.

4325 EXPENSES

A. Expenses Allowed. An AEA includes expenses ordinarily covered by per diem (see App A).

B. Expenses Not Allowed. The following expenses are not allowed:

1. Meals and/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a Gov't paid registration fee;

2. Meals procured at the traveler's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which travel begins/ends (B-189622, 24 March 1978); or

3. Meals purchased after leaving the carrier when meals are included in the carrier ticket price and are provided during the trip and there is no justifiable reason why the traveler did not eat the meal(s) served during the trip, or why an extra meal(s) was required. A meal furnished on the carrier that is not the quality and quantity that the traveler is accustomed to is a personal preference and is not a "justifiable reason". B-193504, 9 August 1979 and B-192246, 8 January 1979.

4330 PER DIEM AND AEA ON A SINGLE TRIP

*A traveler performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances in par. 4345-E.

4335 OVER 300% MAXIMUM AEA (Uniformed Members Only)

A. General. Under special/unusual circumstances or when a member has no alternative but to obtain OCONUS lodging that exceeds 300% of the applicable rate (par. 4340), an amount in excess of 300% may be authorized in advance only (47 Comp. Gen. 127 (1967)).

B. Authorization. An AEA in excess of 300% may only be issued by:

1. The PDTATAC Policy & Regulations Chief. These requests must be submitted IAW par. 4310 to the Per Diem, Travel and Transportation Allowance Committee by:

a. Mail: Per Diem, Travel and Transportation Allowance Committee
ATTN: Policy & Regulations Branch
4800 Mark Center Drive, Suite 04J25-01
Alexandria, VA 22350-9000

b. FAX: (571) 372-1301 or,

c. E-Mail: pdtatac_staff@dtmo.pentagon.mil with "AEA REQUEST" in the subject line; or

2. The Secretary Concerned for specific OCONUS classified missions. ***This authority must not be re-delegated.***

C. Restrictions. An AEA in excess of 300% must be:

1. Made in advance of travel,

2. For an OCONUS location, and

3. For a Uniformed Service member.

This AEA type cannot be authorized for civilian travelers.

4340 REIMBURSEMENT

A. Limitations

1. General. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.

2. Expenses. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.

3. Reimbursement

a. **Uniformed Members Only**. Depending on what AEA level is authorized/approved, reimbursement ***for M&IE must not exceed the percentage of AEA authorized*** NTE 300% ***of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.***

b. **Civilian Employees Only**. Reimbursement for M&IE must not exceed the percentage of AEA authorized of the M&IE rate for the TDY location. For example, if AEA for 200% is authorized, AEA NTE 200% of the M&IE rate for the TDY location may be paid.

B. Incidental Expenses (IE)

1. CONUS. The maximum reimbursement for IE in CONUS is $5.

2. OCONUS. The maximum reimbursement for IE OCONUS is:

a. **Uniformed Members Only**

(1) $3.50 OCONUS for all full TDY days (except interim travel days) when the member is TDY to a U.S. Installation and Gov't qtrs are available on that U.S. Installation, or

(2) The locality IE when member's TDY location is not a U.S. Installation, or

(3) The locality IE rate when the member is TDY to a U.S. Installation and Gov't qtrs are not available on the U.S. Installation or

(4) Exceptions. The AO may determine that $3.50 is:

(a) Adequate when the member is not lodged on a U.S. Installation. The OCONUS IE rate of $3.50 may be authorized and must be stated in the order.

(b) Not adequate when the member is lodged on a U.S. Installation. The locality IE rate may be authorized and must be stated in the order.

b. **Civilian Employees Only**

(1) $3.50 OCONUS for all full TDY days (except interim travel days) when the employee is TDY to a U.S. Installation and stays in Gov't qtrs on that U.S. Installation, or

(2) The locality IE when the employee is not lodged in Gov't qtrs on the TDY U.S. Installation, or

(3) Exceptions. The AO may determine that $3.50 is:

(a) Adequate when the employee is not lodged on a U.S. Installation. The OCONUS IE rate of $3.50 may be authorized and must be stated in the order.

(b) Not adequate when the employee is lodged on a U.S. Installation. The locality IE rate may be authorized and must be stated in the order.

*3. AEA

a. The AO may determine that the locality IE rate is insufficient if the traveler incurs exceptionally high expenses for ATM fees, GTCC advance fees, or laundry expenses that the AO determines were reasonable and unavoidable, and may authorize AEA above the maximums in par. 4340-B2.

b. AEA for M&IE must apply, by location, for the entire TDY period at that location.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the 'Lodgings Plus' method,

2. Lodging is reimbursed on an actual expense basis.

3. The amount allowed for M&IE and the lodging cost is NTE the daily maximum authorized in the AEA for the locality.

4. Example

a. A traveler is authorized/approved an AEA NTE 150% for lodging.

b. The traveler is paid M&IE on a per diem basis. M&IE itemization is not required.

c. The locality per diem rate is $90 (lodging) + $51 (M&IE) = $141 (Total).

d. The AEA must not exceed 150% of the **total** ($141) locality per diem rate.

e. The AEA for the maximum amount allowed for **lodging** is computed as follows:

(1) $141 (Total Per Diem) x 150% = $211.50 = $212

(2) $212 - $51 (M&IE) = $161 maximum allowed for lodging

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for M&IE above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms (does not include federal lodging program rooms ICW par. 2005-A and/or meals , and AEA reimbursement is authorized/approved, the total daily amount paid by the Gov't to the vendor(s) and/or reimbursed to the traveler for lodging, and M&IE is NTE the daily maximum authorized under pars. 4310 and 4340 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization

*1. Required. When an AEA includes M&IE, a detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (e.g., taxicab fares and registration fees), must be submitted for AEA reimbursement.

*2. Not Required. M&IE reimbursement on a per diem basis (AEA for lodging only), does not require M&IE itemization.

4345 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and approved by the AO. In no case may the amount reimbursed be more than the amount authorized/approved in an AEA authorization for the area concerned.

B. Meals Available under Special Arrangements. When TDY is a special mission, (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and nondeductible meals are available under special arrangements, actual expense reimbursement for such meals is limited to the charge for each meal, NTE the arranged charges for three meals per day.

*C. Averaging Expenses. When an AEA includes M&IE, the daily amount of IE items that do not accrue on a daily basis are averaged over the days at the TDY location for which AEA is authorized/approved. These expenses include baggage tips, clothing laundry/dry cleaning/pressing, hotel maid tips, and similar expenses IAW the IE portion of the per diem (App A). Averaging IE does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.

*D. Lodging Tax. See App G.

*E. Mixed Travel Reimbursement (Per Diem and Actual Expense)

1. General

*a. Mixed travel involves travel to multiple TDY locations with:

(1) More than one daily maximum reimbursement rate during a single trip, and/or

(2) Reimbursement on both a per diem and an actual expense basis on a single trip.

b. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the traveler's status and TDY location at 2400 of that calendar day.

*c. Only one reimbursement method is authorized for each TDY location except when reimbursement is authorized for occasional meals or lodging in par. 4230.

2. Reimbursement

a. Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

b. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. 4080 applies for reimbursement when return travel to the home/PDS requires 2 or more days.

4350 COMPUTATION EXAMPLES

The following are computation examples when travel is authorized on an actual expense basis; and on an actual expense and per diem basis on the same trip:

A. **Example 1**: AEA Single TDY Location. AEA authorized for lodging and M&IE paid on a per diem basis.

TDY Location Per Diem w/o AEA Maximum Per Diem - $150 Lodging - $99 M&IE - $51		**TDY Location Per Diem w/AEA** AEA authorized NTE $450 ($150 x 300%) Lodging NTE $399 ($450 - $51) M&IE - $51	
ITINERARY			
Date	**Depart**	**Arrive**	**Lodging**
10 Aug	Residence	TDY	$330.00
11 & 12 Aug		At TDY Station Lodging - $330/day x 2 days =	$660.00
13 Aug	TDY	Residence	
REIMBURSEMENT (Denotes AEA computation)			
Date	**Computation**		**Amount**
10 Aug	$330 + [$51 x 75%] = $330 + $38.25 =		$368.25
11 & 12 Aug	$330 + $51 = $381/day x 2 days =		$762.00
13 Aug	$51 x 75% = $38.25		$38.25
		Total Reimbursement	**$1,168.50**

B. **Example 2**: AEA to multiple TDY locations A, B, and C

Location A – AEA authorized for lodging, M&IE paid on a per diem basis, $332 ($331.50 = $332 = $261/ $71). Location B – Lodging and M&IE paid on a per diem basis, $131 ($85/ $46). Location C – Lodging and M&IE paid on a per diem basis, $136 ($85/ $51).	
TDY Location 'A' Per Diem w/o AEA Maximum Per Diem - $221 Lodging - $150, M&IE - $71	**TDY Location 'A' Per Diem Rate w/AEA** AEA authorized NTE $332.00 ($221 x 150% = $331.50 = $332) Lodging NTE $261 ($332 - $71)M&IE - $71

ITINERARY

Date	Depart	Arrive	Lodging
7 Sep	Residence	TDY, Location A	$170.00
8 Sep		TDY, Location A	$170.00
9 Sep	TDY, Location A	TDY, Location B	$ 70.00
10 Sep		TDY, Location B	$ 70.00
11 Sep	TDY, Location B	TDY, Location C	$ 75.00
12 Sep	TDY, Location C	Residence	

	REIMBURSEMENT (Denotes AEA Computation)	
Date	**Computation**	**Amount**
7 Sep	$170 (AEA lodging) + [$71 x 75%] = $170 + $53.25, TDY Location A =	$223.25
8 Sep	$170 (AEA lodging) + $71 =	$241.00
9 & 10 Sep	$70 + $46 = $116/day x 2 days, TDY Location B =	$232.00
11 Sep	$75 + $51 = TDY Location C =	$126.00
12 Sep	$51 x 75% =	$ 38.25
	Total Reimbursement	**$860.50**

*C. **Example 3**: AEA Single TDY Location. AEA authorized for lodging and M&IE. AO approves IE exceeding the locality rate ($5.00/day CONUS) IAW JTR, par. 4340-B3.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $219 ($149/ $70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.	
CONUS TDY Location Per Diem w/o AEA Maximum Per Diem - $146 Lodging - $99, M&IE - $47	**CONUS TDY Location Per Diem w/AEA** AEA authorized NTE $219 ($146/day x 150% = $219/day) Lodging NTE $149 ($99/day x 150% = $148.50 = $149, add $.50) M&IE - $70 ($47/day x 150% = $70.50 = $70, subtract $.50)

ITINERARY

Date	Lodging	Breakfast	Lunch	Dinner	Total Meals	IE
10-01	$149	$12.60	$23.40	$27.17	$63.17	$13.00
10-02	$149	$15.00	$17.19	$23.24	$55.43	$8.00
10-03	$149	$11.00	$24.25	$25.26	$60.51	$0
10-04	$149	$9.25	$25.19	$27.82	$62.26	$40.00
10-05	$149	$13.20	$18.16	$26.62	$57.98	$0
10-06	$149	$9.74	$15.64	$27.89	$53.27	$15.00
10-07	$149	$12.13	$25.46	$37.89	$75.48	$0
10-08	$149	$10.13	$15.25	$26.64	$52.02	$10.13
10-09	$149	$14.26	$23.33	$30.01	$67.60	$0
10-10	$149	$13.25	$16.58	$31.15	$60.98	$5.00
					Total IE	**$91.13**

IAW JTR, par.4345-C, all IE must be averaged by the total number of days to determine a daily amount.
$91.13/10 = $9.11

Reimbursement

Date	Meals	IE	M&IE	M&IE Allowed	Lodging	Per Diem
10-01	$63.17	$9.11	$72.28	$70.00	$149	$219.00
10-02	$55.43	$9.11	$64.54	$64.54	$149	$213.54
10-03	$60.51	$9.11	$69.62	$69.62	$149	$218.62
10-04	$62.26	$9.11	$71.37	$70.00	$149	$219.00
10-05	$57.98	$9.11	$67.09	$67.09	$149	$216.09
10-06	$53.27	$9.11	$62.38	$62.38	$149	$211.38
10-07	$75.48	$9.11	$84.59	$70.00	$149	$219.00
10-08	$52.02	$9.11	$61.13	$61.13	$149	$210.13
10-09	$67.60	$9.11	$76.71	$70.00	$149	$219.00
10-10	$60.98	$9.11	$70.09	$70.00	$149	$219.00
Total Reimbursement						**$2164.76**

The Maximum M&IE payable per day is $70.00.

*D. **Example 4**: AEA Single TDY Location. AEA authorized for lodging and M&IE. AO Approves IE Limited to the locality rate ($5.00 CONUS) IAW JTR, par. 4340-B1.

When AEA for lodging and M&IE exceeds the maximum AEA locality per diem rate, decrease the AEA M&IE rate to the descending dollar and add the extra cents to the AEA lodging amount. The adjusted per diem AEA is $219 ($149/ $70). This applies when the individual AEA amounts exceed the maximum daily AEA rate IAW par.1410-A3.	
CONUS TDY Location Per Diem w/o AEA Maximum Per Diem - $146 Lodging - $99, M&IE - $47	**CONUS TDY Location Per Diem w/AEA** AEA authorized NTE $219 ($146/day x 150% = $219/day) Lodging NTE $149 ($99/day x 150% = $148.50 = $149, add $.50) M&IE - $70 ($47/day x 150% = $70.50 = $70, subtract $.50)

ITINERARY

Date	Lodging	Breakfast	Lunch	Dinner	Total Meals	IE
10-01	$149	$12.60	$23.40	$27.17	$63.17	$13.00
10-02	$149	$15.00	$17.19	$23.24	$55.43	$8.00
10-03	$149	$11.00	$24.25	$25.26	$60.51	$0
10-04	$149	$9.25	$25.19	$27.82	$62.26	$40.00
10-05	$149	$13.20	$18.16	$26.62	$57.98	$0
10-06	$149	$9.74	$15.64	$27.89	$53.27	$15.00
10-07	$149	$12.13	$25.46	$37.89	$75.48	$0
10-08	$149	$10.13	$15.25	$26.64	$52.02	$10.13
10-09	$149	$14.26	$23.33	$30.01	$67.60	$0
10-10	$149	$13.25	$16.58	$31.15	$60.98	$5.00
					Total IE	**$91.13**

IAW JTR, par.4345-C, all IE must be averaged by the total number of days to determine a daily amount.
$91.13/10 = $9.11

In this Example, the AO authorized IE not to exceed the locality rate IAW JTR, par. 4340-B1. The traveler is limited to an average of $5.00 per day for IE.

Reimbursement

Date	Meals	IE	M&IE	M&IE Allowed	Lodging	Per Diem
10-01	$63.17	$5.00	$68.17	$68.17	$149	$217.17
10-02	$55.43	$5.00	$60.43	$60.43	$149	$209.43
10-03	$60.51	$5.00	$65.51	$65.51	$149	$214.51
10-04	$62.26	$5.00	$67.26	$67.26	$149	$216.26
10-05	$57.98	$5.00	$62.98	$62.98	$149	$211.98
10-06	$53.27	$5.00	$58.27	$58.27	$149	$207.27
10-07	$75.48	$5.00	$80.48	$70.00	$149	$219.00
10-08	$52.02	$5.00	$57.02	$57.02	$149	$206.02
10-09	$67.60	$5.00	$72.60	$70.00	$149	$219.00
10-10	$60.98	$5.00	$65.98	$65.98	$149	$214.98
Total Reimbursement						**$2135.62**

The Maximum M&IE payable per day is $70.00.

CHAPTER 5

PERMANENT DUTY TRAVEL

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I. Travel to/from a Place other than the New/Old Home Port

5052 **TRAVEL TO/FROM A DESIGNATED PLACE**
A. PCS Allowances
B. Limitation
C. Travel and Transportation Allowances Authorized/Approved by the Service Concerned
D. Travel Allowances When Dependents are No Longer at the Designated Place

5054 **MEMBER ESCORTS DEPENDENT TO/FROM A DESIGNATED PLACE ICW A UNIT PCS MOVE TO/FROM AN OCONUS UNACCOMPANIED TOUR**
A. CONUS PDS to OCONUS PDS
B. OCONUS PDS to CONUS PDS

Paragraph **Title/Contents**

5056 **MEMBER ORDERED PCS FROM A PDS FROM WHICH DEPENDENTS HAVE BEEN EVACUATE**
A. General
B. Limitations
C. Travel Allowances Authorized/Approved by the Service Concerned

5058 **MEMBER UNABLE TO TRAVEL WITH ORGANIZATION**

5060 **PCS TO HOSPITAL**

5062 **MEMBER DIES WHILE EN ROUTE TO THE NEW PDS**

5064 **DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE**

5066 **SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY**
A. General
B. Separation from the Service or Relief from Active Duty to Continue in the Service
C. Discharge from the Service under other than Honorable Conditions
D. Time Limitation
E. Member Ordered to a Place to Await Disability Proceedings Results
F. Member Ordered to a College

5068 **RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. Time Limitations
B. Recalled to Active Duty before Selecting a Home
C. Recalled to Active Duty after Selecting a Home
D. Member on TDRL Who Is Discharged or Retired
E. Member Ordered to a Place to Await Disability Retirement

Section A3: Dependent Travel and Transportation

Subsection A3a: General

5070 **SCOPE**
A. General
B. HHG Transportation
C. Mobile Home Transportation
D. Special Circumstances Travel and Transportation
E. Transportation Mode and Routing
F. Travel Authority
G. Commercial Transportation Costs
H. Early Return of Dependent(s) (ERD)
I. Reimbursable Expenses
J. Receipt Requirements

5072 **ELIGIBILITY**
A. General
B. Dependent Age and Travel Eligibility

Paragraph	Title/Contents
5074	**AUTHORIZATION** A. General B. Travel and Transportation Allowances C. Deferred Dependent Travel
5076	**WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE** A. General B. Dependent-Related Circumstances C. Dependent Travel-Related Circumstances D. Remaining Service Requirement
5078	**TIME LIMITATION**
5080	**FUNDS ADVANCE** A. General B. Separated from the Service/Relieved from Active Duty C. Retirees D. Other Members
5082	**TRANSOCEANIC TRAVEL** A. Transportation Mode B. Air Travel Medically Inadvisable C. Travel by Oceangoing Car Ferry
5084	**DEPENDENT TRAVEL BEFORE AN ORDER IS ISSUED** A. General B. Order to be Issued C. Travel Voucher D. Exceptions
5086	**DEPENDENT TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN** A. General B. Member Consent C. Financial Obligation
5088	**FACTORS AFFECTING DEPENDENT TRAVEL** A. Member Attains Eligibility for Dependent Travel B. Dependent Transported OCONUS at Gov't Expense – Return at Gov't Expense C. Dependent Acquired on or before the PCS Order Effective Date D. Order Amended, Modified, Canceled or Revoked after Travel Begins E. Dependent Temporarily Absent from the Old PDS, DESIGNATED PLACE or Safe Haven when a PCS Order Is Received F. PCS while on Leave or TDY G. Dependent En Route to the New PDS at the Time of the Member's Death H. Spouse Separates/Retires from the Service after the Member's PCS Order Effective Date I. Legal Custody of Children Changes after the PCS Order Effective Date

Paragraph **Title/Contents**

5090 **TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION**
A. General
B. Authorization
C. HHG Transportation
D. Transoceanic Travel

5092 **DEPENDENT JOINS OR ACCOMPANIES THE MEMBER DURING TDY EN ROUTE**
A. General
B. MALT Rate
C. Per Diem

Subsection A3b: Per Diem

5094 **PER DIEM FOR DEPENDENT TRAVEL**
A. General
B. Dependent(s) and Member Travel Together
C. Dependent(s) Travel Separately
D. TDY Involved
E. Travel by Commercial Ship
F. Examples

Subsection A3c: Early Return of Dependent(s) (ERD)

5096 **GENERAL**
A. Scope
B. Authorization
C. Official Notice of PCS
D. Evacuation Travel
E. HHG Transportation ICW ERD
F. POV Transportation ICW ERD

5098 **OFFICIAL SITUATIONS**
A. Incidents
B. Dependent Travel Authorized to a Designated Place

5100 **NATIONAL INTEREST**
A. Dependent Travel Authorized to a Designated Place
B. Subsequent Authority

5102 **PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**
A. General
B. Circumstances
C. Return of a Dependent to OCONUS Areas
D. Subsequent Authority

Paragraph **Title/Contents**

5104 **DIVORCE OR ANNULMENT**
A. General
B. Conditions
C. Authorization
D. Points between which Transportation May Be Authorized
E. Allowances
F. Time Limits
G. Return of an OCONUS Dependent
H. Subsequent Authority Not Affected

5106 **TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY**
A. General
B. Definitions
C. Restriction
D. Authority
E. Reimbursement

Subsection A3d: Dependent Travel and Transportation Under Special Circumstances

5108 **GENERAL**
A. Scope
B. Travel Order

5110 **CALLED/ORDERED TO ACTIVE DUTY**
A. TDY Station First Assignment
B. Commissioned from Service Academies

5112 **ASSIGNED TO A FOREIGN SERVICE COLLEGE**
A. General
B. Tour Length Restrictions

5114 **ORDERED TO AN OCONUS STATION TO WHICH DEPENDENT TRAVEL IS AUTHORIZED**
A. General
B. Dependent Authorized Concurrent Travel with Member
C. Concurrent Dependent Travel Denied
D. Member Elects to Serve an Unaccompanied Tour
E. Reimbursement for Transoceanic Travel

5116 **ORDERED ON A DEPENDENT-RESTRICTED TOUR, TO UNUSUALLY ARDUOUS SEA DUTY, OR TO DUTY UNDER UNUSUAL CIRCUMSTANCES**
A. PCS on a Dependent-restricted Tour
B. Assignment to Unusually Arduous Sea Duty on a Specified Ship, Afloat Staff, or Unit
C. Assignment to a Ship or Afloat Staff Specified as Operating OCONUS for a Period of One Year or More
D. Subsequent Authority
E. Home Port Change
F. Home Port Change Announcement

Paragraph	Title/Contents
5118	**REASSIGNED OCONUS DUE TO BASE CLOSURE OR SIMILAR ACTION BEFORE THE PRESCRIBED OCONUS TOUR IS COMPLETED** A. General B. Subsequent PCS C. Tour Length Restrictions
5120	**CONSECUTIVE OVERSEAS TOUR (COT)** A. General B. Unaccompanied to Unaccompanied Tour C. Unaccompanied to Accompanied Tour D. Accompanied to Unaccompanied Tour E. Accompanied-to-Accompanied Tour
5122	**CONSECUTIVE OCONUS TOURS FOR A MEMBER WITH A NON-COMMAND-SPONSORED DEPENDENT** A. General B. IPCOT
5124	**TRANSFER TO, FROM, OR BETWEEN SEA DUTY ASSIGNMENTS NOT SPECIFIED AS UNUSUALLY ARDUOUS SEA DUTY** A. Travel and Transportation Authorized B. Travel and Transportation Not Authorized
5126	**CHANGE OF HOME PORT FOR A SHIP, AFLOAT STAFF, OR AFLOAT UNIT NOT SPECIFIED AS INVOLVING UNUSUAL OR ARDUOUS SEA DUTY** A. General B. Allowances C. Unusually Arduous Home Port Change Allowances
5128	**ASSIGNED TO A MOBILE UNIT OR SHIP BASED STAFF**
5130	**MEMBER ORDERED TO A HOSPITAL IN CONUS** A. General B. From Duty Stations or Hospitals in CONUS C. From OCONUS Duty Stations or Hospitals D. Transportation Not Restricted to the Hospital E. Completion of Hospitalization
5132	**CONVICTED PERSONNEL AWAITING COMPLETION OF APPELLATE REVIEW** A. General B. Member Restored to Duty C. Final Separation Travel
5134	**SHIP BEING CONSTRUCTED OR UNDERGOING OVERHAUL OR INACTIVATION** A. General B. Ship's Home Port Not Changed C. Ship's Home Port Changed D. Dependent Travel while the Ship Is Being Constructed E. Transportation Allowances

Paragraph **Title/Contents**

5136 ORDERED TO A CONUS PDS WHERE DEPENDENT TRAVEL IS DELAYED/RESTRICTED BY AN ORDERED EVACUATION/NATURAL DISASTER
A. General
B. Designation of a CONUS Area as a Non-concurrent Travel Application Area
C. Delayed Dependent Travel between CONUS PDSs
D. Delayed Dependent Travel from an OCONUS PDS to a CONUS PDS
E. Delayed Dependent Travel within a Designated Non-concurrent Travel Area
F. Dependent Travels to an Alternate Location other than the Authorized CONUS Designated Non-concurrent Travel Area

5138 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY
A. General
B. Duty Station Erroneously Designated as HOR
C. Separation from the Service or Relief from Active Duty to Continue in the Service
D. Separation from the Service or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
E. Relief from Active Duty for an RC Member Called (or Ordered) to Active Duty for Less than 20 Weeks
F. Member Serves Less Than the Initial Prescribed Period of Service
G. Time Limit
H. Member Ordered to a Place to Await Results of Disability Proceedings
I. Member Ordered to a College

5140 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY
A. General
B. Time Limits
C. Recalled to Active Duty before Choosing a HOS
D. Recalled to Active Duty after Choosing a HOS
E. Member on TDRL Discharged or Retired
F. Member Dies after Retirement or Release
G. Member Ordered to a Place to Await Disability Retirement

5142 PDS CHANGED TO A DEPENDENT RESTRICTED TOUR STATION, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY
A. General
B. Restriction/Change in Designation Imposed after an Order Is Received
C. Restriction or Change in Designation Imposed after a Dependent Begins Travel
D. Restriction/Change in Designation Imposed while the Dependent Is at a Designated Location
E. Restriction/Change in Designation Imposed after a Dependent Leaves the Designated Location
F. Restriction/Change in Designation Imposed while En Route from Old PDS or Home Port
G. Restriction/Change in Designation Imposed after the Dependent Arrives at Member's Duty Station
H. Subsequent Authority

5144 DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN ALERT NOTICE
A. General
B. Member Not Transferred to a Dependent Restricted OCONUS Tour after Alert Notice Announcement

Paragraph **Title/Contents**

5146 **DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO TOUR EXTENSION**
A. General
B. Limitations

5148 **DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO A COURT MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER STATIONED IN CONUS)**
A. Travel and Transportation Allowances
B. Authority
C. Travel Request
D. Travel Destination
E. Travel and Transportation Reimbursement Payment
F. Travel Time Limit

5150 **DEPENDENT TRAVEL AND TRANSPORTATION INCIDENT TO AN IPCOT**
A. General
B. Unaccompanied to Accompanied Tour
C. Accompanied to Unaccompanied Tour
D. Accompanied to Accompanied Tour

5152 **DEPENDENT TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
A. General
B. Definitions
C. Limitations
D. When Authorized
E. Administrative Instructions
F. Dependent Escort Travel

Section A4: POC Use on Permanent Duty Travel

5154 **POC USE**
A. Use of One or Two POCs
B. Use of More than Two POCs

5156 **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**
A. General
B. Authorized Traveler(s)
C. Reimbursable Expenses

5158 **POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**
A. General
B. Traveler Driven to the Transportation Terminal

5160 **PARKING, TOLLS AND OTHER COSTS**

5162 **TRANSOCEANIC TRAVEL BY POC**
A. General
B. Transoceanic Travel by Privately Owned Boat
C. Travel Partly by POC and Partly by Common Carrier

Paragraph **Title/Contents**

5164 **'MALT PLUS' FOR POC TRAVEL**
A. General
B. Per Diem/AEA
C. Lodging-Plus

5166 **POC TRAVEL PROHIBITED**
A. General
B. Authorization
C. Transportation Mode Directed

Section A5: HHG

Subsection A5a: General

5168 **GENERAL**

5170 **ELIGIBILITY**

5172 **AUTHORIZED TRANSPORTATION**
A. General
B. Transportation Cost
C. Former PDS
D. Subsequent HHG Transportation
E. Example
F. SIT
G. Mobile Home Allowances
H. Unaccompanied Baggage (UB)
I. Transportation Prohibition
J. Delivery Out of Storage

5174 **RE-TRANSPORTATION OF THE SAME HHG**

5176 **TRANSPORTATION EXPENSES**
A. Gov't-paid Expenses
B. Member-paid Expenses

5178 **LOSS OR DAMAGE CLAIMS**
5180 **MEMBER MARRIED TO DOD CIVILIAN EMPLOYEE**

5182 **EXCESS COST FOR TRANSPORTATION OF A BOAT AND/OR A PERSONAL WATERCRAFT (EITHER EXCEEDING 14 FT) AS HHG**

5184 **RECRUIT'S CIVILIAN CLOTHING**

5186 **STORAGE**

5188 **AUTHORIZED TRANSPORTATION LOCATIONS**

5190 **TRANSPORTATION OF REPLACEMENT HHG ITEMS**

5192 **REQUIRED MEDICAL EQUIPMENT**

5194 **HHG TRANSPORTATION NOT ALLOWED**

Paragraph **Title/Contents**

5196 **FUNDS ADVANCE**

5198 **AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS**
A. General
B. Summary of PCS HHG Authorized Locations and Weight Allowance

Subsection A5b: HHG Weight

5200 **PRESCRIBED WEIGHT ALLOWANCES**
A. Higher Weight Allowance Authorization
B. Authorized PCS Weight Allowances

5202 **ADMINISTRATIVE WEIGHT LIMITATION**
A. General
B. Gov't-Owned Furnishings Provided
C. Member Married to Employee/Member
D. Unaccompanied Tour Administrative Weight Limitation Policy/Request
E. Exceptions
F. Additional HHG at Member's Expense

5204 **NET WEIGHT DETERMINATION**
A. General
B. Gov't-arranged Move
C. DPM Transportation
D. UB
E. When Shipment Weight Is Unobtainable
F. Exceptions

5206 **EXCESS CHARGES**
A. Gov't Responsibility
B. Member Responsibility
C. Prescribed Weight Allowance
D. Erroneous Advice
E. Member Payment
F. Excess Weight Status
G. NTS
H. HHG Transportation in Excess of Authorized Weight Allowance
I. HHG Transportation other than between Authorized Locations
J. Transportation of Unauthorized Articles
K. HHG Transportation with Special Routing or Services Provided
L. Weight Additive Articles

Paragraph **Title/Contents**

Subsection A5c: Transportation

5208 **FACTORS AFFECTING HHG TRANSPORTATION**
A. Combining Weight Allowances when Member Married to Member
B. Improper Transportation
C. Items of Extraordinary Value
D. HHG and Mobile Home Allowances
E. HHG Transportation before an Order Is Issued
F. Time Limitation
G. Alcoholic Beverage Transportation
H. Firearm Transportation
I. Impact of Order Effective Date
J. Order Amended, Modified, Canceled, or Revoked

5210 **TRANSPORTATION METHODS**
A. HHG
B. UB and/or PBP&E
C. Gov't-procured Transportation
D. Personally-procured Transportation and NTS
E. Split Shipment

Subsection A5d: Non-Temporary Storage (NTS)

5212 **GENERAL**
A. General
B. Authority
C. Allowable Costs
D. Weight Limit
E. Excess Weight
F. Excess Weight Charges
G. Personally-Procured NTS

5214 **PLACE OF NTS**
A. General
B. Return of HHG from OCONUS
C. NTS Authorized while HHG Are in Transit

5216 **NTS AS AN ALTERNATIVE TO TRANSPORTATION**
A. General
B. Limitation
C. Circumstances
D. Authorized Location

5218 **NTS OF HHG CURRENTLY IN SIT**

5220 **WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE**
A. General
B. Limitation
C. Withdrawal Cost

Paragraph **Title/Contents**

5222 **NTS INCIDENT TO OCCUPANCY OF GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING AND INCIDENT TO VACATING LOCAL PRIVATE SECTOR HOUSING**
A. Occupancy of Gov't/Gov't-controlled Qtrs or Privatized Housing
B. Moving to and from Gov't Qtrs
C. Moving to and from Privatized Housing
D. Moving from Gov't-controlled Qtrs
E. Incident to Vacating Local Private Sector Housing

5224 **NTS WHEN ORDERED ON PCS TO A REMOTE CONUS AREA WITH A HOUSING SHORTAGE**

5226 **SUCCESSIVE NTS AUTHORIZATION PERIODS**

5228 **ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**

5230 **NTS UPON SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY, RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY**
A. Separation from Service or Relief from Active Duty
B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

5232 **TIME LIMITS**
A. General
B. Authority Duration
C. SIT
D. NTS Status Table

5234 **NTS CONVERTED TO SIT**

Subsection A5e: Storage In Transit (SIT)

5236 **GENERAL**
A. Scope
B. Limitations
C. Member Financial Responsibility

5238 **SIT TIME PERIOD RESTRICTIONS**
A. General
B. Starting Date

5240 **FIRST 90 DAYS OF SIT**
A. General
B. Member's Financial Responsibility
C. Order Changed

5242 **SECOND 90 DAYS OF SIT**
A. General
B. Authorization/Approval Request
C. Authorized Circumstances

Paragraph **Title/Contents**

5244 **ADDITIONAL SIT**
A. Member on TDY/Deployed for more than 90 Days or for an Indefinite Period while HHG are in SIT
B. Circumstances beyond the Member's Control

5246 **HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT**
A. Authorization/Approval
B. Additional HHG Partial Lot Withdrawals

5248 **SHORT DISTANCE MOVES**
A. Intra-city Move
B. Inter-city Move
C. Non-PCS Short Distance Move

5250 **SIT FOR HHG TRANSPORTED FROM NTS**
A. Authorized Transportation
B. Time Limitation

5252 **SIT CONVERTED TO NTS**
A. General
B. Authorization/Approval
C. Subsequent Transportation

5254 **NEW PCS ORDER RECEIVED AFTER MEMBER ARRIVES AT NEW PDS**
A. General
B. Subsequent Storage

5256 **ORDER AMENDED, MODIFIED, CANCELED OR REVOKED**
A. Order Amended or Modified
B. Order Canceled or Revoked

Subsection A5f: Local Moves

5258 **GENERAL**

5260 **SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS**
A. General
B. Reassignment between Activities at the Same PDS - NOT A PCS
C. PCS between PDSs Located in Proximity
D. PCS between PDSs Not in Proximity to Each Other
E. Separation from the Service or Retirement

5262 **SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/TERMINATION**
A. Application
B. Weight Limit
C. NTS
D. Short Distance Moves
E. Moving to/from Gov't Qtrs
F. Moving from Gov't-controlled Qtrs
G. Moving to/from Privatized Housing

Paragraph **Title/Contents**

5264 **SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS**
A. Member Directed by Competent Authority to Vacate Local Economy Qtrs
B. Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension
C. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

Subsection A5g: Professional Books, Papers, and Equipment (PBP&E)

5266 **DEFINITION**

5268 **AUTHORIZATION**
A. General
B. Weight Limit
C. Additional Weight Allowance

5270 **TRANSPORTATION**
A. General
B. Item No Longer Qualifies as PBP&E

5272 **DOCUMENTATION**
A. General
B. HHG Weight Allowance

Subsection A5h: Consumable Goods

5274 **CONSUMABLE GOODS**
A. General
B. Additional Information on Consumable Goods

Subsection A5i: Early Return of Dependent(s) (ERD)

5276 **HHG TRANSPORTATION ICW ERD**
A. From a Foreign/Non-foreign OCONUS Area due to Official Situations
B. National Interest
C. From OCONUS due to Personal Situations

Subsection A5j: HHG Transportation Under Special Circumstances

5278 **GENERAL**
A. Authority
B. Dependent Transportation
C. Travel Order
D. Evacuation
E. Administration

5280 **ENTRANCE INTO THE SERVICE**
A. Initial Reporting
B. A Member Who Reenters the Service within 1 Year of Discharge/Release from Active Duty

Paragraph	Title/Contents
5282	**CALLED/ORDERED TO ACTIVE DUTY** A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station B. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty Station C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station E. Recalled to Active Duty F. Commissioned or Appointed from the Ranks to Officer Status G. Commissioned from Service Academies
5284	**PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT** A. PCS with TDY En Route or while on TDY B. PCS Following TDY Pending Further Assignment
5286	**COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION** A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks) B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location
5288	**CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED** A. Authorization B. Transportation from the Designated Place and/or NTS
5290	**ORDERED TO A CONUS HOSPITAL** A. General B. From CONUS Duty Stations or Hospitals C. From OCONUS Duty Stations or Hospitals D. Transportation to Another Location E. Hospitalization Completion
5292	**ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION** A. Ordered from CONUS PDS B. Ordered from an OCONUS PDS C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized
5294	**ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE** A. Authorization B. Additional Storage Time

Paragraph **Title/Contents**

5296 **PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY**
A. Ordered to an OCONUS PDS to Which HHG Transportation Is Permitted
B. Ordered from Shore Duty to Sea Duty
C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances
E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
G. Ordered from Sea Duty to Sea Duty
H. Ordered to or from Ship, Afloat Staff, or Afloat Unit Deployed Away from Home Port. When a member departs from/arrives at a ship, afloat staff, or afloat unit while deployed away from the home port UB transportation from/to the deployed unit is authorized without regard to distance.
I. Unit Home Port Officially Changed
J. Unit Home Port Change Officially Announced
K. Reassignment OCONUS before the Prescribed OCONUS Tour Is Completed due to Base Closure or Similar Action

5298 **HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**
A. General
B. HHG Transportation when Disciplinary Action Is Taken against a Member Stationed OCONUS, or a Member Is Discharged under Other-Than-Honorable Conditions, or Sentenced to Confinement with/without Discharge
C. Following Confinement without Discharge
D. When the Member is Restored to Duty Following Appellate Leave

5300 **ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR**
A. General
B. Change Imposed before HHG Are Turned over to a Transportation Officer
C. Change Imposed after HHG Are Turned over to a TO
D. Change Imposed after HHG Arrive at the Member's PDS
E. Subsequent Authority

5302 **HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE**
A. General
B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement

5304 **CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY**

5306 **MEMBER REDUCED IN GRADE**
A. Authorization
B. NTS
C. Former Grade
D. Origin and Destination

5308 **HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION**
A. Authorization
B. Authority Limit

Paragraph	Title/Contents
5310	**HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)**
	A. Transportation Allowance
	B. Transportation Authority
	C. Transportation Requests
	D. HHG Destination
	E. Transportation Reimbursement
	F. Transportation Time Limit
	G. NTS Exclusions
5312	**HHG TRANSPORTATION INCIDENT TO IPCOT**
	A. General
	B. Tours of Duty
5314	**CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT**
5316	**HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH**
	A. General
	B. Limitations
	C. When Authorized
	D. Storage
	E. Missing Status Termination
	F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member
	G. Administrative Instructions
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	G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home
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Section A6: POV Transportation and Storage

Subsection A6a: CONUS POV Transportation

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A. POV Transported by the Gov't
B. POV Transported by Member

5324 **MEMBER POSSESSES MORE THAN TWO VEHICLES**

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B. Commercial Travel at Gov't Expense
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5386	**FACTORS AFFECTING POV STORAGE** A. Order Amended, Modified, Canceled, or Revoked B. Storage before an Order is Issued C. Time Limitation
5388	**RESTRICTIONS** A. Vehicle Size B. Combining POV Size Limitation when Member Married to Member C. Other Excess Storage Costs
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Section B2: Employee Travel and Transportation

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Section B3: Dependent Travel and Transportation

Subsection B3a: General

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Subsection B3c: Early Return Of Dependent(s) (ERD)

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Subsection B5a: General

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 5: HHG

SUBSECTION c: TRANSPORTATION

5208 FACTORS AFFECTING HHG TRANSPORTATION

*A. Combining Weight Allowances when Member Married to Member

1. Weight allowances in par. 5200 may be combined for HHG transportation and/or NTS incident to the transfer of both under a PCS order between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained.

2. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to a joint residence:

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

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

3. See par. 5316-F if one member/spouse dies.

B. Improper Transportation. HHG, including those transported under pars. 5278, 5316, and 5276 improperly transported or otherwise unavoidably misdirected through no fault of the member, may be transported to the proper destination.

C. Items of Extraordinary Value.

1. These items may be transported by an expedited mode which provides satisfactory service at the least cost to the Gov't, and may not be counted as UB.

2. Examples of items of extraordinary value are:

a. Articles of gold and other precious metals;

b. Jewels;

c. Valuable art;

d. Rare and costly collections; and

e. Items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) that are prone to being stolen.

3. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.

4. The net weight of such shipments is charged against the member's weight allowance.

D. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. 5404-B, 5420-B and 5208-D, HHG transportation is not authorized for a member who elects mobile home allowances.

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

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

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

(2) Mobile home allowances to a designated place in CONUS/Alaska under par. 5404-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or more Weeks from Member's Port Reporting Month.

(1) When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized and mobile home allowances are elected to a designated place in CONUS/Alaska, the member is authorized UB and other HHG transportation to the OCONUS PDS within the cost limitations in par. 5404-E.

(2) If the dependents later are authorized to travel to the OCONUS PDS at Gov'texpense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. 5404-F.

c. Return to CONUS or Alaska

(1) Authorized Transportation. A member stationed OCONUS/outside Alaska who is returned to CONUS/Alaska under a PCS order and who elects mobile home allowances within CONUS/Alaska, is also authorized HHG and UB transportation from the OCONUS/Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. 5404-F.

(2) Transportation Not Authorized. The member is not authorized HHG or UB transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Unusual/Emergency Circumstances

a. Authorized Transportation. A member stationed OCONUS/Alaska:

(1) Whose dependents are returned to CONUS/Alaska under Ch 5, Part A3c or A3d; and

(2) Who elects mobile home allowances within or between CONUS/Alaska under pars. 5420-A and 5424;

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

b. Transportation Not Authorized. A member:

(1) Whose dependents are returned from Alaska to CONUS under par. 5102, and

(2) Who elects mobile home allowances from Alaska to CONUS,

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

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized in pars. 5208-D4b and 5208-D4c.

b. Mobile Home Transported by Gov't-Procured Transportation

(1) When a Gov't-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized.

(2) The total HHG transportation cost may not exceed what would have been payable under par. 5406-C, if the mobile home had been delivered at the destination, less any cost to the Gov't for mobile home transportation to the breakdown point.

c. Mobile Home Transported by Member

(1) When a member/personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized.

(2) The total HHG transportation cost may not exceed what would have been payable under par. 5406-C, if the mobile home had been transported by Gov't-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. 5406-B for mobile home transportation to the point of breakdown.

5. HHG Removed from a Mobile Home to Meet Safety Requirements.

a. HHG, that must be removed from a mobile home to meet safety requirements, may be transported at Gov't expense.

b. HHG transportation cost must be deducted from the total cost of what it would have cost the Gov't to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home transportation under par. 5404.

E. HHG Transportation before an Order Is Issued

1. General. Except as in par. 5208-E2, HHG transportation (before a PCS order is issued) is authorized if the request for transportation is supported by a:

a. Statement from the AO/designated representative that the member was advised before such an order was issued that it would be issued;

b. Applicant-signed written agreement to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in a statement in par. 5208-E1a; and

c. Written applicant-signed agreement to pay the entire transportation cost (if a PCS order is not later issued to authorize the transportation).

d. The length of time before the PCS order is issued, during which a member may be advised that an order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the order is actually issued.

e. General information furnished to the member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, expected rotation date from OCONUS duty) is not advice that the order is to be issued (52 Comp. Gen. 769 (1973));

2. A Member Assigned to a Ship Preparing to Enter Overhaul

a. HHG transportation before a PCS order is issued is authorized for a member assigned to a ship that has been scheduled for an overhaul, provided the AO/designated representative provides a statement that the ship's home port is to be changed incident to the overhaul.

b. This statement may be issued when there is less than 90 days between the specific overhaul site determination time and the actual ship's departure to such site.

c. If the scheduled ship overhaul is canceled, par. 5208-J above applies (59 Comp. Gen. 509 (1980)).

F. Time Limitation.

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

2. Example: A member is ordered PCS from Location A to Location B. When an order from Location B to Location C is received, the member can no longer ship from Location A to Location B using the order from Location A to Location B (as there can be no intent to establish a permanent residence at Location B since the member is under an order to Location C). However, the member can ship from Location A to Location C (par. 5172-D) and/or from Location B to Location C.

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

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

H. Firearm Transportation. Transportation of firearms as HHG for an Armed Services' member must conform to 18 USC §922(g) (6) (8) and (9). DoD Services, see DoDI 6400.06, Domestic Abuse Involving DoD Military and Certain Affiliated Personnel for additional information. Non-DoD personnel should see Service issuances.

I. Impact of Order Effective Date

1. The authority for HHG transportation accrues and becomes fixed on the PCS order effective date.

2. Except as authorized in par. 5306 for a member reduced in grade, the weight allowance is based on the grade held on the order effective date authorizing the HHG transportation.

J. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be transported to the proper destination at Gov't expense if the order is later amended, modified, canceled or revoked.

5210 TRANSPORTATION METHODS

A. HHG. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the least cost to the Gov't.

B. UB and/or PBP&E

1. UB (App A1) and/or PBP&E (App A1) transportation is authorized by an expedited transportation mode when necessary to enable the member to carry out assigned duties and/or to prevent undue hardship to the member and/or dependents.

2. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net), including PBP&E may be transported.

3. Total UB NTE 2,000 lbs., including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at Gov't expense if authorized IAW Service regulations.

4. **Example:** Member's HHG weight allowance in par. 5200 is 14,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is either 2,500 lbs. (net) or 25% of 14,000 lbs. (net) – 3,500 lbs. (net), whichever is greater. In this case, the admin weight allowance is 3,500 lbs. (net). The member opts to transport 300 lbs. of UB along with 500 lbs. as PBP&E by an expedited mode. This falls within the 1,000 lbs. (net) total for the expedited transportation weight limit so it may be transported by an expedited mode. The remaining 3,200 lbs. (net) of HHG of the administrative weight limit (including up to 1,700 lbs. (net) of additional UB and any additional PBP&E) may be transported to the OCONUS PDS but not by an expedited transportation mode.

C. Gov't-procured Transportation. Ordinarily, HHG transportation is arranged through TO and the Gov't assumes responsibility for HHG transportation IAW par. 5210-A.

D. Personally-procured Transportation and NTS

1. General

a. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for HHG transportation and/or NTS.

b. A member (or next of kin, when appropriate) who personally arranges for HHG transportation (i.e., personally moves the HHG, or arranges directly for the HHG to be moved) is entirely responsible for all issues related to:

(1) The Status of Force Agreement (SOFA),

(2) Use of U.S. carriers,

(3) Import/export processes,

(4) Tariffs,

(5) Customs, and

(6) VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available, if Service regulations requires their use. .

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

2. Claims. Transportation cost claims should be prepared and submitted IAW Service regulations (par. 1015-C).

3. Maximum Weight Allowance. The Gov't's cost limit is based on the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) IAW par. 5200.

4. Gov't-procured HHG Transportation and/or NTS Not Available

a. A member, who personally arranges for transportation/NTS, is authorized actual cost reimbursement when a shipping/TO:

(1) Is not available, or

(2) Instructs the member, in writing, to transport HHG or place them in NTS at personal expense.

b. Transportation of HHG is in App A1 and NTS is in par. Ch 5, Part A5d.

c. The direct hire or rental cost of a conveyance (with or without operator) and/or hire of a conveyance operator is included in the actual cost.

d. The special routing and services in par. 5206-K are not included in the actual cost.

5. Gov't-procured Transportation and/or NTS Available. A member who arranges for transportation or NTS is authorized:

a. Actual Reimbursement. Actual cost reimbursement NTE the Gov't's constructed 'Best Value' transportation and/or NTS cost for the actual HHG weight transported NTE the member's maximum HHG weight (par. 5210-D9). ***Payment of accessorial charges may be authorized/approved when charges would have been authorized during a Gov't-arranged move and all applicable tariff approval rules have been met., or***

b. Monetary Allowance. Payment of a monetary allowance equal to 95% of the Gov't's constructed 'Best Value' cost for the actual HHG weight transported NTE the member's maximum HHG weight. Authorized GCC calculation factors are in par. 5210-D9. For details on how 'Best Value' costs are determined see the **USTRANSCOM website**.

c. Small Package Service Arrangements. Actual cost reimbursement for small package service arrangements NTE the Gov't's constructed transportation cost for the actual HHG weight transported, IAW par. 5210-D9.

d. SIT. SIT IAW par. 5236, for actual cost reimbursement NTE the Gov't's constructed storage cost for the actual HHG weight stored.

6. Establishing HHG Weight

a. General

(1) The HHG net weight ordinarily is established with certified weight certificate(s) from a public weigh master or Gov't scales.

(2) The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructed cost.

b. Weight Certificates Are Unobtainable

(1) Through the Secretarial Process, use of constructed weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

(a) A public scale or a Gov't scale was not available; or

(b) If HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

(2) Use the constructed weights in par. 5204-E.

(3) The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed.

(4) If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

7. Final Settlement

a. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructed HHG weight.

b. When Gov't-procured transportation and/or NTS is available, the Gov't must never incur expenses for the HHG movement in excess of 100% of the Gov't's projected cost to transport the HHG commercially.

c. Any excess is the member's financial responsibility.

8. DTOD. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. 2650 for DTOD requirements.

9. Gov't's (Transportation) Constructed Cost (GCC)

a. General. For the Armed Forces and NOAA, the GCC is determined by using the 'Best Value' methodology for the channel and the actual HHG weight NTE the member's authorized maximum HHG weight as follows:

(1) Domestic Shipments. For domestic shipments (within CONUS, between CONUS and Alaska, and within Alaska), the GCC includes the following 'Best Value' charges: line haul, packing, and unpacking, line haul factor charges at origin and destination, and short haul charges (applicable only for shipments moving 800 miles or less).

(2) International Shipments. For international shipments (including to/from Hawai'i and to/from U.S. territories and possessions), the GCC includes the Best Value "Surface" Single Factor Rate (SFR).

b. Incentive/Reimbursement. Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.

c. Accessorial Charges. Payment of accessorial charges may only be authorized/approved when charges would have been authorized during a Gov't-arranged move and all applicable tariff approval rules have been met. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website.

10. USPHS GCC. For USPHS:

a. The GCC in CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate times the actual HHG weight NTE the member's authorized maximum HHG weight or other method selected by USPHS.

b. Cost to/from between OCONUS locations are constructed using the single factor rate or other method selected by USPHS.

E. Split Shipment

1. A member may transport HHG by Gov't-procured and/or personally procured transportation as long as the combined HHG shipments do not exceed the:

a. Member's authorized HHG weight allowance, and

b. Gov't's 'Best Value' cost to transport the member's maximum PCS weight allowance in one lot between authorized places (except under par. 5210-D4).

2. Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 5: HHG

SUBSECTION f: LOCAL MOVES

5258 GENERAL

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

1. Reassignment or PCS (par. 5260),
2. Moving to/from Gov't Qtrs or privatized housing (par. 5262),
3. Vacating local economy housing under certain circumstances (par. 5264-A),
4. Involuntary tour extension (par. 5264-B),
5. Separation (par. 5320-F and par. 5260-E),
6. Retirement (pars. 5318-G and 5260-E), or
7. Death of the midshipman/cadet owner (par. 5304).
8. Foreclosure on rental housing while under a lease (par. 5264-C).

5260 SHORT DISTANCE MOVE INCIDENT TO REASSIGNMENT OR PCS

A. General. There are two types of short distance moves incident to PCS (pars. 5260-C, 5260-D and 5260-E):

1. Intra-City Move. A move within the PDS limits, and
2. Inter-City Move. A move in the metropolitan area.

B. Reassignment between Activities at the Same PDS - NOT A PCS

1. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DOD not more junior than the gaining activity/ship commander (O-5 or above) or civilian equivalent employee) certifies that the member's household relocation is:

   a. Mission essential,

   b. In the Gov't's best interest, and

   c. Not primarily for the member's convenience.

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

3. Service regulations may require certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. 5116-B. Otherwise certification is not required for these short distance HHG moves.

4. Par. 5260 does not apply to retirement/separation from the Service.

C. PCS between PDSs Located in Proximity

1. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not more junior than the gaining activity/ship commander (O-5 or above) or civilian employee equivalent) certifies that the member's household relocation is:

a. Mission essential,

b. In the Gov't's best interest, and

c. Not primarily for the member's convenience.

2. Permanent duty stations are in proximity to each other if:

a. Both are in an area ordinarily serviced by the same local public transit system, or

b. A member could commute daily from home to either PDS.

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

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

E. Separation from the Service or Retirement

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

a. Separated from the Service or relieved from active duty IAW par. 5320, or

b. Retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay IAW par. 5318.

2. This short distance move is the final HHG transportation authorized by par. 5320 or 5318.

5262 SHORT DISTANCE MOVE AND NTS INCIDENT TO GOV'T/GOV'T-CONTROLLED QTRS OR PRIVATIZED HOUSING ASSIGNMENT/ TERMINATION

A. Application. This par. applies worldwide to every member, except incident to:

1. Separation/relief from active duty under honorable conditions, or

2. Retirement from the Service.

*B. Weight Limit. Neither the weight allowance in par. 5200 nor the 18,000-pound limit imposed by 37 USC §406(b)(1)(D) applies to this par. except in par. 5262-D.

C. NTS. See par. 5222 for NTS incident to Gov't /Gov't -controlled Qtrs or privatized housing occupancy.

*D. Short Distance Moves. See pars. 5320-F and 5318-G, respectively, for short distance moves when the member is required to vacate Gov't /Gov't -controlled Qtrs or privatized housing incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement. The prescribed weight allowances in par. 5200 apply.

E. Moving to/from Gov't Qtrs

1. A member is authorized a short distance HHG move (between Gov't Qtrs and the residence from which the member is to/did commute on a daily basis to the PDS) for moves directed by competent authority on the basis of a Service requirement such as:

a. Assignment to Gov't Qtrs to use idle housing,

b. Vacating Gov't Qtrs (e.g., authorization/order, unfit for occupancy, some unusual Service operational requirement), or

c. Reassignment to Gov't Qtrs when the conditions in par. 5262-E1b have been rectified/alleviated.

2. The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Gov't for all excess costs.

3. A short distance HHG move, incident to moving to/from Gov't Qtrs, is not authorized to accommodate a member's personal problems, convenience, or morale.

F Moving from Gov't -Controlled Qtrs

1. When a member, occupying Qtrs under a Service's jurisdiction (other than Gov't Qtrs), is directed by competent authority to vacate the Qtrs:

a. Because they are unfit for occupancy, or

b. To meet an unusual Service operational requirement,

the member is authorized a short distance HHG move to another local residence from which the member is to commute on a daily basis to the PDS.

2. If vacating the Qtrs is for a temporary period, the member is authorized a combination of a:

a. Short distance move and/or NTS under par. 5222-C, and

b. Return short distance move from the temporary residence and/or NTS.

G. Moving to/from Privatized Housing

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

a. Assignment to privatized housing to use idle housing,

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

c. Reassignment to privatized housing when the conditions in par. 5262-G1b have been rectified/alleviated.

2. The short distance move may be made from/to a point more distant than the residence from which the member did/is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Gov't for all excess costs.

3. A short distance HHG move, incident to moving to/from privatized housing, is not authorized to accommodate a member's personal problems, convenience, or morale.

5264 SHORT DISTANCE MOVE AND NTS INCIDENT TO VACATING LOCAL ECONOMY QTRS

A. Member Directed by Competent Authority to Vacate Local Economy Qtrs

1. A member is authorized a short distance HHG move, at Gov't expense, from local economy Qtrs to other local economy Qtrs (e.g., rental guarantee) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the Qtrs for the Gov't's convenience.

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

a. Determined the member's residence does not meet Service health/sanitation standards, or

b. Placed the housing area/complex "off-limits".

3. Except as noted in par. 5264-B, when a member moves from local economy Qtrs as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity/requirement (52 Comp. Gen. 293 (1972)).

4. For NTS, see par. 5222-E1.

B. Member Vacates Local Economy Qtrs Incident to Involuntary Tour Extension.

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

2. When the member relocates during the extended tour, a short distance move is authorized:

a. To other local economy Qtrs,

b. From NTS to Gov't or economy Qtrs. (For NTS, see par. 5222-E2.)

C. Armed Forces Member Vacates Private Sector Housing Incident to Foreclosure Action against the Landlord

1. An Armed Forces member/dependent(s) who relocate, from leased/rented private housing due to a foreclosure action against the landlord is authorized a short distance HHG move.

2. ***This provision does not apply if a member and/or dependent is the homeowner.***

3. The HHG move authority is to another dwelling from which the member is to commute daily to the PDS (or at a location at which the dependent resides).

4. The PCS HHG weight limitations in par. 5200 apply.

5. Before this authority is used, a member is encouraged to exhaust remedies available under the Service members Civil Relief Act (50 USC, App 531) and state law.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 5: HHG

SUBSECTION j: HHG TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

5278 GENERAL

A. Authority. Authority for HHG transportation under this section may be contingent on dependents' transportation (see Ch 5, Part A3d) unless otherwise provided for in this Section.

B. Dependent Transportation. When dependent transportation is involved, an order authorizing dependent transportation may also authorize HHG transportation and should cite the specific par. authority under which the transportation is authorized.

C. Travel Order. A travel order providing for HHG transportation/consumable goods transportation must cite the specific par. authority under which the transportation is authorized.

D. Evacuation. For HHG transportation incident to an evacuation, see Ch 6.

E. Administration. The following are guidelines for administering HHG transportation authority:

1. The AO must determine if the authority to authorize/approve requests for HHG transportation is exercised through the Secretarial Process.

2. HHG transportation authorized ICW dependents' transportation in advance of the member's PCS and under par. 5296-C2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. 6035.

3. When a non-command-sponsored dependent is in an OCONUS area, HHG transportation cannot be authorized except when the AO determines, for that specific case, that the unusual/emergency circumstances of the particular case justify the expenditure of Gov't funds for this purpose.

5280 ENTRANCE INTO THE SERVICE

A. Initial Reporting. A commissioned, reinstated or warrant officer appointed/reappointed in a regular service, and a person enlisted from civil life or an RC is authorized HHG transportation from the HOR or PLEAD to the first PDS IAW par. 5280-B.

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

1. HOR/PLEAD;

2. The last or any previous PDS;

3. An authorized storage place; or

4. Any place to which HHG were transported at Gov't expense.

5282 CALLED/ORDERED TO ACTIVE DUTY

A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty Station. An RC member called/ordered to active duty for training of 140 or more days at one duty station under conditions other than those in par. 5282-B is authorized HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

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

1. Initial active duty for training for less than 180 days,

2. Active duty for training for fewer than 140 days, or

3. Active duty for training for 140 or more days with fewer than 140 days at any one location, or

4. Active duty for training of 140 or more days and the Secretary has prescribed TDY allowances IAW par. 2240-B.

HHG transportation under par. 5282 is subject to the same limitations and requirements as in par. 4505.

C. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty Station. An RC member called/ordered to active duty for other than training for more than 180 days at one duty station under conditions other than those in par. 5282-D is authorized PCS HHG transportation from HOR, or the PLEAD, to the first or any subsequent PDS.

D. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty Station

1. An RC member called/ordered to active duty for other than training for a period of 180 or fewer days at one duty station under the following conditions may be authorized HHG transportation within the TDY weight allowance from HOR or the PLEAD, to the first or any subsequent duty station:

a. Active duty for other than training for 180 or fewer days,

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

c. Active duty for other than training of more than 180 days and the Secretary has prescribed TDY allowances IAW par. 7355-F2b(2).

2. HHG transportation under par. 5282-D is subject to the same limitations and requirements as in par. 4505.

E. Recalled to Active Duty. A member released from active duty, authorized HHG transportation to a HOS as in par. 5318-A and recalled to active duty, is authorized HHG transportation from the:

1. HOS, or

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

3. Place to which such HHG were last transported at Gov't expense (including place of NTS) in any event.

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

G. Commissioned from Service Academies

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

a. Academy to the officer's HOR,

b. Academy to the first PDS, and

c. Officer's HOR to the first PDS.

2. HHG transported from the academy to the HOR cannot then be transported from the HOR to the first PDS using the order under which they were shipped to the HOR (par. 5174).

5284 PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT

A. PCS with TDY En Route or while on TDY.

1. A member, ordered to make a PCS:

a. With TDY en route, or

b. Without return to the old PDS, while on TDY,

is authorized HHG transportation to the new PDS.

2. The member may elect HHG transportation up to the TDY weight allowance to the new PDS via TDY station(s) if HHG are necessary for the member's personal use.

3. Authorized TDY HHG transportation exists regardless of the par. 4505 provisions.

4. The member is also authorized NTS under par. 5232-D1, for the TDY.

5. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination transportation officer, or any other Service-designated official at the TDY station, if necessary.

6. Upon TDY completion, the member's TDY HHG may be transported (including SIT under par. 5236) to locations authorized under the basic order.

7. As an alternative, the HHG may be placed in NTS if such storage is an option under the member's basic order.

B. PCS Following TDY Pending Further Assignment

1. A member, whose HHG were placed in NTS at Gov't expense when the member was ordered to a TDY station pending further assignment, is authorized NTS for the full TDY period.

2. An additional 90 days of NTS may be authorized/ approved as under par. 5242 when:

a. The new PDS is OCONUS or at a station to which HHG transportation is prohibited/restricted, or

b. For reasons beyond the member's control the HHG cannot be withdrawn:

(1) During the first 90 days after the arrival date at the OCONUS PDS/PDS that HHG transportation is prohibited/restricted, or

(2) Within 90 days following TDY completion.

3. HHG transportation from storage to the residence is authorized under par. 5188 when the new assignment is to:

a. Sea duty,

b. OCONUS duty, or

c. Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 5116 is at or in the NTS location vicinity,.

5286 COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION

A. Member is On/Ordered to Active Duty to Attend a Course(s) of Instruction (Including Foreign Service Schools) at a School/Installation (at which the Scheduled Cumulative Duration at One Location is 20 or More Weeks)

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

2. NTS

a. Upon Service-concerned approval, NTS at origin may be converted to SIT at the member's request, in whole or in part if the member is authorized, under an order, to transportation or NTS.

b. NTS conversion is at Gov't expense.

c. Any storage costs accruing for periods in excess of 180 days are the member's responsibility.

d. Unless otherwise provided in par. 5244, no additional HHG storage is authorized before further PCS order is issued.

B. Member Permanently Assigned to the Location that the Course was Conducted at Course Conclusion. A member under this subpar. is authorized transportation of:

1. HHG, placed in NTS, to the PDS, and

2. Any HHG not placed in storage under par. 5308.

C. Member Called/Ordered to Active Duty for a Course(s) of Instruction of 20 or More Weeks at One Location (Par. 5286). A member under par. 5286 is authorized transportation of HHG in NTS:

1. From the place of storage to the HOR/PLEAD upon release from active duty, or

2. To the PDS if retained on active duty (par. 5194-7).

5288 CONUS AREA TO WHICH HHG TRANSPORTATION IS PROHIBITED

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

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

2. NTS.

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

5290 ORDERED TO A CONUS HOSPITAL

A. General

1. Except when the PDS or hospital from which a member is transferred is OCONUS, the authority for HHG transportation incident to a member's hospitalization is contingent on the receiving hospital commanding officer's statement that the case has been evaluated and the observation period and/or treatment in that hospital is expected to be prolonged.

2. UB, NTE 225 pounds (gross), may be transported for a member transferred to a hospital without a statement regarding prolonged hospitalization.

3. UB improperly transported or unavoidably separated from a member should be forwarded to the proper hospital destination and may be transported by an expedited mode when, in the origin commanding officer's opinion, circumstances require use of this mode.

4. See par. 5316 for HHG transportation on behalf of a member officially reported as injured or ill under 37 USC §554,.

B. From CONUS Duty Stations or Hospitals

1. A member on active duty, who is transferred within CONUS to a hospital for observation and/or treatment from a PDS or TDY station, or from a hospital where the member was listed as a patient, is authorized HHG transportation as for a PCS.

2. The HHG authority must not exceed the cost from any of the combination of the:

a. Last or any previous PDS,

b. Place the HHG were last transported at Gov't expense, or

c. Place of storage,

to the hospital.

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

4. Part of the HHG may be transported and part placed in NTS (member option).

5. Any HHG in storage when a member is hospitalized may continue in storage.

C. From OCONUS Duty Stations or Hospitals.

1. A member on active duty OCONUS, who is transferred to a hospital in CONUS for observation and/or treatment, is authorized HHG transportation:

a. From any authorized place(s) to the hospital,

b. To NTS, or

c. Part may be transported and part placed in NTS (member option).

2. Any HHG in storage when a member is hospitalized, may continue in storage.

3. For the initial movement involving return from OCONUS, the commanding officer's statement that observation and/or treatment is expected to be prolonged, ***is not required***.

4. Upon transfer to another hospital for observation and/or treatment, and when HHG were not transported incident to the initial transfer, par. 5290-B applies.

D. Transportation to Another Location

1. Upon transfer to a hospital, a member is authorized HHG transportation to any place in CONUS. Transportation cost may not exceed the cost of transporting the HHG to the hospital.

2. When HHG transportation is from OCONUS, the authority for CONUS transportation is limited to the transportation cost to the hospital from the port through which transportation was made.

3. For overland transportation from Canada and Mexico, the authority is limited to the cost of HHG transportation via the carrier and route ordinarily used for similar shipments from the origin to the CONUS hospital.

E. Hospitalization Completion

1. A member, released from observation and/or treatment and:

a. Restored to duty,

b. Separated from the Service,

c. Relieved from active duty,

d. Placed on the TDRL, or

e. Retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

is authorized HHG transportation from the last or any prior PDS or place where HHG were last transported at Gov't expense, or any combination thereof, to a destination otherwise authorized in this Part.

2. HHG previously transported incident to hospitalization may be transported from the place where located. Transportation cost may not exceed the cost from the hospital to the authorized destination.

5292 ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION

A. Ordered from CONUS PDS

1. A member, ordered from a CONUS PDS, may place HHG into NTS.

2. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage and/or the previous PDS to the new PDS.

B. Ordered from an OCONUS PDS

1. When a member is ordered to CONUS from an OCONUS PDS, HHG transportation may be from the PDS to the place in CONUS to which ordered to report.

2. HHG transportation is permitted even though the place to which ordered to report may not be the new PDS, which is unknown.

3. If an order to the new PDS is not available when HHG arrive at the place to which transported, the HHG may be placed in NTS.

4. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS.

5. In these circumstances, the order involving detachment from the OCONUS PDS and the order naming the new PDS are one PCS order.

6. If the member takes physical possession of the HHG, the Gov't must not transport the HHG (par. 5174).

C. Ordered from an OCONUS PDS to the U.S. or to a Non-foreign OCONUS Area for Separation Processing with HOS Authorized

1. When a member is ordered from an OCONUS PDS to a CONUS/non-foreign OCONUS area for separation processing with HOS authorized under par. 5318-A, HHG may be:

a. Transported from the PDS to the place to which ordered to report, and/or

b. Placed in NTS.

2. These HHG may be later transported under par. 5318-A.

3. If the member takes possession of the HHG at the processing station, transportation of those HHG to the HOS from the processing station is still authorized.

4. However, the member must agree to bear all costs in excess of transporting the member's maximum PCS HHG weight allowance in one lot directly from the OCONUS PDS to the HOS via (but without delivery at) the processing point (i.e., the costs of delivering the HHG to the member at the processing point, unpacking, re-packing, re-shipment, etc., are not part of the Gov't's cost obligation) (44 Comp. Gen. 826 (1965)).

5. In determining excess costs, the cost of authorized SIT is part of the cost of one shipment from origin to final destination.

6. HHG in NTS, at a designated place/location during the OCONUS tour, may be transported to the processing station only if the member's HOS is at the same location as the processing station.

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

5294 ORDERED ON A PCS TO A PDS IN THE VICINITY OF STORAGE

A. Authorization

1. A member, whose HHG are in NTS at Gov't expense when ordered on PCS to a PDS at or in the vicinity of the place of storage, is authorized NTS.

2. HHG transportation from NTS to the residence also is authorized.

B. Additional Storage Time

1. If, because of conditions beyond the member's control, the HHG cannot be withdrawn during the first 90 days, an additional 90 days of NTS may be authorized/approved as in par. 5242.

2. Additional NTS beyond 180 days may be authorized/approved as in par. 5244.

5296 PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY

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

1. General

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

(1) The new PDS,

(2) A member-specified CONUS location,

(3) NTS.

b. The combination of transportation for pars. 5296-A1a(1) and 5296-A1a(2) is limited to what would have been allowed for transporting the member's maximum PCS HHG weight allowance in one lot from the old PDS/other authorized location, to the new OCONUS PDS.

c. Excess costs due to a combination of shipment(s) are determined under par. 5206.

d. Upon a subsequent PCS between OCONUS PDSs,

(1) HHG transportation from the member-specified CONUS location under par. 5296-A1a(2) or

(2) NTS to the new PDS/place dependents are authorized to travel under par. 5116-A, 5118, 5120 or 5122,

may be made only if authorized/approved through the Secretarial Process.

2. Ordered to an OCONUS PDS to Which HHG Transportation Is to Be Authorized within 20 Weeks of Member's Port Reporting Month

a. When a member is ordered to an OCONUS PDS and is advised, in writing, that HHG transportation is to be authorized within 20 weeks after the member's port reporting month, the HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be::

(1) Transported for the duration of the OCONUS assignment to a member-designated CONUS location, or

(2) Placed in NTS.

c. When the total UB weight plus other HHG transported and stored exceeds the authorized weight allowance, the cost of transporting the excess weight is the member's financial responsibility.

d. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of this order and desires to establish a temporary residence for dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store the HHG not needed to establish the temporary residence; and

(2) At Gov't expense, the HHG the member needs to establish a temporary residence for the dependents to a place in the old PDS vicinity.

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

a. When a member ordered to an OCONUS PDS, is to serve an accompanied tour, and is advised, in writing, that HHG transportation is to be authorized at some point 20 or more weeks after the member's port reporting month, HHG the member indicates eventually are to be transported to the OCONUS PDS may be placed in NTS until transported.

b. The remaining HHG may be transported for the OCONUS assignment duration to a member-designated CONUS location or placed in NTS.

c. HHG transportation is authorized from the old PDS to a designated place in CONUS, or in a non-foreign OCONUS area if the member was:

(1) A legal resident of that OCONUS location, before entering on active duty, or the member's spouse was a legal resident of that OCONUS location at the time of marriage; or

(2) Called to active duty from that OCONUS location or it is the member's HOR, NTE the authority from the old PDS to the designated place.

d. HHG transportation is authorized from the designated place to the OCONUS PDS when HHG transportation is later authorized to the new PDS, provided that the:

(1) Dependents are to be command sponsored, and

(2) Member has at least 12 months remaining on the OCONUS tour on the date the dependents are scheduled to arrive..

e. When the total weight transported to the designated place plus HHG stored exceeds the authorized weight allowance, excess costs are determined under par. 5206.

f. If the member is required to vacate Gov't Qtrs at the old PDS upon receipt of such an order and desires to establish a temporary residence for the dependents near the old PDS pending authority for movement to the new PDS, the member may transport:

(1) Or store HHG not needed to establish the temporary residence; and

(2) HHG needed to establish a temporary residence for the dependents to a place in the old PDS vicinity, at Gov't expense,.

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

(1) Storage and/or the place they were moved under par. 5296-A3d to the new PDS; and

(2) The place they were moved under par. 5296-A3d to a combination of NTS and the member-designated location in CONUS/non-foreign OCONUS area, as authorized above.

B. Ordered from Shore Duty to Sea Duty

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

a. The home port of the unit to which ordered;

b. The ship, afloat staff, or afloat unit to which ordered or the home port thereof for UB; and

c. NTS.

2. When the home port is OCONUS, par. 5280 or 5286 also applies.

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

1. When a member is:

a. Transferred by PCS to an OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations, or restricted because the member has elected an unaccompanied tour;

b. Transferred by PCS to serve an OCONUS dependent restricted tour;

c. Transferred by PCS to a unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (see par. 5116-B for a member with dependents);

d. Permanently assigned aboard a ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

e. Transferred by PCS to a ship/afloat staff referred to in par. 5296-C4 after the ship/afloat staff has been so specified;

2. HHG transportation is authorized to:

a. NTS for:

(1) C1a and C1b and later to the member's PDS when the restriction is lifted, or upon receipt of dependent entry approval; or

(2) C1d, C1e and C1f;

b. Any place in CONUS the member designates for:

(1) C1a and C1b, and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents; or
(2) C1d, C1e and C1f

c. A non-foreign OCONUS area to which dependent transportation is authorized/approved under par. 5114-D2; 5116-A2, or if authorized/approved through the Secretarial Process;

d. The OCONUS location to which dependent transportation is authorized/approved under par. 5114-D3 or 5116-A3 or 5116-A4.

(1) Measure subsequent authority from the location to which transported under this authority or from the place HHG are then located, whichever is less.

(2) For shipments related to par. 5116-A4, the weight may not exceed 350 pounds for each dependent age 12 or older and 175 pounds for each dependent under age 12 years.

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

3. Storage of any portion of the HHG is authorized under C2a , and transportation of the remainder under C2a, C2b, C2c, C2d, and C2e.

4. When the prohibition/restriction is removed, or when the member is transferred/assigned to an OCONUS PDS to which HHG transportation is authorized, any HHG:

a. Previously stored under C2a, or

b. Transported to a destination authorized in C2b, C2c or C2e

may be stored in NTS.

5. The remainder, or other HHG acquired before the order effective date may be transported to the member's OCONUS PDS.

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

D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation Is Prohibited/Restricted, to Unusually Arduous Sea Duty, or Duty under Unusual Circumstances.

1. When a member is transferred by PCS from an OCONUS PDS to:

a. An OCONUS PDS to which HHG transportation is prohibited/restricted by Service regulations or restricted because the member is assigned to a dependent restricted tour or has elected to serve an unaccompanied tour at that station;

b. A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty (par. 5116-b);

c. A ship/afloat staff specified through the Secretarial Process as operating OCONUS for a contemplated continuous period of 1 year or more on the date the ship/afloat staff is so specified; or

d. A ship/afloat staff referred to in par. D1c after it has been so specified;

the member is authorized HHG transportation as prescribed in par. D2.

2. A member described in par. D1, above, is authorized HHG transportation from the last or any previous PDS, ***or*** place of storage to any combination of the following,:

a. NTS;

b. Any CONUS location the member specifies and later to the member's PDS when the restriction is lifted or upon receipt of command sponsorship of dependents;

c. Designated place authorized/approved under par. 5114-D2; 5116-a2; or if authorized/approved through the Secretarial Process;

d. An OCONUS designated place authorized/approved under par. 5114-D3; 5116-a3 or 5116-a4; or if authorized/approved through the Secretarial Process;

e. The OCONUS PDS in an amount up to the amount authorized by Service regulations and later from such PDS to the new PDS.

3. The member is authorized HHG transportation to the current PDS when the restriction is lifted ***or*** when:

a. The member is ordered on an OCONUS PCS to which HHG transportation is authorized;

b. The member is ordered on PCS from a unit referred to in par. D1b or D1c; or

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

4. HHG transportation is authorized to the member's current PDS from the place to which transported under pars. D2a, D2b, D2c, and D2d .

5. At least 12 months must remain on the member's tour at that PDS on the date the HHG are scheduled to arrive. Exceptions may be granted through the Secretarial Process.

6. HHG transportation, from the last PDS to which HHG transportation was limited/prohibited to the new PDS, should be within authorized weight allowances in Service regulations. That amount, plus the amount transported from the places listed in pars. D2a, D2b, D2c, and D2d, may not exceed the member's weight allowance in par. 5200.

E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS

1. Except for cases under pars. 5296-C and 5296-D, when a member is:

a. Ordered from sea duty/OCONUS duty to a CONUS PDS to which HHG transportation is permitted, or

b. Transferred by PCS order from a unit referred to in pars. 5296-C1c, 5296-C1d, 5296-C1e,

the member is authorized HHG transportation to the new PDS from the last PDS and/or from the designated place, location, or NTS to which HHG were transported under par. 5296-A, 5296-B, 5296-C, 5296-D, or 5296-H.

2. If the member is transferred on a PCS from a station to which HHG transportation was limited/prohibited under par. 5296-C1a, or par. 5296-D1a, and Service regulations limit (by weight or item) HHG transportation from such station, the weight the member is authorized to transport from the old PDS is as prescribed in the Service regulations, up to the weight allowance in par. 5200.

F. Ordered from Sea Duty to an OCONUS Shore Duty PDS

1. Except for cases under pars. 5296-D and 5296-E, when a member is ordered from sea duty to an OCONUS shore duty PDS to which HHG transportation is permitted, HHG transportation to the new PDS is authorized.

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

3. Transportation is authorized from the old PDS, NTS, or from a prior member-specified location under par. 5296-A1a(2) to the new PDS, or from the old PDS to another member-specified location under par. 5296-A1a(2).

4. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized.

5. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior member-specified location under par. 5296-A1a(2), or from the old PDS to another member-specified location under par. 5296-A1a(2).

6. If there is a partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS.

7. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS.

8. HHG transportation from NTS or from a prior member-specified location under par. 5296-A1a(2) to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Home Ports Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units having identical home ports, HHG transportation is not authorized.

2. Home Ports Not Identical. Except for cases in pars. 5296-D and 5296-E, when a member is ordered from sea duty to sea duty between afloat units not having identical home ports, HHG transportation or NTS in any combination is authorized:

a. From old home port to the new home port;

b. From a former PDS to the new home port;

c. From a previously designated place to new home port;

d. From NTS to the new home port;

e. NTS in lieu of transportation prescribed in par. 5296-G2a, 5296-G2b or 5296-G2c.

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

I. Unit Home Port Officially Changed

1. A member assigned to a unit:

a. Not specified as unusually arduous sea duty on a home port change effective date, is authorized HHG transportation or NTS in par. 5296-G2.

b. Specified as unusually arduous sea duty (par. 5116-B) on a home port change effective date is authorized HHG transportation to the destination authorized for dependents in par. 5116-E and/or NTS.

2. HHG transportation to a new home port must not be made when a member receives a PCS order, directing detachment from the unit undergoing the home port change, before the HHG are transported to the new home port. See par. 5078.

3. The provision provided for a member in par. 5050-H is not applicable to par. 5296-I.

J. Unit Home Port Change Officially Announced

1. When an official announcement has been made designating a home port change, HHG transportation is not authorized to the old home port ICW an existing PCS order to that unit at that old home port. See J4 for an exception.

2. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled or revoked.

3. Provisions apply to, but are not limited to, a member who has:

a. Delayed HHG transportation to the old home port, or

b. Been issued a PCS order to the unit naming the old home port after the home port change has been announced.

4. HHG transported after a PCS order is received and that are in transit or in an otherwise irreversible transportation status on the date the announcement was made may be authorized.

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

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

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

3. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the tour length served (par. 5194-7).

5298 HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS

A. General

1. HHG may be transported:

a. From any location and/or

b. From NTS to a designated place or,

c. To a destination in the dependents' native country, if the dependents are foreign-born,.

2. The member is also authorized NTS/continued NTS under par. 5216.

3. An order may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. 5298-B and 5276-C2.

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

1. A member whose PDS is OCONUS, and who is not provided HHG transportation from the OCONUS PDS because the member has no dependents or the dependents performed travel at personal expense without an order, etc., may be provided HHG transportation when the member is:

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

b. Sentenced to confinement in a foreign or U.S. civil confinement facility;

c. Discharged OCONUS under other than honorable conditions;

d. Returned to CONUS for discharge under other than honorable conditions;

e. Returned to CONUS to serve a sentence of confinement in civil/military confinement facilities;

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

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

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

i. Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review. When HHG are transported to HOR or PLEAD, or to some other place on a NTE basis under par. 5298-B, that is the final separation HHG transportation unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

2. The officer exercising special/general court-martial jurisdiction over the member may authorize/approve HHG transportation in the above circumstances.

3. HHG transportation should be authorized/approved when in the Gov't's best interest.

4. When authorized/approved, the member is provided transportation for the authorized weight allowance of the grade held:

a. At the time the HHG are transported, or

b. When ordered to OCONUS duty,

whichever is greater.

5. If the member has dependents, HHG transportation under pars. 5298-B1a through 5298-B1h may be authorized up to the Gov't cost from the:

a. Member's last/former OCONUS PDS, or

b. Place to which last transported at Gov't expense,

as applicable.to the member's HOR, PLEAD, the designated place, or if the dependents are foreign-born, to the destination in the dependents' native country the dependents are to reside or are residing.

6. The AO must determine the destination transportation is authorized and ensure that a reasonable relationship exists between that destination and the conditions and circumstances.

7. If the member has no dependents, HHG transportation is authorized from the member's OCONUS PDS to any location, up to the cost from the OCONUS PDS to the member's HOR/PLEAD (as the member selects).

8. The Gov't's cost for HHG transportation under par. 5298-B1i, whether the member has dependents or not, may not exceed the cost of transportation from the member's last/former OCONUS PDS to the HOR/PLEAD (as the member selects).

9. If the member is separated from the Service, the member is not authorized NTS if HHG are moved from Gov't/Gov't-controlled quarters, or to NTS as an alternative to transportation.

C. Following Confinement without Discharge. If a member's HHG:

1. Are transported under par. 5298-B, and following confinement the member returns to duty at a new PDS, HHG transportation is authorized from any location to the new PDS, up to the cost from the member's HOR/PLEAD to the new PDS, based on the grade held on the PCS order effective date to the new PDS.

2. Were not transported under par. 5298-B, HHG transportation is authorized from the location last transported at Gov't expense to the member's new PDS, based on the grade held on the PCS order effective date to the new PDS.

D. When the Member is Restored to Duty Following Appellate Leave. If a member, whose HHG were transported while awaiting appellate review completion, is restored to duty following the review, HHG transportation is authorized to the new PDS from the location transported when the member was placed on appellate leave.

5300 ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR

A. General

1. This par. applies when:

a. A member is ordered to an accompanied tour PDS but later changed to a dependent-restricted tour PDS, or

b. There is a change in the duty designation from sea duty to unusually arduous sea duty.

2. If both NTS and transportation are provided as alternates, a portion of the member's HHG may be transported and the remainder placed in NTS.

B. Change Imposed before HHG Are Turned over to a Transportation Officer. When the change is imposed before HHG are turned over to a TO, the authority is determined under par. 5296.

C. Change Imposed after HHG Are Turned over to a TO

1. When the change is imposed after HHG are turned over to a TO, the TO, must divert or re-consign HHG to:

a. NTS,

b. A CONUS designated place, or

c. A non-foreign OCONUS designated place if authorized/approved through the Secretarial Process.

2. Some HHG may be placed/retained in NTS, and the remainder transported to the designated place.

D. Change Imposed after HHG Arrive at the Member's PDS. When the change is imposed after the HHG arrive at the PDS, the member may elect:

1. NTS and/or HHG transportation to a CONUS designated place, or

2. Transportation to a designated place in a non-foreign OCONUS area, if authorized/approved through the Secretarial Process.

E. Subsequent Authority

1. The member may elect NTS or HHG transportation from the place HHG were shipped under par. 5318-C, or from NTS, to the PDS if the PDS is:

a. Later changed from a dependent-restricted PDS to an accompanied PDS, or

b. Reclassified from unusually arduous sea duty to regular sea duty,

2. At least 12 months must remain on the OCONUS tour/sea duty tour following the date the HHG are scheduled to arrive at the PDS.

3. Exceptions may be granted, through the Secretarial Process, when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS.

4. The member may elect to keep the HHG at the location they were transported under par. 5300-B or 5300-C until a later PCS at which time that location is the authorized origin of the later shipment to a duty station or NTS.

5302 HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE

A. General

1. A member assigned to a certain unit is authorized HHG transportation and/or NTS, as though assigned to a dependent-restricted tour, under par. 5296-C (45 Comp. Gen. 208 (1965)).

2. This applies to a member whose unit has been officially alerted for movement to an OCONUS dependent-restricted PDS (within 90 days after the alert notice).

3. This also applies to a member who is transferred/assigned to the unit after it has been alerted.

B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement. When HHG have been transported/stored under par. 5302-A, but the member is not transferred to the OCONUS PDS contemplated in the alert notice, HHG transportation is authorized from the location/storage point to the new PDS. This also applies to HHG return to that PDS if the member is continued on permanent duty at the station where the alert notice was officially announced.

5304 CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY

The personal effects of a cadet/midshipman who dies while enrolled in a Service academy may be transported at Gov't expense to the home of the person legally authorized to receive the effects.

5306 MEMBER REDUCED IN GRADE

A. Authorization. A member, reduced in grade after HHG have been transported on a PCS order to a PDS, is authorized, when ordered from that PDS, to HHG transportation of the weight allowance prescribed for the grade held:

1. At the time of PCS from that PDS, or

2. When ordered to that PDS,

whichever is greater.

B. NTS. NTS authority continues under par. 5212 without regard to the reduction in grade until the member's next PCS order effective date.

C. Former Grade. When the member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite par. 5306 as authority and state the weight allowance prescribed for the member's former grade.

D. Origin and Destination. The transportation origins and destinations continue to be the same as they were before the member was reduced in grade.

5308 HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION

A. Authorization. A member on a tour of less than the prescribed PDS tour length, who used the HHG transportation authority when assigned to that PDS, is authorized HHG transportation from the place the HHG are located to that PDS.

B. Authority Limit

1. ***The authority limit is up to the cost from the old to the current PDS.***

2. Authority under par. 5308 is limited to the situation in which a member's tour is extended due to:

   a. Unusual circumstances and needs of the Service, or

   b. Failure to transport all HHG to the PDS initially because of the anticipated short assignment time to that station (B-208861, 10 November 1982).

5310 HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)

A. Transportation Allowance. A member, with dependent(s) stationed in CONUS who is sentenced by a court-martial to:

1. Confinement for more than 30 days,

2. Receive a dishonorable/bad-conduct discharge, or

3. Dismissal from a Uniformed Service, or,

4. Receives an administrative discharge under other than honorable conditions,

is authorized HHG transportation directly related to dependent transportation under par. 5148.

B. Transportation Authority. HHG transportation is authorized by a Service-designated authority who determines:

1. The authorized destination, and

2. That a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.

C. Transportation Requests. HHG transportation may be requested by:

1. The member,

2. The member's spouse, or

3. Another dependent (if the member has no spouse, or the spouse is not available).

D. HHG Destination

1. The HHG destination must be a designated place.

2. Foreign born dependents may have HHG transported to a destination in their native country.

E. Transportation Reimbursement. HHG transportation reimbursement may be paid to the:

1. Member, or

2. Dependent or ex-spouse (when the member authorizes payment to either of them (B-193430, 21 February 1979)).

F. Transportation Time Limit. Except when the Secretarial Process authorizes/approves additional time (see par. 5000-B6), HHG must be turned over to a transportation officer/transportation carrier within 180 days from the date:

1. The court-martial is completed, or

2. Of administrative discharge.

G. NTS Exclusions. A member authorized HHG transportation is not authorized NTS of HHG:

1. Caused by moving out of Gov't/Gov't-controlled quarters or privatized housing, or

2. As an alternative to shipment when dependents are returned from OCONUS (see par. 5102-B8).

5312 HHG TRANSPORTATION INCIDENT TO IPCOT

A. General. ***An IPCOT is not an extension; it is another full tour.***

B. Tours of Duty. A member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as follows:

1. Unaccompanied-to-Accompanied Tour

a. HHG may be transported from a designated place to the current PDS the IPCOT is to be served if dependents are command-sponsored at the current PDS the IPCOT is to be served.

b. A member who acquires dependents after the PCS order effective date, but before entering an IPCOT, is authorized HHG transportation to the PDS the IPCOT is to be served if the dependents are command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation in this case is from the location of HHG to the current PDS.

c. HHG acquired after a PCS order effective date but before starting the IPCOT may be shipped using par. 5312 as authority.

d. The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

2. Accompanied-to-Unaccompanied Tour

a. Par. 5114-D applies.

b. A member who acquires dependents after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation.

c. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

d. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

e. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

3. Accompanied-to-Accompanied Tour

a. A member who acquires a dependent after a PCS order effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the PDS at which the IPCOT is to be served. HHG transportation, in this case, is from the location of HHG to the current PDS at which the IPCOT is to be served.

b. Par. 5312 authorizes HHG to be shipped when acquired after a PCS order effective date but before starting the IPCOT.

c. The weight of HHG shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.

d. The applicable PCS HHG weight allowance in par. 5200 applies following the IPCOT.

5314 CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT

The Secretarial Process may authorize/ approve consumable goods transportation for a tour extension/IPCOT at a PDS in an area listed in App F.

5316 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: See par. 5152 ***for related dependent transportation.***

A. General

1. This par. prescribes HHG transportation authority of an active duty member:

a. Officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 USC 554), and

b. Who dies while entitled to basic pay (37 USC 406(f)).

2. For a member who dies after retirement or release from active duty, see par. 5318-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this par. only if a reasonable relationship exists between the applicant's circumstances and the requested transportation destination.

2. Weight

a. ***HHG weight limitations in par. 5200 do not apply.***

b. The HHG weight of a member of the Defense Services is subject to the 18,000 lbs. (net) weight limitation imposed by 37 USC 406(b)(1)(D).

3. Time

a. HHG transportation authority under this par. terminates if HHG are not turned over to a TO/carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay.

b. If HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (par. 5000-B6).

c. If the decedent's estate becomes the subject of litigation during the authorized time limit, HHG may be transported within 1 year from the final court decree date.

d. Effective for deaths occurring on or after 6 January 2006 the following apply:

(1) A active duty member entitled to basic pay dies on/after 6 January 2006 – the Secretary Concerned must give the dependents not less than 3 years, beginning on the date of the member's death to choose a "home of selection" for travel and transportation allowances purposes.

(2) A retiree dying on or after 6 January 2006 who had not yet made a selection at the time of death – dependents, or the retiree's executor if there are no dependents, have 3 years from the member's retirement date (when the member first accrued the right to select a home) to choose a "home of selection."

(3) Examples:

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 10 January 2006 -- Family had until 30 June 2008 to choose a HOS.

Member retired 1 July 2005 – Initially had 1 year to make the move.
Member died 3 January 2006 -- Family had until 30 June 2006 to choose a HOS move.

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

C. When Authorized

1. General

a. When official notice is received that the member is dead, injured/ill and the anticipated period of hospitalization/treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or absent for a period of more than 29 days in a missing status, HHG transportation is authorized to:

(1) A member's HOR,

(2) The dependents' residence (including the member's spouse in the case of a member-married-to-member couple),

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

b. Subject to par. 5316-B, special routing and services are authorized under par. 5206-K when desired by the:

(1) Member (if injured/ill),

(2) Member's dependents,

(3) Next of kin, or

(4) Other person authorized to receive custody of the HHG.

c. When dependents reside OCONUS at the time the member on permanent duty OCONUS dies, OCONUS:

(1) HHG may be transported to NTS under par. 5212, and/or

(2) A part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the authority for a final HHG move.

d. Within the time limit established in par. 5316-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. 5316-B1.

e. If the dependents take physical possession of the HHG at the interim location, they must agree to be financially responsible for all costs in excess of the transportation cost of the 18,000 lbs. maximum HHG weight allowance in one lot from the OCONUS origin to the final destination via that interim location.

f. In determining the excess costs, the cost of authorized SIT while the HHG are in transit are part of the cost of one shipment from origin to final destination.

g. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Gov't expense for the dependent's use only if the dependent's final destination is at the interim location to which the HHG are to be transported.

2. Additional Moves

a. Change in Status. HHG transported under par. 5316-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. 5316-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year

(1) HHG transported under par. 5316-C1 may again be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move.

(2) If a mobile home was previously moved under par. 5414-A, HHG may be transported under par. 5316-C2.

D. Storage

1. General. When the identity of the person authorized to receive the HHG of a member referred to in par. 5316-A is:

a. Not known, or

b. Subject to litigation or,

c. Known, but the person has not been located and notified to take custody of the HHG,

the HHG may be stored or continued in storage until a proper disposition can be made.

2. SIT

a. SIT of HHG turned over for transportation within the time limits in par. 5316-B may be authorized/ approved under par. 5236.

b. ***SIT in excess of 180 days is the financial responsibility of the person for whom transportation is being made.***

3. NTS

a. Upon Death. Upon dependent request, HHG of a member who dies while entitled to basic pay may be placed in NTS IAW par. 5232-D17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized IAW par. 5232-D18.

c. Change in Status Type. If the member is declared dead while in a missing status, NTS is authorized IAW par. 5232-D19.

E. Missing Status Termination

1. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Gov't expense for the time limit in par. 5232-D20.

2. When the member is not returned to active duty, the transportation authority of HHG placed in NTS under par. 5316-D3b is determined under pars. 5320, 5318 or provisions in par. 5316 which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for more than 29 Days in a Missing Status, and Spouse Is Also a Member

1. If an active duty member is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse ICW the spouse's next immediate PCS under the circumstances authorized in par. 5316-C.

2. The 1-year time limit and the requirement for additional time in par. 5316-B2 do not apply.

3. HHG transportation is in lieu of any other transportation authorized in par. 5316-C.

4. For transportation purposes, the member's and surviving spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the surviving spouse.

5. See par. 5316-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of par. 5316.

5318 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

See pars. 5068 and 5140 for related member/dependent transportation.

A. HOS Authorized

1. A member on active duty is authorized HHG transportation from the last or any previous PDS, from a CONUS designated place, from anywhere the member elects (subject to par. 5206), from storage, or any combination thereof, to the member's HOS (under par. 5068) when the member is:

a. Retired for physical disability or placed on the TDRL (without regard to length of service);

b. Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, 14 February 1967);

c. Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days; or

d. Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break of more than 90 days.

2. Except for a member undergoing hospitalization, medical treatment, education/training, or in other deserving cases (pars. 5318-D, 5318-E, and 5318-F), HHG must be turned over for transportation within 1 year following active duty termination.

3. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation of the member's maximum PCS HHG weight allowance in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest cost savings (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is authorized HHG transportation under par. 5320 when the member:

1. Is retired without pay;

2. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or

3. Has less than 8 years of continuous active duty immediately preceding discharge with severance/separation pay, or is involuntarily released to inactive duty with readjustment/separation pay.

C. Storage

1. General. A member/dependent, authorized HHG transportation under par. 5318-A or 5318-K, is authorized NTS. The authority begins on the date the order is issued and terminates 1 year from the active duty termination date, except as indicated in pars. 5318-D and 5318-H.

2. One-Year Period Extended because of Hospitalization/Medical Treatment. A member undergoing hospitalization/medical treatment on date of active duty termination, or for any period of time during the 1-year period following such date, is authorized NTS under par. 5318-D. Also see par. 5000-B6.

*3. SIT

a. SIT of a shipment from NTS under par. 5318-A or 5318-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

(1) Necessary because of conditions beyond the control of the member, or dependent (if applicable);

(2) Such conditions arise after transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any portion of a member's HHG not placed in NTS may be placed in SIT under par. 5236 as part of HHG transportation under par. 5318-A or 5318-K.

D. Member Undergoing Hospitalization/Medical Treatment

1. of Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital on the active duty termination date, is authorized HHG transportation if transportation to the HOS is authorized (par. 5318-A) and storage is authorized (par. 5318-C).

b. Authority for HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or medical treatment termination, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process. See par. 5000-B6.

2. During 1-Year Period after Active Duty Termination Date

a. A member, authorized HHG transportation to a HOS and confined in/undergoing treatment at, a hospital for any period of time during the 1-year period following active duty termination, is authorized HHG transportation until 1 year after the active duty termination date plus a period equal to the member's hospitalization/treatment period. An extension of that time limit may be authorized/approved through the Secretarial Process (par. 5000-B6).

b. The member is authorized NTS until 1 year after the active duty termination date plus a period equal to the hospitalization/treatment period occurring within that year. NTS in excess of this total time is at the member's expense. ***Further time limit extension for NTS is not authorized.***

E. Member Undergoing Education/Training

1. General. A member authorized HHG transportation under par. 5318-A who:

a. On the active service termination date is undergoing education/training to qualify for acceptable civilian employment, or

b. Begins such education/training during the 1-year period following active service termination, or during the longer period authorized/approved under par. 5318-D (if applicable),

*is authorized HHG transportation until 1 year after the education/training is completed, or 2 years after the active duty termination date, whichever is earlier. There is no authority to extend NTS beyond the 1 year from active duty termination date, except IAW pars. 5318-D and 5318-H.

*2. Further Time Limit Extension for HHG Transportation. A further time limit extension for HHG transportation, may be authorized/approved through the Secretarial Process (par. 5000-B6).

F. Other Deserving Cases

1. An extension of the 1-year time limit in par. 5318-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit.

2. A time limit extension may also be authorized/approved through the Secretarial Process, if in the Service's best interest, or to the member's benefit and not more costly/adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. 5318-D and 5318-E.

3. Extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move.

4. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional authorized period for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, 21 April 1976).

5. Extensions do not extend the Gov't's obligation for storage costs for longer than a 1-year period from the active duty termination date, except where a longer period is authorized under par. 5318-D.

6. The delayed HHG transportation under par. 5318-F must be incident to the member's separation from the Service (B-207157, 2 February 1983).

7. See par. 5000-B6 for restrictions to time limit extensions.

G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home.

1. A member authorized HHG transportation under par. 5318-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing before selecting a home, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

*2. The member's PCS weight allowance applies for this short distance move.

3. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty before Selecting a Home.

1. A member, eligible to select a home under par. 5318-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. 5318-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. If the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is authorized NTS (par. 5318-C) and HHG transportation (par. 5318-A) to a HOS.

4. The HHG must be turned over to a carrier for transportation within 1 year after the date the member is released from active duty, following the recall to active duty (i.e., within 1 year from the date the member is released from active duty following the recall and reverts to retired status).

5. If the member dies after reversion to retired status, par. 5318-K applies.

I. Recalled to Active Duty after Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, authorized HHG transportation to the previous HOS/PLEAD, whichever the member elects for travel allowances.

J. Member on the TDRL Who Is Discharged or Retired. A member on the TDRL, when discharged with severance pay/retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve),

1. Is not authorized HHG transportation ICW such discharge/retirement; but

2. May be eligible for HHG transportation to:

a. HOS (par. 5318-A),

b. Storage (par. 5318-C), or

c. Extensions (par. 5000-B6)

granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. 5318-D, 5320-E, and 5318-F).

K. Member Dies after Retirement/Release

1. After Selecting a Home

a. If a member, authorized HHG transportation to a HOS under par. 5318-A, dies after selecting a home under par. 5068, but before HHG transportation, the HHG may be transported, at the dependents' request, to the member's HOS, or other dependent-selected place, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation cost in one lot to the member's HOS.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance to the member's HOS.

d. Par. 5318 also applies when the member completed travel to the HOS.

2. Before Selecting a Home.

a. If a:

(1) Member, authorized HHG transportation to a HOS under par. 5318-A, dies before selecting a home under par. 5068, or

(2) Home has been selected before HHG transport and the member's travel to the HOS,

the HHG may be transported at Gov't expense at the dependent's request to the member's HOS or the dependent-selected home that would have been authorized under par. 5068-A, or partly to each.

b. The dependents are financially responsible for all costs in excess of the transportation of the member's maximum PCS HHG weight allowance in one lot to the dependent-selected home.

c. If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them.

3. Time Limits. The same time limits for a member in par. 5318 apply to HHG transportation and NTS made by surviving dependents, or the person legally authorized to receive the HHG.

L. Member Ordered Home to Await Disability Retirement

1. A member:

a. Found by a physical evaluation board unfit to perform the duties of their grade, and

b. Who is ordered home/to a specific location to await another order ICW disability retirement (for the Gov't's convenience) is authorized HHG transportation to the home/specific location.

2. Shipments transported under par. 5318-L may be re-transported when a retirement/other order is ultimately issued.

3. The maximum authorization is for the distance from the member's PDS at the time the member received the order to proceed in an awaiting-orders status, to the point to which the member is authorized incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

5320 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY

NOTE: See pars. 5066 and 5138 for related member/dependent transportation.

A. General

1. A member on active duty, who is separated from the Service or relieved from active duty under par. 5066, is authorized HHG transportation to the location the member elects, from the following:

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage.

2. The member may elect to ship between any locations other than the authorized places if the member assumes financial responsibility for costs in excess of transportation of the member's maximum PCS HHG weight allowance from the authorized origin to the place the member elects under par. 5066. Also see par. 5206-I.

3. If, under par. 5206-I, the member elects HHG transportation to other than the place selected IAW par. 5066, excess costs are computed on the basis of the cost that would have been incurred by the Gov't for transportation of the member's maximum PCS HHG weight allowance in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Gov't, to that place.

4. The following are exceptions to the general rule in par. 5320-A1:

a. Separated from the Service or relieved from active duty to continue in the Service (par. 5320-C);

b. Separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. 5320-D);

c. In an RC and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. 5320-E);

d. Stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. 5320-I); (For a member stationed in CONUS who has dependents, see par. 5310; for a member stationed OCONUS, with or without dependents, who is separated from the Service under other than honorable conditions, see par. 5298-B.); or

e. Separated under conditions in par. 5318-A.

B. Storage

1. NTS. A member who is authorized HHG transportation under par. 5320-A, 5320-F or 5320-H is authorized NTS. The authority begins on the date the order is issued and terminates at the expiration of the 180th day from the active duty termination date. Also see par. 5320-G.

2. SIT

a. SIT of HHG transported from NTS under pars. 5320-A, 5320-F or 5320-H is authorized only when:

(1) Necessary because of conditions beyond the member's control;

(2) Such conditions arise after HHG transportation from NTS; and

(3) Authorized/approved IAW Service regulations.

b. Any HHG not placed in NTS may be placed in SIT under par. 5236 ICW transportation under par. 5320-A, 5320-F or 5320-H.

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

D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service. A member, separated/relieved from active duty due to enlistment expiration or prescribed term of service and who, on

the following day, reenters the Service at the station at which separated/relieved with no change of PDS, is not authorized HHG transportation or NTS.

E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training.

1. An RC member who is ordered to:

a. Initial active duty for training for less than 6 months;

b. Active duty (including active duty for training) for less than 20 weeks; or

c. Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty.

2. An RC member under par. E is authorized HHG transportation (including SIT NTE 30 days) of the weight allowance in par. 4510-B, upon relief from such duty from the:

a. Member's last duty station, or

b. Place to which such HHG were last transported at Gov't expense, to the:

(1) HOR, or

(2) PLEAD or active duty for training.

3. NTS is not authorized.

F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty

1. A member authorized HHG transportation under par. 5320-A, who is required by competent authority to vacate Gov't/Gov't-controlled Qtrs or privatized housing, is authorized a short distance HHG move from the vacated Qtrs/privatized housing to a local temporary residence in the vacated Qtrs/privatized housing vicinity.

*2. The member's PCS weight allowance applies to this short distance move.

3. HHG transportation is authorized, within the time limit in par. 5320-G and the member's weight allowance, from the local temporary residence to the member-elected place under par. 5066.

G. Time Limit

1. Authority for HHG transportation terminates on the 181st day following separation from the Service/relief from active duty, unless a written application for HHG transportation is turned in to a TO/designated representative before the expiration of the 180th day.

2. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission.

3. The TO/designated representative determines "practicability" based on the facts and circumstances in each case.

4. In hardship cases, a time limit extension may be authorized/approved for a specific additional period of time through the Secretarial Process.

5. A time limit extension for transportation does not extend the Gov't's obligation for storage costs for longer than the period authorized/approved under par. 5320-B (for NTS) or par. 5238 (for SIT).

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

H. Member Ordered Home to Await the Results of Disability Proceedings

1. A member, who is:

a. Found by a physical evaluation board unfit to perform the duties of the member's grade, and

b. Not authorized a HOS move under par. 5068, but

c. ordered home/to a specific location to await the disability proceedings results, for the GOVT's convenience

is authorized HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results.

2. Authority for HHG transportation when a separation or other order is ultimately issued is in addition to the transportation made under this par.5320.

3. The authority, upon final results of physical disability proceedings, is for the cost for the distance from the member's PDS at the time the member received the order directing the member to proceed in an awaiting-orders status to the point to which the member is authorized incident to separation/relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions.

1. A member serving in CONUS, who has no dependent and is separated from the Service under other than honorable conditions, is not authorized HHG transportation or NTS.

2. For a member stationed in CONUS who has a dependent, see par. 5310.

3. For a member stationed OCONUS, see par. 5298-B.

J. Enlisted Member Ordered to a College

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

a. The last or any previous PDS,

b. A designated place, or

c. An authorized place of storage

2. Transportation may be between other places.

3. The member is responsible for payment of all transportation costs in excess of transportation from the authorized origin to one of the authorized destinations.

4. The member is authorized storage as in par. 5320-B above.

K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

1. A member, authorized HHG transportation under par. 5320-A, who is recalled to active duty after separation from the Service/relief from active duty, and who has HHG in NTS under par. 5320-B, may have the NTS continued from the date the member is recalled to active duty until the date the member is again separated from the Service/relieved from active duty provided the member is otherwise authorized such storage.

2. If the member is ordered on:

a. TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. 4565-B,

b. A PCS incident to the recall, continued NTS IAW an applicable item in par. Ch 5, Part A5d may be authorized on the PCS order and provided to the member.

3. Regardless, if the member had HHG in NTS at the time of recall to active duty, when the member is again separated from the Service/relieved from active duty under honorable conditions, the member is authorized NTS under par. 5320-B and HHG transportation (par. 5320-A) to a location the member elects under par. 5066.

4. The HHG must be turned over to a carrier for transportation within 180 days after the date the member is separated/released from active duty, following the recall to active duty.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION b: OCONUS POV TRANSPORTATION

5330 GENERAL

A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. POV Transportation Allowances. ***POV transportation allowances are discretionary.***

C. Authorization. POV transportation is authorized unless restricted by the AO or Service regulations.

D. POV Shipment Information. Other requirements related to POV transportation, are at the SDDC website, and Transportation Regulation-Part IV, "Shipping your POV".

E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. **(ADAPTED FROM JTR)**

5332 ELIGIBILITY

POV transportation may be authorized for member/dependent(s) use when ordered to make a PCS:

1. From a CONUS PDS to an OCONUS PDS,
2. Between two OCONUS PDSs,
3. From an OCONUS PDS to a CONUS PDS, or
4. A change in a ship's home port is authorized.

5334 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov't expense.

5336 POV SIZE LIMIT

A. Vehicle Weight Limit. When authorized, one POV, NTE 20 measurement tons, may be transported at Gov't expense.

B. Excess Vehicle Weight. A member who desires to transport a POV that exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (par. 2125) unless the Secretarial Process has authorized/approved this transportation because an oversized POV is required by the member/dependent(s) for medical reasons.

C. Excess Cost Collection. Excess cost collection is IAW Service regulations.

D. Car Ferry Transportation. This par. does not apply to travel aboard car ferries.

*E. Combining POV Weight Limitations when Member Married to Member

1. The 20 measurement tons limitation may be combined to transport one larger POV at Gov't expense in lieu of transporting two POVs for an eligible member married to member couple during the transfer of both members, each under a PCS order.

2. Payment for transporting the vehicle may not exceed the total cost the Gov't would have incurred if each member had transported a vehicle of 20 measurement tons through the designated POV loading port/VPC.

5338 CARE AND STORAGE

A. Gov't Responsibility. The Gov't's responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to:

1. The member at the destination, or

2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the member's expense.

5340 SHIPMENT METHODS

A. Gov't/Commercial Transportation

1. Transportation of a POV may be by Gov't/commercial means as authorized by law.

2. A member traveling with the vehicle via ferry is IAW par. 5034.

3. POV transportation by air is not authorized at Gov't expense (54 Comp. Gen. 756 (1975)).

B. Personally Procured Transportation

1. An eligible member, who has not transported a POV at Gov't expense incident to a PCS, is authorized reimbursement for the expense incurred only if personally procured POV transportation was based on erroneous advice of a Gov't representative (e.g., the TMO or ITO).

2. Reimbursement must not exceed the cost that would have incurred if the Gov't had arranged the transportation (51 Comp. Gen. 838 (1972)).

3. The cost of a vehicle transported on a car ferry with the member/dependent(s) is a reimbursable transportation expense (par. 5034) and does not constitute POV transportation.

4. Additional reimbursement authority exists under other limited circumstances (par. 5362-E).

5342 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

POV shipment may be authorized even though the POV can be driven between the OCONUS PDSs. For example, a member PCSing from Germany to Italy may be authorized POV shipment.

5344 TRANSPORTATION AUTHORIZED

A. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

1. POV unloading port/VPC serving the new PDS;

2. POV unloading port/VPC serving another authorized place (see pars. 5346, and 5362-A);

3. New PDS if authorized/approved by the Secretarial Process for locations requiring approval; or

4. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.

B. To First PDS. For POV transportation to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

C. Upon Separation/Retirement. For POV transportation upon separation/retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. 5068-A1.

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

5346 TRANSPORTATION NOT AUTHORIZED

A. POV Transportation when Transportation to the New PDS Is Not Permitted. A member:

1. Who ***is not permitted transportation*** of a POV when ordered on a PCS to an OCONUS PDS because:

   a. POV transportation is not permitted to the new PDS;

   b. The member serves a dependent restricted/unaccompanied tour and elects not to have a POV transported to the new PDS; or

   c. The member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (par. 5114-C1);

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

   a. Any place in CONUS the member designates, if the old PDS is OCONUS;

   b. Alaska, Hawaii, Puerto Rico, or any U.S. territory or possession, to which dependent transportation is authorized under Ch 5, Part A3; or

   c. Any OCONUS location to which dependent transportation is authorized under par. 5116-A3; or

   d. POV transportation to locations justified under par. 5116-A4 must be authorized/approved by the Secretarial Process.

B. Subsequent Transportation. A member:

1. Serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized transportation of a POV from the POV loading port/ VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

2. Ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized transportation of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. 5346-A, to the POV unloading port/VPC serving the place to which the member is authorized to travel under a PCS order. See par. 5322-A.

5348 RESTRICTED POV TRANSPORTATION

Transportation of a POV to an OCONUS area may be restricted, prohibited or suspended when:

1. Determined necessary by the Service concerned;

2. Determined necessary for reasons of national interest by the Secretary Concerned or higher authority; or

3. Directed by that country's government.

5350 PORTS/VPCS USED

A. General. Transportation at Gov't expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the employee's new PDS.

B. Designation of Ports. The Service concerned designates ports/VPCs used for loading and unloading POVs transported under this Section.

C. Alternate Ports/VPCs

1. Transportation may be between ports/VPCs other than the designated ports/VPCs (i.e., between alternate ports/VPCs), provided the member reimburses the Gov't for any excess cost involved.

2. An alternate port/VPC should be in the same country as the designated port/VPC, unless an alternate port/ VPC in a different country is authorized/approved by the Secretarial Process.

3. Secretarial Process authorization/approval is not required to select an alternate CONUS port/VPC from which to transport a POV, even if the primary port/VPC is OCONUS.

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

1. The PCS order is amended/modified before the member takes delivery of the POV at the designated POV unloading port/VPC;

2. Transshipment is authorized by the Secretarial Process;

3. The member agrees to reimburse the Gov't for the transshipment cost; or

4. Direct ocean service is not available from the designated POV loading port/VPC to the designated POV unloading port/VPC in a reasonable amount of time after delivery of the POV.

5352 POV TRANSPORTATION TO/FROM PORTS

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

B. POV Transportation between OCONUS Port/VPC and OCONUS PDS

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

a. A travel hazard exists between the port/VPC and PDS;

b. The member is physically unable to drive between the port/VPC and PDS; or

c. The conditions of the member's order/assignment are such that it is prudent for overland transportation to be provided.

2. Examples

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

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

5354 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General

1. A member, authorized POV transportation ICW a PCS, is authorized reimbursement for the POV delivery to a designated POV loading port/VPC and pick-up from a designated POV unloading port/VPC.

2. The Service concerned designates the ports, IAW par. 5350.

3. No authority exists under this subpar. when POV transportation to the new PDS is not permitted (par. 5346).

4. For POV transportation to the first PDS, or to the port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.

5. For POV transportation upon separation or retirement, the "new PDS" is the HOR or PLEAD, or the member's authorized HOS under par. 5068-A1.

6. See pars. 5074-A, 5088, 5090 and Ch 5, Part A3d for authorized PCS allowances when dependents do not travel to/from the new/old PDS when delivering/picking-up a POV.

B. POV Delivery/Pick-up Separate from PCS Travel

1. Round-Trip Transportation Payment. When POV delivery/pick-up is separate from PCS travel, an eligible member is authorized round-trip transportation payment at the automobile mileage rate (par. 2600) from the:

a. Old PDS to the designated POV loading port/VPC; and

b. Designated POV unloading port/VPC to the new PDS.

2. Travel Time. Travel time, computed under par. 5012, is allowed for the round trips to deliver and pick-up a POV under par. 5354-B.

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

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

a. PCS allowances for direct travel from the old PDS to the designated POV loading port/VPC; and

b. Reimbursement for transportation (pars. 3320, 3310, 3320 and 5014) from the POV loading port/VPC to the passenger port.

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

a. Old PDS to the passenger port for self and dependents; and

b. Passenger port to the designated POV loading port/VPC for self.

3. Travel Back to the Passenger Port. ***Reimbursement for travel back to the passenger port is not authorized.***

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

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

1. POV Delivery to POV Port/VPC ICW TDY En Route.

a. Member Travel and Transportation Allowances. An eligible member, who delivers a POV to a designated POV port/VPC ICW PCS travel with TDY en route, is authorized:

(1) MALT (par. 2605-B) for the official distance from the old PDS to the TDY station(s) en route plus per diem (par. 5026);

(2) MALT (par. 2605-B) for the official distance from the TDY station to the designated POV port/VPC plus per diem (par. 5026); and

(3) PCS allowances for direct travel from the designated POV port/VPC to the passenger port.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

(1) Accompanies the member and/or delivers the POV to the designated POV port/ VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Delivers the POV to the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-C.

2. POV Pick-up from POV Port/VPC ICW TDY En Route.

a. Member Travel and Transportation Allowances. An eligible member, who picks up a POV from a designated POV port/VPC ICW PCS travel to an en route TDY station, is authorized:

(1) PCS allowances for direct travel from the passenger port to the designated POV port/VPC;

(2) MALT at the rate in par. 2605-B for the official distance from the designated POV port/VPC to the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and

(3) MALT at the rate in par. U605-B for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

b. Dependent(s) Travel and Transportation Allowances. If a dependent:

(1) Accompanies the member and/or picks up a POV from the designated POV port/VPC, dependent travel and transportation allowances are IAW par. 5092.

(2) Picks up the POV from the designated POV port/VPC without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5354-D.

5356 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by a member not permanently assigned in that non-foreign OCONUS area at the time of the purchase, unless the POV is used by the member/dependent for transportation at the member's OCONUS PDS.

B. Exception. This does not apply to alternate port transportation authorized by the Secretary Concerned.

5358 RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT Gov't EXPENSE ARRIVES LATE

A. General. This par. applies to Gov't authorized movement of a POV for a member/dependent(s) under:

1. PCS orders,

2. Unusual/emergency circumstances, and/or

3. Various other situations that may not be directly related to a PCS.

B. Designated Delivery Date. A POV has not "arrived" at the authorized destination if it is not available for delivery to the member on/before the designated delivery date.

C. Mandatory Expense Reimbursement. If the member/dependent(s) POV, transported at Gov't expense for their use does not arrive at the authorized destination by the designated delivery date, the Secretary Concerned ***must*** have the member reimbursed for expenses incurred to rent a motor vehicle for member/dependent(s) use.

D. Reimbursement Limitations

1. Reimbursement, by law, may not exceed $30/day beginning the day a member first rents a motor vehicle after the designated delivery date, and runs for 7 days or until the date the member's POV is available for delivery to the member, whichever occurs first.

2. The maximum reimbursement is $210. See par. 5358-E for examples.

E. Examples

1. Example 1

Required Delivery Date:	26 June
Member arrives at destination:	3 June
Member rents a vehicle:	3 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	**$00**

2. Example 2

Required Delivery Date:	14 June
Member arrives at destination:	3 June
Member rents a vehicle:	15 June to 25 June
Member receives notice POV arrived & ready for P/U:	22 June
Maximum Reimbursement Amount Authorized:	**$210**
(15 to 21 June – 7 days @ $30/day = $210.00)	

3. Example 3

Required Delivery Date:	2 June
Member arrives at destination:	21 May
Member rents a vehicle on:	5 June & 6 June
	11 June to 14 June
	28 June
Member is notified vehicle is ready for P/U:	29 June
Member Reimbursement Amount Authorized:	**$210**
(7 days vehicle rental @ $30/day = $210)	

4. Example 4

Required Delivery Date:	30 January
Member arrives at destination:	1 January
Member rents a car:	2 January
Member is notified vehicle is ready for P/U:	1 February
Maximum Reimbursement Amount Authorized:	**$60**
(30 & 31 Jan – 2 days @ $30/day = $60)	
(Authority does not start until after the RDD.)	

5360 REPLACEMENT POV SHIPMENT

A. General. When a POV, transported to an OCONUS area at Gov't expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV.

B. Conditions. POV replacement may be permitted only if the:

1. POV being replaced:

a. Has deteriorated due to severe climatic conditions, or

b. Was lost through fire, theft, or similar cases; or

2. Member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983).

C. Limitations. A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

5362 POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. Official and Personal Situations

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

a. A member with dependents:

(1) Ordered on PCS to an OCONUS PDS; and

(2) Who, in anticipation of the dependents accompanying or joining, transports a POV to the OCONUS PDS;

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member.

b. The Secretarial Process may authorize/approve the transportation when return transportation is in the best interest of the member/dependent(s), and the U.S. (65 Comp. Gen. 520 (1986)).

2. Authority on Next PCS. A member who transports a POV under par. 5362-A1 has no further POV transportation authority on the PCS from that PDS.

3. Disciplinary Action Taken against Member Stationed OCONUS, or a Member Discharged under other than Honorable Conditions or Sentenced to Confinement with or without Discharge when No Dependent Travel Is Involved from OCONUS. When the conditions in par. 5102-B8, apply, a member:

a. Whose PDS is OCONUS, and

b. Who is not authorized POV transportation ICW early return of dependents because dependents are not returned to CONUS under par. 5102-B8 (i.e., the member has no dependents; dependents returned at personal expense without an order; dependents are not returning to CONUS, etc.)

is authorized POV transportation to the designated POV unloading port/VPC serving the member's HOR/PLEAD.

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

1. Delivered a POV to a designated CONUS POV loading port/VPC for transportation to the OCONUS PDS; and

2. After reporting for duty at that PDS, but before the POV is transported from CONUS, is reassigned on PCS to another OCONUS PDS to which transportation of a POV is not authorized;

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

C. Incident to Alert Notice. A member, authorized dependent transportation under par. 5144, is authorized POV transportation under par. 5346.

D. PDS Evacuation. See pars. 6040 and 6105.

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

1. POV Transportation at Gov't Expense

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

(1) The member's HOR;

(2) The dependents' residence;

(3) Next of kin, or other person authorized to receive custody of personal effects; or

(4) Such other place(s) as determined IAW Service regulations.

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

c. POV Weight Restriction. ***The 20 measurement ton/vehicle restriction does not apply to this subpar.***

d. Member Injured or Ill

(1) If a member is reported injured or ill, the allowances provided in this subpar. are authorized only when a prolonged (140 or more days) hospitalization period/treatment is anticipated as shown by a statement, accepted by the Service concerned, as being from competent authority at the receiving hospital.

(2) Both POVs must be transported to the same destination.

2. POV Transported by Other than the Gov't

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

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

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

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

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

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

3. Reimbursement of Rental Vehicle Cost when a POV(s) Arrives Late

a. If the POV(s) of the member/dependent, transported at Gov't expense, does not arrive at the authorized destination by the designated delivery date, the provisions in par. 5348-E apply.

b. If two POVs are transported at Gov't expense, no reimbursement is paid unless ***both POVs do not arrive*** at the authorized destination by the designated delivery date(s).

4. Storage

a. NTS. If the person authorized to receive custody of the POV(s):

(1) Is not known;

(2) Is subject to litigation; or

(3) If known, has not yet been located and notified to take custody of the POV(s);

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

b. Storage in Transit (SIT).

(1) SIT of one or both POV(s) may be authorized/approved (using the provisions of par. 5236) provided the POV(s) is/are turned over for transportation within the time limits in par. 5316-B3.

(2) ***SIT in excess of 180 days, in such cases, is the financial responsibility of the person for whom the shipment is being made.***

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

5. Additional Moves

a. Status Change. A POV transported under par. 5362-E1 may again be moved under par. 5362-E1 when official notice is received that the member's status has changed from one to another of those listed in par. 5362-E1.

b. No Status Change - Member Reported as Missing for more than 1 Year. One or both POV(s) transported under par. 5362-E1 may again be transported under par. 5362-E1 when the member has been officially reported as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances in the individual case justify an additional move.

F. POV Transportation for Dependent(s) Relocating for Personal Safety. See par. 5106.

5364 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov't must be collected (par. 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

5366 POV TRANSPORTATION TIME LIMITATION

A. Incident to Separation from Service or Relief from Active Duty

1. Transportation of a POV for an eligible member must be initiated within 180 days following separation from the Service or relief from active duty.

2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before the 181st day following separation from the Service or relief from active duty.

3. The 180 day time limit may be extended by the Secretarial Process.

4. A time extension must be for a specific additional time period.

5. A time extension must, based on the facts and circumstances in the individual case, be a finding that having the POV transported within that initial time frame would be a hardship for the member.

6. See par. 5000-B6 for time limit extension restrictions.

B. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Transportation of a POV for an eligible member must be initiated within 1 year following the member's active service termination.

2. Initiation of transportation means turning the POV into the designated POV loading port for transportation before 1 year expires following active service termination.

3. The 1 year time limit may be extended by the Secretarial Process.

4. A time extension may be authorized/approved for a member undergoing hospitalization, medical treatment, education or training, or in other deserving cases. See pars. 5318-D, 5318-E, and 5318-F.

5. See par. 5000-B6 for restrictions to time limit extensions.

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

5368 TRANSPORTATION INCIDENT TO DIVORCE

A. POV Legally Awarded to Former Spouse. When a member has POV transportation authorized by a PCS order, and a POV has been legally awarded to the member's former spouse incident to their divorce, the member may have one final transportation of that POV to a destination IAW the procedures prescribed in Ch 5, Part A6.

B. Conditions. This applies to cases not coming under par. 5362-A, and is subject to the member's written request and agreement to pay any excess costs involved (61 Comp. Gen. 180 (1981)).

C. End of Transportation Authority. Transportation under this par. exhausts the authority for POV transportation under the member's PCS order.

5370 FACTORS AFFECTING POV TRANSPORTATION

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

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

2. Present PDS to the POV unloading port/VPC serving the new PDS.

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

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

D. Transportation before an Order Is Issued

1. General. POV transportation is permitted (pars. 5334 and 5362), before a PCS order is issued to an eligible member, provided the request is supported by a:

a. Statement from the PCS AO or the designated representative that the member was advised before the PCS order was issued that the PCS order would be issued;

b. Written agreement signed by the applicant to remit the entire cost of transportation if a PCS order to authorize transportation is not issued later;

c. Written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the order is different than that named in the statement required in par. 5370-D1a.

2. Time Limitation. The length of time before a PCS order is issued, during which a member may be advised that the PCS order is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the PCS order is actually issued.

3. Order Issuance. Information furnished to the member ICW the issuance of a PCS order before determination is made to issue the order (such as time of eventual release from active duty, time of expiration of term of service, eligibility for retirement date, expected rotation date from OCONUS duty, etc.) ***is not*** advice that the order would be issued (52 Comp. Gen. 769 (1973)).

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION c: POV STORAGE

5372 CARE AND STORAGE

A. Gov't Responsibility. The Gov't 's responsibility begins when the POV is accepted for storage and continues (including during continued storage at traveler's expense) until the POV is delivered to the traveler.

B. Member Responsibility. See the **SDDC** website, and "**Storing Your POV**" for the traveler's responsibilities and other requirements related to POV storage.

C. Limitations. Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.

D. Additional POVs. A traveler is financially responsible for storage and/or transportation of additional POVs.

5374 DEFINITION

The following definition is used ***only*** for the purposes of this Section:

NON-FOREIGN OCONUS AREA. The states of Alaska and Hawaii , the Commonwealths of Puerto Rico and the Northern Mariana Islands, and any U.S. possession.

5376 GENERAL

A. General. POV storage is in lieu of POV shipment.

B. Scope

1. This Section prescribes POV storage allowances for eligible members:

   a. Ordered to a foreign/non-foreign OCONUS (par. 5374) PDS to which a POV is not permitted to be transported, or

   b. Sent TDY for more than 30 days to a contingency operation.

2. This section also covers allowances associated with:

   a. Travel to and from designated storage facilities,

   b. POV storage preparation,

   c. Actual storage costs,

   d. POV preparation for removal from storage, and

   e. Costs associated with delivery to the next authorized destination (par. 5344).

3. See App A for the definition of a contingency operation.

5378 ELIGIBILITY

A. General. A member is eligible to have one POV stored at a storage facility if the member is:

1. Ordered to make a PCS to a foreign/non-foreign OCONUS area (par. 5374) PDS; and the

a. Laws, regulations, and/or other restrictions imposed by the foreign country, area, or the U.S. preclude shipment/entry of a POV at Gov't expense into that foreign/non-foreign OCONUS (par. 5374) PDS; or

b. POV would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS (par. 5374) PDS;

2. Sent TDY for more than 30 days to a contingency operation (App A): or

3. Sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage.

B. Storage. The Services, through their Secretarial processes, may designate POV storage facilities.

1. Gov't -procured Storage Available

a. If a Service elects to store a member's POV, the member may personally arrange storage at a commercial storage facility.

b. A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost, NTE the Gov't 's constructed storage cost.

2. Gov't -procured Storage Not Available. The member arranges POV storage at a commercial storage facility and is reimbursed for the actual storage costs when:

a. Gov't-procured storage:

(1) Is not available, or

(2) Has not been designated, or

b. The member is instructed by the shipping/transportation officer to store the POV at personal expense,

C. PCS Order Effective Date. A member is eligible for POV storage:

1. ICW a contingency operation TDY start date or a PCS order effective date on/after 1 April 1997.

2. Upon entering an IPCOT if the IPCOT begins on/after 1 April 1997. The storage authority begins effective with the beginning of the IPCOT.

5380 STORAGE IN LIEU OF SHIPMENT

A. General. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which POV shipment is prohibited.

B. Limitations. A member who stores a POV at Gov't expense:

1. Is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.

2. May ship the stored POV if ordered on a COT and POV transportation is permitted to the subsequent OCONUS PDS.

3. May not continue to store the POV, at Gov't expense, while shipping another POV to the subsequent OCONUS PDS. This is based on the shipping allowance to the subsequent OCONUS PDS.

a. Example 1: A member PCSs from CONUS to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to a CONUS PDS and wants to ship a POV from Japan to the new CONUS PDS. The member does not have POV shipping authority from Japan because the member stored a POV.

b. Example 2: A member PCSs to Japan (POV transportation not authorized) and the Gov't pays to store the member's POV. The member receives a PCS order to another OCONUS location where POV shipment is authorized. The member is authorized shipment of the POV from storage to the new OCONUS PDS.

4. May not ship a POV that is removed from storage before departing PCS/entering an IPCOT.

5. Who removes the POV from storage upon an IPCOT/COT may be authorized POV shipment upon subsequent PCS after the IPCOT/COT tour.

5382 TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY

A. General. If a Service elects:

1. To transport the POV to and/or from the storage location, the member may elect to personally arrange POV transportation. This is the member's option.

2. ***Not to transport the POV to and/or from the storage location***,, the member personally arranges the transportation to and/or from the selected storage facility.

B. Gov't -procured Transportation Available to and/or from Storage Facility

1. The member is reimbursed the automobile mileage rate for the official round trip distance between the old/new PDS (as appropriate) to and/or from the vehicle port/VPC or other point designated for turnover for transportation to and/or from storage.

2. When Gov't -procured transportation to and/or from a storage facility is available but the member elects to personally arrange for POV delivery to and/or from a storage facility, the member is reimbursed for the actual transportation cost NTE the Gov't 's constructed transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round trip distance NTE the Gov't 's constructed transportation cost.

3. For an OCONUS Traveler, the member is reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (i.e., PDS, VPC/ vehicle port) NTE the Gov't 's constructed transportation cost of shipping/transporting the POV.

C. Gov't -procured Transportation Not Available to and/or from Storage Facility. When Gov't -procured transportation to and/or from storage is not available, or the member is instructed by the shipping/transportation officer to personally arrange POV transportation, the member is reimbursed for the actual transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round-trip distance.

Travel time computed under par. 5012 is allowed for the round trips to deliver and/or pick-up a POV under par. 5382-A.

D. Delivery/Pick-up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.

2. ***Vehicle storage transportation reimbursement may only be paid as mileage (par. 2600) and is only for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS***. This limitation does not apply to a member who stored a vehicle commercially with Gov't reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.

3. A roundtrip is authorized to:

a. Deliver the POV to the storage facility, and

b. Pick-up the POV from the storage facility.

4. These roundtrips are available only if POV delivery and/or pickup is:

a. Not concurrent with PCS travel, or

b. ICW TDY on a contingency operation.

5. For this Section, an RC member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR/PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR/authorized HOS of the member under par. 5068-A1.

E. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. An eligible member and/or dependent(s) who travel via the designated storage facility are authorized PCS allowances (including per diem) for direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger POE.

2. Delivery - Travel to Storage Facility via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE to drop off dependents, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances (including per diem) from the old PDS to the passenger POE for self and dependents, plus PCS allowances for self from the passenger port to the designated storage facility. ***Reimbursement for travel back to the passenger POE is not authorized.***

F. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. An eligible member (and/or dependent(s)) who travels via the designated storage facility is authorized PCS allowances (including appropriate per diem) for direct travel from the passenger POD to the designated storage facility and then to the new PDS.

G. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility ICW TDY En Route. An eligible member who delivers a POV to a designated storage facility ICW a PCS to a foreign/non-foreign OCONUS (par. 5374) PDS with TDY en route, is authorized:

a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (par. 5026);

b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and

c. PCS allowances (including appropriate per diem) for direct travel from the designated storage facility to the passenger port.

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

a. PCS allowances (including appropriate per diem) for direct travel from the passenger port to the designated storage facility;

b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; plus a per diem for the member at the rates prescribed in par. 5026; and

c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. 5026.

3. Dependent Travel and Transportation Allowances. When a dependent(s):

a. Accompanies the member and/or delivers the POV to the designated storage facility, dependent travel and transportation allowances are computed using par. 5092.

b. Picks up the POV from the designated storage facility without traveling to the TDY en route location, dependent travel and transportation allowances are IAW par. 5382-F.

5384 STORAGE FACILITIES USED

A. Designated Storage Facilities. The Services, through their Secretarial processes, may designate POV storage facilities (par. 5378).

B. Personally-procured POV Storage

1. Commercial Storage Facilities

a. General. Commercial storage facilities include storage facilities at which anyone may store a POV (i.e., not limited to the particular member/service members in general).

b. Storage Reimbursement. A member may be reimbursed for storing one POV at a commercial facility (par. 5378).

c. Travel Reimbursement. A member may be reimbursed for travel to/from a commercial storage facility NTE the cost of travel to the Service-designated storage facility.

Example: A member stationed in Fort Bragg, NC, chooses to store a POV in a commercial storage facility in Raleigh, NC. The Service-designated facility is in Goldsboro, NC. Member may be reimbursed for travel to/from the commercial facility NTE the cost of travel to/from Fort Bragg to Goldsboro.

2. Non-commercial Storage Facility

a. General. ***Storage in a private residence, garage, or on a private lot does not constitute storage at a commercial facility.***

b. Storage Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with the POV vehicle's storage.

c. Travel Reimbursement. A member who stores a POV at a non-commercial storage facility must not be reimbursed for the costs associated with or transportation to/from storage.

5386 FACTORS AFFECTING POV STORAGE

A. Order Amended, Modified, Canceled, or Revoked.

1. A POV stored or shipped after PCS order receipt/notification of deployment on a contingency operation may be removed and shipped/transshipped to the proper destination, including the old or current PDS, at Gov't expense, if the PCS/contingency operation notification order is later amended, modified, canceled, or revoked.

2. If less than 12 months remain on an OCONUS tour, the POV may not be removed from storage for shipment. The exceptions for HHG transportation in par. 5194 apply to this subpar..

B. Storage before an Order is Issued. POV storage is permitted before a PCS order/contingency operation order/notification is issued to a member. A written statement must support the storage request:

1. From the PCS/contingency operation designating AO or the designated representative that the member was advised before such an order/notification was issued, that it would be issued, and

2. Signed by the shipping applicant agreeing to be financially responsible for:

a. The entire storage cost if the PCS order/contingency order/notification to authorize storage is not issued later, and

b. Any additional POV transshipment costs to another storage facility required because the PDS named in the order is different than the PDS named in the statement required in par. 5386-B1 (or return to the current PDS if the contingency order/notification is not issued).

3. The length of time before a PCS order/contingency operation notification is issued, during which a member may be advised that the PCS order/notification is to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS (or take part in the contingency operation) and the date the order/contingency operation notification is actually issued.

4. General information furnished to the member concerning PCS order/contingency operation notification issuance before the determination is made to actually issue the order/notification (e.g., eventual release date from active duty, expiration date of service term, retirement eligibility date, expected rotation date from foreign/non-foreign OCONUS (par. 5374) duty, anticipated contingency departure date, etc.) is not advice that the order/notification is to be issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise prescribed in the JTR, POV storage for a member may be initiated any time while the order remains in effect and prior to receipt of the next PCS order, as long as the POV storage is incident to the member's PCS rather than for personal reasons (45 Comp. Gen. 589 (1966); B-183436, 22 July 1975).

5388 RESTRICTIONS

A. Vehicle Size

1. A member, who stores a POV that exceeds the SDDC storage contract maximum standard size, is financially responsible for any storage cost caused by the vehicle's excess size (par. 2125).

2. The Secretarial Process may authorize/approve storage of an oversized POV (as the one POV for which storage may be authorized) if the member/dependents(s) require the oversized POV for medical reasons.

3. Excess costs are collected IAW Service regulations.

*B. Combining POV Size Limitation when Member Married to Member

1. The size restriction in par. 5388-A may be ignored for storing one larger vehicle at Gov't expense in lieu of storing two POVs (one POV stored for each member) during an assignment when each member is authorized POV storage.

2. Payment for storing the vehicle may not exceed the Gov't 's total cost if each member had stored a vehicle within the maximum standard size.

C. Other Excess Storage Costs. Excess storage costs, incurred due to the member's negligence or choice, are the member's financial responsibility (par. 2125).

5390 CONTINUED POV STORAGE

A. Continued POV Storage for Active Duty Members.

1. A POV may remain in storage at Gov't expense for up to 90 days after the member returns from:

a. An OCONUS PDS (par. 5374) to which the POV could not be shipped, or

b. TDY on a contingency operation.

2. Storage charges accrued after the 90 days are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

B. Continued POV Storage upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

1. Separation from Service or Relief from Active Duty

a. A member, separated from the Service/relieved from active duty who has a POV in storage under par. 5378, is authorized continued POV storage until the 180th day after the active duty termination date***, unless specifically prohibited in par. 5320***.

b. Storage charges, accrued on/after the 181st day, are the member's financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

2. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay.

a. A member, retired, placed on the TDRL, discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay, who has a POV in storage under par. 5378, is authorized continued POV storage for up to 1 year from the active duty termination date (including by a member's death).

b. The authority and circumstances in par. 5318 apply for extending the 1-year storage limit.

c. Storage charges, accrued on/after the 366th day, are the member's (or dependent's) financial responsibility, unless additional storage is authorized/approved through the Secretarial Process.

3. Pickup/Delivery Out of Storage. Pickup/delivery out of storage is authorized at Gov't expense, regardless of time in storage (as long as the member's order is valid). This includes storage that has been converted to storage at the member's expense.

5392 FUNDS ADVANCE

Authorized POV storage costs may be paid in advance.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 7: MOBILE HOME TRANSPORTATION

5396 SCOPE

A. General. This Part prescribes mobile home transportation allowances for a member ordered to make a PCS move.

B. Mobile Home Definition. See App A.

C. Additional Allowances. Transportation of the TDY HHG weight allowance under Ch 4, Part I, for TDY en route, is authorized in addition to mobile home allowances.

D. Limitations

1. Mobile home transportation precludes UB/HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska (unless such HHG were removed from the mobile home for safe transportation under par. 5420-I).

2. The member may not request/accept payment, for PCS HHG weight allowance transportation at Gov't expense for PCS moves within CONUS, within Alaska, or between CONUS and Alaska on the same order used for mobile home transportation.

3. The member may receive mobile home transportation allowances to a designated place IAW par. 5404 and may later transport UB/HHG or transport a mobile home IAW par. 5404.

E. Constructed Gov't Cost

1. General. The constructed Gov't cost to transport:

a. The mobile home,

b. Any HHG removed from the mobile home (par. 5420-I), and

c. Unaccompanied baggage/HHG

to the new PDS for the member's use, cannot exceed the Gov'ts 'Best Value' cost to transport the member's maximum PCS HHG weight allowance between the old/new PDSs.

2. 'Best Value' Transportation

a. The member's maximum cost authorization (Armed Forces and NOAA) is determined by using the 'Best Value' methodology for the channel times the member's authorized maximum HHG weight amount for grade/dependency status. ***FOR PHS: The Gov't's cost to transport the member's maximum PCS weight allowance is determined by using the method PHS would have selected to transport the member's HHG.***

b. Constructed mobile home transportation is always the 'Best Value' transportation cost of the member's maximum PCS HHG weight allowance between the authorized points.

3. 'Best Value' Determination. For details on 'Best Value' costs are determined see the USTRANSCOM website.

4. Example. A member moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The mobile home transportation cost from NC to MO is compared to the PCS HHG weight allowance transportation cost from NC to CA.

5398 ELIGIBILITY

A. General. A member authorized HHG transportation at Gov't expense may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.

B. Acquisition. The mobile home is acquired on/before the member's PCS order effective date;

C. Mobile Home Used as Residence. The member certifies that the member/member's dependents intend to use the mobile home as a residence at the location to which it is being moved. See par. 5404-D for exceptions.

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the member's (or dependent's/heir's) expense and to the Gov't's satisfaction to withstand the transportation rigors. See par. 5404-F for mobile home body and chassis preparation costs that are reimbursable or that may be performed at Gov't expense; and

E. Authorized Movement. The member is ordered on a PCS between authorized locations (par. 5404), or mobile home transportation is authorized under par. 5420, 5414 or 5424.

5400 FUNDS ADVANCE

1. Mobile home transportation allowances may be paid in advance when mobile home transportation (including necessary incidental expenses) is personally procured.

2. The advance is NTE the estimated amount allowable.

3. An advance may not be paid directly to a carrier.

5402 GEOGRAPHIC LIMITATIONS

A. Origin/Destination Points. A member (or dependent/heir) may only be authorized mobile home transportation allowances:

1. Within CONUS,

2. Within Alaska,

3. Between CONUS and Alaska/,

4. Through Canada en route between Alaska and CONUS,

5. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),

6. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or

7. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation. Mobile home transportation is limited to the cost to the Gov't to transport the member's PCS HHG weight allowance between the old and new PDSs.

5404 TRANSPORTATION

A. Definition. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

*B. Member Married to Member. A member married to member couple may combine their prescribed PCS HHG weight allowances to determine the maximum amount the Gov't may pay to move their mobile home when each member is:

1. Authorized a mobile home allowance, and

2. Authorized movement of a mobile home on a PCS order.

C. Member Married to Employee. When one spouse is a uniformed member and the other an employee, and each has a separate PCS order, they may combine their PCS HHG weight allowances (par. 5638).

D. Single Member/Concurrent Travel Performed

1. A member:

a. Without dependents, or

b. Whose dependents travel concurrently to the new PDS that is neither in CONUS nor in Alaska,

is authorized the same mobile home transportation to a selected point as authorized in par. 5404-E.

2. A selected point is a location within CONUS or Alaska at which the mobile home is kept while a member and dependent(s) (or single member) is at an OCONUS PDS other than in Alaska.

E. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska

1. General. When a dependent(s) is authorized to travel to/from the designated place/selected point in CONUS or Alaska to a new PDS (which is neither in CONUS nor Alaska), the member is authorized mobile home transportation and the transportation of HHG removed from the mobile home (par. 5420-I) to:

a. The border crossing/appropriate port,

b. Designated place, or

c. Selected point.

2. UB/HHG Transportation. The member also may transport UB and HHG (including packing, pickup, line-haul or drayage, delivery and unpacking) to the new PDS.

3. Gov't's Cost Liability. The Gov't's cost liability to transport:

a. The mobile home,

b. Any HHG removed from the mobile home (par. 5420-I), and

c. UB/HHG to the new PDS for the member's use,

is NTE the Gov't's cost to transport the member's PCS HHG weight allowance between the old/new PDSs.

4. Example. Due to a transfer from a CONUS PDS to a PDS in Germany, a member is authorized transportation of 12,000 lbs. of HHG. The member transports a mobile home and 1,000 lbs. of HHG (using par. 5420-I) from the old PDS to Cleveland, OH, and 4,000 lbs. of HHG to the new PDS in Germany. The amount that the Gov't pays to transport the mobile home and the 1,000 lbs. of HHG to Cleveland, and the 4,000 lbs. of HHG to Germany may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance of 12,000 lbs. from the old CONUS PDS to the new PDS in Germany.

F. Return from a PDS neither in CONUS nor Alaska.

1. General. A member is authorized mobile home transportation:

a. Within CONUS or Alaska and,

b. Between CONUS and Alaska from the designated place in CONUS or Alaska, or

c. The selected point in CONUS or Alaska to the new PDS.

2. Gov't's Cost Liability. The Gov't's cost liability to transport:

a. The mobile home,

b. Any HHG removed from the mobile home (par. 5420-I), and

c. UB/HHG

to the new PDS for the member's use is NTE the Gov't's cost to transport the member's PCS weight allowance between the old and new PDSs.

3. Example. See par. 5404-E.

G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a transportation officer for shipment IAW time limits in par. 5320-G, 5318-A, or 5316-B3.

H. Delayed/Deferred Mobile Home Transportation

1. The member may elect not to move a mobile home when authorized.

2. Mobile home transportation costs are payable incident to a subsequent PCS, using a combination of PCS orders, up to the greater of the distances:. 5172-D

a. To the new PDS from the former PDS from which the mobile home was not moved, or

b. From the current PDS from which the member is being ordered.

3. Example. See par. 5144.

5406 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. Authorized Transportation. A member, or a deceased member's dependent/heir, authorized mobile home allowances under Ch 5, Part A7 may transport a mobile home at personal expense and be reimbursed for the transportation costs and/or SIT costs (see pars. 5406-E, 5408-A, and 5408-G) IAW pars. 5396-C and 5422.

B. Reimbursement. Reimbursement:

1. Must not exceed the amount in par. 5396-C.

2. For SIT and dry storage are authorized in par. 5422.

C. Transportation Arrangements. The member is responsible for making personally procured transportation arrangements for the mobile home.

D. Paying the Carrier. When paying the carrier the member or dependent/heir ensures that:

1. The transporter's bill/invoice includes specific cost itemization of charges;

2. The carrier's preparation responsibility is known, making the remainder that of the shipper's (i.e., the member or dependent/heir);

3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and

4. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges that would be the financial responsibility of the member or dependent/heir.

E. Transportation Costs

1. Preparation Fees. See par. 5408-E for preparation fees allowed as transportation costs.

2. Costs Allowed. Reimbursement is authorized for the carrier's charges for:

a. Actual mobile home transportation (NTE charges approved by the Surface Transportation Board) or a similar state regulatory body, for a mobile home of the size/type and for the distance transported;

b. Ferry fares; bridge, road, and tunnel tolls;

c. Taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in/through its jurisdiction; and the carrier service charges for obtaining such permits; and

d. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed. Reimbursement is ***not authorized*** for:

a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges;

b. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as "Special Service";

c. Special handling costs requested by the member; and

d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.

5408 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER.

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5408-E, 5406-E3, 5408-E, and 5408-H. Compute distance IAW par. 2650.

B. Origin/Destination within CONUS/Alaska. Compute distance IAW par. 2650.

C. Origin/Destination Is an Island within CONUS or within Alaska. The statute distance to/from the usual place of arrival/departure on the mainland is allowed.

D. Origin/Destination Not in CONUS/Alaska. The allowable distance is limited to the distance the mobile home is transported within/between any points in CONUS, within/between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance IAW par. 2650.

E. Preparation

1. Reimbursable Costs. In addition to the allowances in pars. 5408-A through 5408-G, a reimbursable allowance includes costs generally associated with mobile home ***preparation*** at an origin inside Alaska/CONUS for transportation/resettling at the destination inside Alaska/CONUS.

2. Costs Not Reimbursable. Costs are ***not reimbursable*** for preparation of mobile homes located outside Alaska/CONUS for transportation/resettling outside Alaska/CONUS.

3. Preparation Costs Allowed. Preparation costs include:

a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;

b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;

c. Blocks purchased in lieu of transporting blocks from old PDS and cost of replacement blocks broken while the mobile home was being transported;

d. HHG packing/unpacking associated with the mobile home;

e. Disconnecting/connecting utilities;

f. Skirting removal/installation labor costs;

g. Movement/reassembling costs of separating, preparing, and sealing each half of a double wide mobile home;

h. Trailer towing lights installation/removal;

i. Extension costs of existing water/sewer lines;

j. Dismantling/assembling costs for a portable room appended to a mobile home;

k. Expando charges;

l. Anti-sway device charges ***(transportation expense)***;

m. Over-dimension charges and/or permits ***(transportation expense)***;

n. Wrecker service when required ***(transportation expense)***;

o. Travel lift fees; and

p. Similar expenses.

F. Mobile Home Towed by POC

1. Allowances. When a mobile home is towed by a POC:

a. An allowance of $.11/mile is paid to cover the transportation costs listed in par. 5408-E,

b. The Service concerned pays the transportation preparation/resettling costs (par. 5408-E) at the destination,

c. A POC PCS mileage allowance is paid IAW par. 2600, and

d. Distance computation is determined by the DTOD (par. 2650).

2. Preparation Costs Allowed. See par. 5408-E.

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat)

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin in CONUS/Alaska to a destination in CONUS/Alaska.

2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for:

a. Fuel/oil used for propulsion of the boat;

b. Pilots/navigators in open water;

c. A crew;

d. Harbor pilot charges;

e. Docking fees incurred in transit;

f. Harbor/port fees and similar charges relating to entry in and navigation through ports;

g. Towing, (in tow or towing by pushing from behind); and

h. Similar expenses.

H. Self-propelled Mobile Home Driven Overland. Reimbursement:

1. Is at the automobile mileage rate (par. 2600) for the official distance between the points authorized, or

2. Is for actual transportation costs subject to the limitation in pars. 5408-E, 4306-E3, 5408-G, 5408-E, and 5408-H; and

3. Must not exceed the amount in par. 5396; and

4. Is authorized for SIT in par. 5422.

I. Self-propelled Mobile Home Driven over Water (i.e., house boat). Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H; or

2. Is the automobile mileage rate (par. 2600) per overland mile for the official distance between the authorized points; and

3. Must not exceed the amount in par. 5396;and

4. Is authorized for SIT in par. 5422.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is for actual transportation costs, subject to the limitations in pars. 5408-E, 5406-E3, 5408-G, 5408-E, and 5408-H;

2. Must not exceed the amount in par. 5396; and

3. Is authorized for SIT in par. 5422.

5410 GOV'T PROCURED TRANSPORTATION

A. Arrangements. The Gov't arranges the member's mobile home transportation by commercial/Gov't means to/from the points authorized in this Part.

B. Gov't's Cost Obligation. The Gov't pays all transportation costs up to what it would have cost the Gov't to transport the member's PCS HHG weight allowance from the old to new PDS. These costs include pickup, transportation; and delivery of the mobile home to the destination ready for occupancy.

C. Written Agreement of Financial Responsibility. The member or dependent/heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges and costs not allowed as listed in this par.

D. Allowance Limitations. The member may not:

1. Receive any other allowances for the transportation involved, or

2. Transport any HHG separately at Gov't expense.

E. Routing. Expenses for transporting a mobile home at Gov't expense are limited to the usual highway routing in CONUS/Alaska, and through Canada between origin and destination in CONUS/Alaska.

F. Costs Allowed. Costs allowed include charges for:

1. Actual transportation;

2. Ferry fares;

3. Bridge, road, and tunnel tolls;

4. Taxes; and

5. Municipal, state, and/or local permits.

G. Costs Not Allowed. The member is responsible for any excess preparation, transportation, or non-allowable charges, such as costs for:

1. Storage accruing at any point unless caused by conditions beyond the member's control;

2. Special handling requested by the member;

3. Insurance/excess valuation over the carrier's maximum liability;

4. Body/chassis mobile home preparation;

5. Repairs/maintenance performed en route including:

a. Structural repairs,

b. Brake repairs, and

c. Parts/tire replacement.

6. Connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and

7. Damage/Repair Due to an Overload Condition. The member must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges.

5412 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS

The allowances in pars. 5406 and 5408 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

5414 MOBILE HOME TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED DEAD, ILL, INJURED, OR REPORTED ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This paragraph applies to mobile homes owned by members on active duty inside or outside the U.S. who are officially reported as dead, ill, injured, or reported absent for a period of more than 29 days in a missing status and to a member who dies while authorized basic pay.

B. Transportation

1. General. Transportation is authorized by one, or a combination, of the following:

a. Gov't-arranged transportation;

b. Personally arranged transportation via a commercial transporter;

c. Transportation by a means other than Gov't arranged or personally arranged.

2. Transportation/Incidental Costs. Mobile home transportation/incidental costs under this subpar. are at Gov't expense. The ceilings prescribed elsewhere in this Part do not apply.

3. Advance Payment. Transportation payments authorized by par. 5414-A may be made in advance IAW Ch 2, Part E.

4. Authorized Location. Mobile home transportation for use as a residence by a dependent otherwise authorized to transport HHG under par. 5316, is authorized to a member's official HOR or to another location authorized/approved by the Secretarial process when official notice is received that the member is:

a. Dead;

b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital; or

c. Absent for more than 29 days in a missing status.

C. Additional Moves--Member Reported as Missing for more than 1 Year

1. A mobile home transported under par. 5414-B4b may again be transported when the member has officially been reported as absent for more than 1 year in a missing status, when, through the Secretarial Process, it is determined the circumstances justify an additional move.

2. If HHG were previously transported under par. 5304, a mobile home may be transported under par. 5414-C.

D. Death of a Member. When a member with a mobile home dies on active duty, one dependent of the member is authorized mobile home transportation allowances from the mobile home location on date of death to a place designated by that dependent, provided:

1. The mobile home is used by the dependent as a residence at destination, and

2. Mobile home transportation is completed within 1 year after the member's death, or

3. For Gov't-procured transportation, the mobile home is turned over to a transportation officer within 1 year after the member's death.

E. Time Limit Extension. An extension of the time limits in pars. 5414-D2 and 5414-D3 may be authorized/ approved through the Secretarial Process.

5416 EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER

A. General. Mobile home transportation involving excess costs may be made IAW par. 1015-C2h.

B. Gov't Financial Responsibility. The Gov't is obligated only for the total authorized cost.

C. Transportation Arrangements. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation using personal funds and apply for reimbursement of the amount allowable under this Part.

D. Authorized Circumstances.

1. General. Transportation of mobile homes which involve excess cost may be initially paid by the Gov't (but excess costs subsequently reimbursed by the member/heir) when a member is:

a. Discharged, resigns, or separates from active duty resulting in a non-pay status, or

b. Deceased, or

c. Authorized by Service regulations.

2. Member/Heir Financial Responsibility. The member/heir is financially responsible to repay the Gov't for all excess mobile home transportation costs incurred.

5418 MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES

A. General. A member, ordered by the commanding officer of the installation concerned, to vacate the premises (Gov't or economy) on which the mobile home is located, is authorized Gov't-procured transportation/ reimbursement for the expenses incurred (including SIT under par. 5422) for mobile home transportation to another site in the member's PDS vicinity.

B. Reimbursable Expenses. Reimbursable expenses include those necessarily incurred in:

1. Making the mobile home ready for transportation,

2. Moving it to another location, and

3. Installing it at the new site (52 Comp. Gen. 69 (1972)).

Also see par. 5408-E.

C. Non-reimbursable Expenses. See par. 5410-G.

D. Cost Constraints. ***The transportation cost ceilings prescribed in this Part do not apply to short distance moves. There is no cost constraint, nor is the member limited to the cost of transporting 18,000 lbs. of HHG***.

E. Ownership. The member/dependent) must own the mobile home when it is moved.

5420 MOBILE HOME TRANSPORTATION UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES

A. When Dependents Travel before the Member's PCS due to Official/Personal Situations

1. General. A member authorized HHG transportation under pars. 5298-A and 5298-B:

a. To a designated place in CONUS, or

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

is authorized mobile home transportation to the designated place in CONUS or Alaska, if the conditions in par. Ch 5, Part A7 are met.

2. Transportation

a. Mobile home transportation under this subpar. is in lieu of transporting HHG except as authorized in par. 5208-D3.

b. The order authorizing dependent transportation (under pars. Ch 5, Part A3d, 5276 and 5424) also may authorize HHG/mobile home transportation and should specify under which subparagraph in par. 5278 the transportation is authorized.

c. After a mobile home is transported due to dependent travel/ transportation before issuance of a PCS order, no further mobile home transportation is authorized before the member's next PCS from the OCONUS PDS.

3. Member Assigned to Full PCS Weight Allowance Area. The Gov't's financial responsibility for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed the Gov't's cost to transport the member's PCS HHG weight allowance from the OCONUS PDS to the designated place.

4. Example. Dependents return from Hawai'i and 1,000 lbs. of HHG are transported from Hawai'i to the designated place in Detroit, MI. The member's mobile home was last transported at Gov't expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. The member's authorization for mobile home transportation is based on the cost to move 11,500 lbs. of HHG from Hawaii to Detroit.

5. Member Assigned to Administratively Weight-restricted Area.

a. The mobile home may be transported from a point in CONUS/Alaska to the designated place.

b. The Gov't's financial responsibility for mobile home and HHG transportation is IAW the basic authorization (par. 5398) to transport the member's PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from:

(1) The member's last PDS in CONUS (or Alaska), or

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

B. Mobile Home Transportation Incident to Alert Notice

1. A member authorized HHG transportation under par. 5306 is authorized mobile home transportation to a designated place in CONUS/Alaska, if the conditions in par. 5398 are met.

2. When the mobile home is transported after the alert notice, but the member's movement to the dependent restricted OCONUS PDS is canceled, subsequent mobile home transportation is authorized to the member's PDS if the PDS is in CONUS/Alaska.

3. When the PDS is in Canada, Mexico, or Central America, authorization is IAW par. 5402-D.

C. Mobile Home Transportation Incident to Tour Extension

1. A member on a tour of short duration (less than the prescribed tour length) at a PDS, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Gov't expense from the place where the mobile home is located to the PDS, up to the authorization from the old to new PDS.

2. The authorization is limited to that situation when the tour is extended due to:

a. Unusual circumstances, and

b. The needs of the Service.

3. This authorization also applies if a member initially chooses not to move a mobile home to that PDS because of the anticipated short assignment (B-208861, 10 November 1982).

D. Breakdown/Damage/Destruction of a Mobile Home En Route

1. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported.

2. The member may subsequently transport HHG IAW par. 5208-D5.

3. See Ch 5, Part A7 for mobile home transportation cost limitations.

E. Improper Shipments

1. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service transportation officer.

2. The member's financial obligation is limited to whatever excess cost would have been incurred had the shipment been to the proper destination by the direct route.

F. Order Amended, Modified, Canceled, or Revoked.

1. General. When a member's mobile home is transported under pars. 5406-C or 5408-B after a PCS order is received and the PCS order is later amended, modified, canceled or revoked, the member is authorized mobile home allowances:

a. To the original destination (as if the transportation was completed),

b. To the point the mobile home was intercepted en route and then to the ultimate new PDS,

c. To another place authorized in this Part, or

d. For return to the old PDS, as appropriate.

2. Example. The member receives a PCS order and after receiving the PCS order arranges for mobile home transportation to the new PDS. While the mobile home is in transit to the new PDS, the member's PCS order is canceled. The member is still authorized mobile home transportation to the new PDS or mobile home transportation back to the old PDS.

G. Mobile Home Transportation from a Prior PDS. When a member's mobile home was retained at a prior PDS, mobile home allowances from the ***last*** PDS may be authorized at any combination of the point of origin, in transit, or at destination.

H. Transportation before an Order Is Issued

1. When required by necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. 5406-C or 5406-A before a PCS order is issued, in the same manner as HHG under par. 5208-E.

2. The member is authorized reimbursement under par. 5406-A only if a PCS order is later issued.

3. The member should retain the AO's/designated representative's written certification (par. 2115-B) that the member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

I. HHG Removed from a Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Gov't expense under par. 5208-D5.

5422 STORAGE IN TRANSIT (SIT)

A. General

1. ***The law precludes more than 180 days of SIT.***

2. SIT is storage authorized with mobile home transportation.

3. This storage is cumulative and may accrue at any combination of origin, in transit, or destination.

4. When storage facilities are unavailable at origin/destination, storage may be in the nearest available storage facility authorized/approved by the transportation officer.

5. In computing the storage periods, the actual storage period governs, regardless of billing practices.

6. The SIT cost is excluded when comparing the mobile home transportation total cost with the member's PCS weight allowance transportation total cost for the purpose of computing the authorized allowance.

7 ***Except as provided in pars. 5422-C and D, the member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported.***

B. SIT Time Limits

1. SIT - First 90 Days

a. A member is authorized mobile home SIT at Gov't expense for 90 days with any authorized mobile home transportation.

b. When a mobile home remains in storage after the initial 90-day period, all accrued storage charges after expiration of the first 90-day period are the member's financial responsibility unless additional storage is authorized/approved under par. 5422-B.

2. SIT - after the First 90 Days

a. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the transportation officer/other officer designated by the Service concerned.

b. Requests for authorization/approval of additional storage should be submitted following Service procedures. Among the reasons for which additional storage may be authorized/approved are:

(1) Serious illness of the member;

(2) Serious illness or death of a dependent;

(3) Directed TDY after arrival at PDS;

(4) Non-availability of suitable permanent location for mobile home; or

(5) Acts of God.

C. Order Amended, Modified, Canceled or Revoked

1. Order Amended/Modified. After the date the mobile home was released to a TSP or the Gov't for shipment/SIT, a member whose PCS order is amended/modified before the member arrives at the initially directed new PDS is authorized the storage type authorized under the original PCS order until the amended/modified order effective date. After that the amended/modified PCS order establishes the storage allowance.

2. Order Canceled/Revoked. A member on a PCS order, that is canceled/revoked after the date a mobile home is released to a TSP or /the Gov't for shipment/SIT, is authorized the storage type authorized under the original PCS order until the date of cancellation/revocation. After that the member is authorized SIT with mobile home return shipment/delivery to an authorized place.

D. Another PCS Order Is Issued after the Member Arrives at the New PDS. A member who receives another PCS order after arriving at a new PDS, and whose mobile home is in SIT when the PCS order is received, is authorized continued SIT (regardless of the time limit prescribed in par. 5422-B) until the new PCS order effective date or for 180 days, whichever occurs first. The new PCS order establishes a subsequent storage authorization.

5424 MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD

A. General

1. Mobile home transportation in lieu of shipping HHG (par. 5208-D3) is authorized IAW Ch 5, Part A7 to a member authorized HHG transportation under pars. 5276-A1, 5276-B, and 5276-C1, 5276-C2, 5276-C3, 5276-C7, and 5276-C8:

a. To a CONUS designated place, or

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

2. The order authorizing dependent transportation under Ch 5, Part A3c also may authorize HHG/mobile home transportation and should specify which of the above cited par. 5276 paragraph(s) authorizes the transportation.

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

B. Member Assigned to Full PCS Weight Allowance Area. The amount the Gov't pays for mobile home and HHG (par. 5208-D3) transportation to the designated place may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance from the OCONUS PDS to the designated place.

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

C. Member Assigned to Administrative Weight Restricted Area

1. General. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Gov't's cost for transporting the mobile home may not exceed what it would have cost the Gov't to transport the member's PCS weight allowance, minus the weight of HHG transported from OCONUS, from the:

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

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

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

3. Examples

a. Example 1. Member was assigned to Fort Carson, CO, and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to transportation of 2,500 lbs. of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents return early and 1,000 lbs. of HHG/unaccompanied baggage are transported from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500-pound PCS weight allowance remaining. The member's authority for mobile home transportation is computed based on what it would have cost to transport 11,500 lbs. of HHG from Fort Carson to Detroit. The computation most advantageous to the member is based on the distance from Fort Carson to Detroit, not the CONUS port (Bayonne, NJ) to Detroit.

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

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 9: TEMPORARY LODGING

5434 CONUS TEMPORARY LODGING EXPENSE (TLE)

A. Purpose. TLE is an allowance intended to *partially* pay members for lodging/meal expenses incurred by a member/ dependent(s) while occupying temporary lodging *in CONUS* ICW a PCS.

B. TLE Authorized

1. General. A member is authorized TLE reimbursement NTE the number of days authorized in par. 5434-D:

a. Before leaving the old CONUS PDS, designated place (App A1), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS;

b. After arriving at the new CONUS PDS, designated place , and the member's first PDS, if the member is reporting there from HOR or initial technical school;

c. When house-hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS);

d. For the elapsed time between PDSs when per diem is not payable;

e. When the member's PCS order is cancelled or revoked after the member occupies temporary Qtrs. The member is authorized TLE reimbursement up to the maximum number of days allowable;

f. Upon initial arrival at a CONUS PDS and waiting for Gov't Qtrs assignment, or while completing arrangements for other permanent living accommodations when Gov't Qtrs are not available.

g. When a Selected Reserve member is authorized limited PCS allowances from home to duty station IAW par. 7400.

h. For an acquired dependent(s) for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired, or

i. Incident to a move when entering active duty to the first PDS.

2. TLE Location. The 'TLE days' covered must be used in the vicinity of the old/new PDS, designated place , and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

3. Examples

a. If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available 'TLE days' may be claimed for days spent:

(1) Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or

(2) At a designated place (App A1) en route; and/or

(3) Near the new PDS before (or after) the member checked into the new activity at the new PDS.

b. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

(1) The maximum allowable TLE allowance for days spent at/near the old/new PDS; or

(2) A designated place en route as described in the 8-day example.

C. TLE Not Authorized. A member is not authorized TLE:

1. When leaving active duty; or

2. For a house-hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or

3. On behalf of dependent(s) acquired after the a PCS order effective date; or

4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part A3c); or

5. On behalf of dependent(s) relocating for personal safety (par. 5106); or

6. When ordered to ITDY.

D. Time Limitations

1. CONUS. TLE reimbursement is limited to10 days for a member who:

a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (par. 9150); or

b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS; or

2. OCONUS. TLE reimbursement is limited to 5 days for a member who:

a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (par. 9150); or

b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS designated place , but not OCONUS (par. 9150).

E. Temporary TLE Increase

1. General. The maximum temporary TLE increase period is 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:

a. A major disaster (PDS must be located in a Presidentially-declared disaster area), or

b. A sudden increase in the number of members assigned to the PDS.

*2. TLE Temporarily Increased Locations:

Location	Effective Dates	Number of TLE Days
NONE		

3. Limitations

a. Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location.

b. On departure from an extended TLE location, the '10-day' or '5-day' TLE length rules apply.

4. Reimbursement Criteria. Reimbursement for a location authorized a temporary TLE increase (par. 5434-E2) is based on the following criteria:

a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.

b. The member is eligible for 5 or 10 days, whichever is applicable per par. 5434, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

5. Examples

a. Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).

b. Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

F. Temporary Qtrs

1. General. Temporary Qtrs for the member/dependent(s):

a. Must be a temporary residence; and

b. Must be in the vicinity of the old and/or new PDS/designated place ; and

c. May be allowed if assigned family type Gov't Qtrs are not occupied because:

(1) HHG have not been shipped from the old PDS; or

(2) HHG have not been received at the new PDS; or

(3) Gov't Qtrs are undergoing repair/renovation; or

(4) HHG have been packed, picked up and/or shipped from the losing PDS; or

(5) For similar reasons.

2. Lodging Receipts. Lodging receipts are required by ***DoDFMR 7000.14-R, Volume 9*.**
3. Lodging with Friends/Relatives. When the member/dependent(s) stay with friends/relatives, lodging cost is

not authorized but the TLE meal portion is payable.

G. Reimbursement

1. Member Married to Member. When both spouses are members:

a. Each may be reimbursed up to $290/day, and

b. Both may not claim the same dependent(s) for TLE on the same days, and

c. One member may not claim the other member for TLE payment, and

d. TLE ***may be paid,*** in addition to TQSE for civilian employees, (Ch 5, Part B9) as long as TLE and TQSE payments cover different expenses. ***Duplicate payment for the same expenses is not authorized.***

e. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

2. Per Diem Rate. The *locality* per diem rate based on the PDS (or designated place , HOR or initial follow-on technical training, if applicable) location is used for TLE reimbursement.

3. Maximum TLE Reimbursement. :

a. General

(1) A member may be reimbursed a maximum of $290/day for TLE expenses when the member and dependent(s) occupy temporary Qtrs on the same or different days (B-221732, 10 April 1987); and

(2) A member may choose the days TLE is claimed when occupying temporary Qtrs on different days than the dependent(s); and

(3) Dependent(s) may occupy temporary Qtrs on different days, but TLE is determined as if lodgings were occupied on the same days; and

b. Gov't Qtrs

(1) A member should use adequate and available Gov't Qtrs on the U.S. Installation from which departing and/ or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival.

(2) There is no requirement to use Gov't Qtrs in the vicinity of a designated place (see App A).

(3) For TLE purposes, when Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost or locality lodging rate, whichever is lower.

(4) Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.

(5) Availability/non-availability must be documented by the member by one of the following:

(a) Confirmation number provided by the Service's lodging registration process; or

(b) The date the member attempted to make reservations, and the phone number and name of the billeting office PoC; or
(c) Member certification that Gov't Qtrs were not available before departure from the old PDS

and/or after arrival at the new PDS including the date the reservations were attempted to be made, and the phone number and name of the Gov't Qtrs PoC(s).

4. Reimbursement Example:

a. A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April).

b. The member's dependent(s) also occupy temporary Qtrs for 12 days (18 to 29 April).

c. The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.

d. Reimbursement for the daily ***combined*** total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed $290/day.

5. Reimbursement Computation

a. Step 1: Determine the Daily Lodging Ceiling and M&IE Rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary Qtrs	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.

2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

b. Step 2: Determine the Lodging Cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

c. Step 3: Determine the Gross Daily Equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

d. Step 4: Determine the Applicable Daily Rate. Compare $290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

H. TLE Computation Examples. The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only (current Standard CONUS per diem rate, par. 2025).

1. Member with No Dependents

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at $47.50/night ($42.75 plus $4.75 tax). The new PDS locality per diem rate is $129 ($83/ $46). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate). M&IE Lodging	 65% x $46 = $29.90 65% x $83 = $53.95
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$47.50 vs. $53.95 $47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	$29.90 + $47.50 = $77.40
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $77.40.	$290.00 vs. $77.40 $77.40/day x 4 days = $309.60

2. Member with 3 Dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of $129 ($83/ $46) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at $80/night ($72 plus $8 tax). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate). M&IE Lodging	 160% x $46 = $73.60 160% x $83 = $132.80
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$80 vs. $132.80 $80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$73.60 + $80.00 = $153.60
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $153.60.	$290 vs. $ 153.60 $153.60/day x 8 days = $1,228.80

3. Member Married to Member with 2 Dependents

A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of $129 ($83/ $46) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at $100/night ($90 plus $10 tax). Each member is authorized TLE NTE $290/day for 10 days. The $100/night lodging cost is halved between the two members. The members certify that Gov't Qtrs are not available. The members are authorized TLE, computed as follows:	
Member #1 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate). M&IE Lodging	 100% x $46 = $46 100% x $83 = $83
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.	$50 vs. $83 $50
3. Add the Step 1 M&IE to the Step 2 lodging cost.	$46 + $50 = $ 96
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $96.	$290 vs. $96 $96/day x 6 days = $576
Member #2 (with 1 dependent)	
1. Determine Maximum rates (Given percent x locality rate) M&IE Lodging	 100% x $46 = $46 100% x $83 = $83
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$50 vs. $83 $50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$46 + $50 = $ 96
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $96.	$290 vs. $96 $96/day x 6 days = $576
The daily rate paid to each member is $96. The combined daily amount paid to both members is $192.00 ($96 + $96). The combined amount paid to both members for 6 days is $1,152 ($192/day x 6 days or $576 + $576).	

4. Member Married to Member with 2 Dependents, when Each Member Claims the 2 Dependent Children for Different Days

A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is $149 ($93/ $56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at $120/night ($110 plus $10 tax). Each member is authorized TLE NTE $290/day for 10 days. The $120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Gov't Qtrs are not available. ***NOTE: In this example, each member claims the two dependent children but for different days.*** The members are authorized TLE, computed as follows:	
Member #1 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $56.00 = $ 70.00 125% x $93.00 = $ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$120.00 vs. $116.25 $116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$70.00 + $116.25 = $186.25
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $143.75.	$290.00 vs. $186.25 $186.25/day x 10 days = $1,862.50
Member #2 (with 2 dependents)	
1. Determine Maximum rate (Given percent x locality rate). M&IE Lodging	 125% x $56.00 = $70.00 125% x $93.00 = $ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.	$120.00 vs. $116.25 $116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$70.00 + $116.25 = $186.25
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $143.75.	$290.00 vs. $186.26 $186.25/day x 10 days = $1,862.50
The first member may claim TLE for any 10-day period and the second member may claim TLE for any other 10-day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days ($290/day x 10 days = $2,900). The combined amount paid to both members for 20 days is $3,725 ($1,862.50 + $1,862.50).	

5. Member with a Spouse and 2 Dependent Children

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at $195/night ($170 plus $25 tax). The old PDS locality per diem rate is $232 ($161/ $71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 6 nights at $85/night ($77 plus $8 tax). The new PDS locality per diem rate is $136.00 ($90/ $46). The member certifies that Gov't Qtrs are not available at either PDS. The member is authorized TLE computed as follows:	
OLD PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	 160% x $71.00 = $113.60 160% x $161.00 = $257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	$195 vs. $257.60 $195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$113.60 + $195 = $308.60
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $290.	$290 vs. $308.60 $290/day x 2 days = $580
NEW PDS	
1. Determine maximum rate (Given percent x locality rate). M&IE Lodging	 160% x $46.00 = $73.60 160% x $90.00 = $144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$85 vs. $144 $85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$73.60 + $85.00 = $158.60
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $158.60.	$290 vs. $158.60 $158.60/day x 6 days = $951.60
The member is authorized a total of $1,531.60 ($580 + $951.60) for TLE.	

6. Member Occupies Temporary Qtrs at New PDS and Spouse and Dependent Children Occupy Temporary Qtrs at Old PDS

Example 6 -- TLE ALLOWANCE

A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April) at $52/night ($47 plus $5 tax). The new PDS locality per diem rate is $129 ($83/ $46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18 to 29 April) at $60/night ($54 plus $6 tax). The old PDS locality per diem rate is $132 ($86/ $46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that Gov't Qtrs are not available at either location. The member is authorized TLE, computed as follows:

	Member (New PDS)	**Dependent(s) (Old PDS)**
1. Determine max rate (Given percent x locality rate) M&IE Lodging	 65% x $46.00 = $29.90 65% x $83.00 = $53.95	 100% x $46.00 = $46.00 100% x $86.00 = $86.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	$52.00 vs. $53.95 $52.00	$60.00 vs. $86.00 $60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$29.90 + $52 = 81.90	$46.00 + $60.00 = 106.00
Combined Total:	$81.90 + $106.00 = $187.90	
4. Compare $290 with the Step 3 combined total and pay the lesser amount for each day. Pay $187.90.	$290.00 vs. $187.90 $187.90/day x 10 days = $1,879.00	

7. Member with Spouse and 3 Dependent Children

Example 7 -- TLE ALLOWANCE **Two Rooms Occupied** A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is $166 ($115/ $51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at $114/night ($99 plus $15 tax) for each room, totaling $228/night. The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:	
1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%) M&IE Lodging	195% x $51 = $99.45 195% x $115 = $224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	(2 x $114) = $228 vs. $224.25 $224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	$99.45 + $224.25 = 32370
4. Compare $290 with the Step 3 amount and pay the lesser amount for each day. Pay $290.	$290 vs. $323.70 $290/day x 8 days = $2,320.00

I. Funds Advance

1. General. An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS.

2. CONUS Advance. The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS.

3. OCONUS Advance. The advance is limited to the maximum amount for 5 days if the new PDS is OCONUS.

5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

TLA is an allowance intended to ***partially*** pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. See Ch 9, Part C for information on TLA.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: UNIFORMED MEMBERS ONLY

SECTION 10: DISLOCATION ALLOWANCE (DLA)

5438 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without a dependent(s), for the expenses incurred in relocating the member's household:

1. On a PCS,

2. On a housing move ordered for the Gov't's convenience (par. 5446-A), or

3. Incident to an evacuation (pars. 6060 and 6115).

This allowance is in addition to all other allowances authorized in the JTR and may be paid in advance (37 USC §477).

5440 DEFINITION OF TERMS

A. Member with Dependent(s)

1. As used in this Part, "member with dependent(s)" means a member who, on the PCS order effective date, has dependent(s) authorized transportation ICW the PCS.

2. A member, whose spouse is a dependent on the member's PCS order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service (63 Comp. Gen. 55 (1983).

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

1. Has no dependent(s);

2. Is not authorized travel and transportation allowances for travel of a dependent(s) under par. 5076 ICW a PCS (see par. 5440-A for an exception); or

3. Has dependent(s) authorized travel and transportation allowances under par. 5074, but the dependent(s) does not relocate ICW a PCS (59 Comp. Gen. 376 (1980)).

5442 DLA AUTHORIZED

A. Member with Dependent(s). A member with a dependent(s) is authorized a DLA when the dependent(s):

1. Relocates ICW a PCS,

2. Moves ICW the closure or realignment of a military Installation (par. 5442-Q),

3. Move to a designated place incident to an evacuation (IAW pars. 6060 and 6115), or

4. As otherwise authorized in this Part.

B. Member without Dependent(s). A member without a dependent(s) is authorized DLA when:

1. Relocated ICW a PCS to a PDS where Gov't Qtrs are not Assigned. DLA authority continues to exist if Gov't Qtrs ' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days, or

2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation (par. 5442-Q).

C. Household Relocation Incident to Alert Notification. A member with dependent(s),

1. Who relocates the household incident to an official alert notification,

2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. 5144,

is authorized the DLA only when the PCS has been completed.

D. DLA when a Member Married to Member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type Gov't Qtrs , if both:

1. Are without dependents, and

2. Move to a new PDS.

Table U5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the Gov't's convenience under the conditions in par. 5264 is authorized a DLA. ***This does not include moves to or from privatized housing.***

F. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. 5260-B), only when a member is authorized a short distance HHG move at Gov't expense (42 Comp. Gen. 460 (1963)).

G. PCS between PDSs Not in Proximity to Each Other

1. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other.

2. The member's statement must be accepted when the PCS is from or to a dependent restricted tour.

3. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment.

4. The designated representative may not re-delegate this authority.

5. DLA is payable for proximity moves performed under an ITDY order. ***See 37 USC §476(e) and 37 USC §477.***

H. Dependent Movement to/from a Designated Place

1. DLA is payable when the dependents complete travel if moved to/from a designated place on the member's PCS order.

2. No further DLA authority accrues for that PCS unless authorized under par. 5442-N.

3. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. 6060 and 6115.

I. Transfer to CONUS Hospital

1. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.

2. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

J. Inter-service Transfer. When a member is:

1. Separated/relieved from active duty to continue on active duty in another Service, and

2. Transferred with no break in service from one Service to another under the authority of 10 USC 716 or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

K. Order Amended, Modified, Canceled, or Revoked

1. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified, canceled, or revoked.

2. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move.

a. No more than two DLAs are authorized.

b. In this situation only, the amount of the second DLA paid is taken from Table U5G-2.

c. More than one DLA for a dependent who moves twice under the authority in par. 5114-C1 is not authorized.

L. Member without Dependents Assigned to Two Crew Nuclear Submarine (SSBN)

1. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned Gov't Qtrs and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship (57 Comp. Gen. 178 (1977)).

2. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to Gov't Qtrs and occupies a private sector residence for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. 5152).

N. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

O. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. 5098, 5100, or 5102, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

P. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA (73 Comp. Gen. 6 (1993)) if the member:

1. Has no dependent ***(NOTE: DLA at the without dependent rate is payable under par. 5442-P to a member, who is a member with dependents for housing purposes solely because the member is paying child support.)***, and

2. Is assigned to permanent duty aboard a ship, and

3. Elects not to occupy assigned shipboard Qtrs for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and

4. Occupies private sector housing ashore.

Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation .

1. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military Installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves.

2. For this subpar., the term military Installation means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility.

3. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances (10 USC §2687(e)(3)).

R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs . A member above the grade of E-5 is authorized DLA if the member:

1. Has no dependent,

2. Is assigned to Qtrs of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or

3. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and

4. Elects not to occupy such Qtrs or facility.

S. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

1. ***Have no dependents***,

2. Are assigned simultaneously to permanent duty aboard ship(s),

3. Elect not to occupy assigned shipboard Qtrs , and

4. Occupy a private sector residence or family type Gov't Qtrs ashore.

See 73 Comp. Gen. 6 (1993).

T. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY order.

5444 DLA NOT AUTHORIZED

DLA is ***not*** authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);

2. From last PDS to home or to the PLEAD;

3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;

4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) ***NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if Gov't Qtrs are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. 5444-1 with which this item does not conflict.)***;

5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. 5076-A1 though 5076-A4, 5076-B1 through 5076-b6; and 5076-c3; or

6. Local short distance moves IAW par. Ch 5, Part A5f, except as authorized in pars. 5442-F, 5442-G, 5442-Q, and 5446.

7. For a Selected Reserve member authorized limited PCS allowances from home to duty station IAW par. 7400.

5446 PARTIAL DLA ELIGIBILITY

A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience. A partial DLA of $701.84 (effective 1 January 2014) must be paid to a member who is ordered to occupy/vacate family-type Gov't Qtrs due to:

1. Privatization,

2. Renovation, or

3. Any other reason for the Gov't's convenience other than PCS.

B. Partial DLA Not Authorized for Local Moves. Partial DLA is not authorized for the following local moves:

1. From Gov't Qtrs upon separation/retirement;

2. Incident to PCS;

3. Change in family size or bedroom requirement for the member's convenience including promotion;

4. Voluntarily member initiated (Exception: Gov't directed moves under pars. 5262-E and 5262-F);

5. Pending divorce or family separation;

6. Due to the member's misconduct; or

7. From privatized housing to privatized housing.

5448 DETERMINING AMOUNT PAYABLE

A. General. DLA:

1. Rates are in Table U5G-1 (and Table U5G-2 for secondary DLA IAW par. 5442-K only).

2. Is based on the member being with or without dependents (par. 5440) on the PCS order effective date or the order directing the member to move ICW a military Installation closure or realignment.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel

1. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned Gov't Qtrs at the new PDS.

2. If the dependent later joins the member and is authorized dependent travel at Gov't expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA

A. General. Under 37 USC §477, a member is authorized only one DLA during a fiscal year.

B. Exceptions

1. The one DLA per fiscal year limitation does not apply to partial DLA.

2. Under 37 USC §477, a member is authorized only one DLA during a fiscal year, ***unless*** the:

a. The Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year.

(1) Army, Navy, Air Force, Marine Corps

(a) General. The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned.

(b) Army. OUSD (P&R) Memo of 18 April 2012 temporarily allows the approval level to be set at the O-6 level when serving in the capacity of Directors of the Enlisted and Officer Personnel Management Directorates of the Army Human Resources Command effective 18 April 2012 and expiring on 18 April 2014.

(c) Coast Guard. Delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC) with no further re-delegation authorized;

(d) NOAA Corps. Delegation is to the Director of the NOAA Corps only.

(e) Exceptional Family Member Program (EFMP). Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.

b. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;

c. Eligible dependents are relocated to a designated place incident to an evacuation (pars. 6060 and 6115);

d. Movement of a member's household is made ICW a national emergency or in time of war;

e. Movement of a member and/or a dependent(s) is made as envisioned by par. 5442-K, 5442-M or 5442-O;

f. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC); or

g. Member's dependents relocate incident to the member being assigned to ITDY (par. 4920).

C. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authority occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.

2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. **Example**: PCS moves of a member without dependents when assigned to Gov't Qtrs carry no DLA authority. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service Installation , or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.

3. Except under the conditions in pars. 5450-B2b, 5450-B2e, and 5450-C2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

5452 DLA RATES

A. Primary DLA Rates (Table U5G-1)

PRIMARY DLA RATES **Table U5G-1**		
Effective 1 January 2014		
Grade	**Without-Dependent Rate**	**With-Dependent Rate**
O-10	$3,630.90	$4,469.59
O-9	$3,630.90	$4,469.59
O-8	$3,630.90	$4,469.59
O-7	$3,630.90	$4,469.59
O-6	$3,331.06	$4,024.47
O-5	$3,208.24	$3,879.18
O-4	$2,973.12	$3,419.56
O-3	$2,382.71	$2,829.11
O-2	$1,890.07	$2,415.73
O-1	$1,591.56	$2,159.52
O-3E	$2,572.91	$3,040.46
O-2E	$2,187.25	$2,743.31
O-1E	$1,880.82	$2,534.61
W-5	$3,020.65	$3,300.68
W-4	$2,682.53	$3,025.97
W-3	$2,254.61	$2,772.36
W-2	$2,002.36	$2,550.46
W-1	$1,676.08	$2,205.76
E-9	$2,203.12	$2,904.45
E-8	$2,022.14	$2,677.28
E-7	$1,727.62	$2,485.75
E-6	$1,563.81	$2,296.86
E-5	$1,442.31	$2,065.72
E-4	$1,254.75	$2,065.72
E-3	$1,230.98	$2,065.72
E-2	$999.85	$2,065.72
E-1	$891.57	$2,065.72

B. Secondary DLA Rates (Table U5G-2). ***These rates are only payable when a second DLA is paid IAW par. 5442-K.***

SECONDARY DLA RATES Table U5G-2		
Effective 1 January 2014		
Grade	**Without-Dependent Rate**	**With-Dependent Rate**
O-10	$2,904.70	$3,575.67
O-9	$2,904.70	$3,575.67
O-8	$2,904.70	$3,575.67
O-7	$2,904.70	$3,575.67
O-6	$2,664.89	$3,219.60
O-5	$2,566.58	$3,103.35
O-4	$2,378.51	$2,735.66
O-3	$1,906.17	$2,263.33
O-2	$1,512.04	$1,932.60
O-1	$1,273.24	$1,727.62
O-3E	$2,058.35	$2,432.38
O-2E	$1,749.79	$2,194.63
O-1E	$1,504.67	$2,027.70
W-5	$2,416.52	$2,640.51
W-4	$2,146.04	$2,420.77
W-3	$1,803.69	$2,217.90
W-2	$1,601.86	$2,040.36
W-1	$1,340.89	$1,764.58
E-9	$1,762.49	$2,323.58
E-8	$1,617.72	$2,141.81
E-7	$1,382.06	$1,988.61
E-6	$1,251.07	$1,837.49
E-5	$1,153.87	$1,652.58
E-4	$1,003.82	$1,652.58
E-3	$984.78	$1,652.58
E-2	$799.87	$1,652.58
E-1	$713.24	$1,652.58

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

DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED Table U5G-3					
Neither Member Has A Dependent					
RULE	**(A) If one member has:**	**(B) and the other member has:**	**(C) and at the old PDS(s) they occupied:**	**(D) and at the new PDS(s) they occupy:**	**(E) then DLA is payable to:**
1	no dependent	no dependent	the same dwelling	the same dwelling 3/	either member at the "without-dependent" rate, but not to both. 1/
2				separate dwellings 2/, 3/	each member at the "without-dependent" rate. 4/
3			separate dwellings	the same dwelling 3/	
4				separate dwellings 2/, 3/	
One Member Has Dependent(s)					
RULE	**(A) If one member has:**	**(B) and the other member has:**	**(C) and at the old PDS(s) they occupied:**	**(D) and at the new PDS(s) they occupy:**	**(E) then DLA is payable to:**
5	no dependent	dependent(s)	the same dwelling	the same dwelling 3/	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. 1/
6				separate dwellings 2/, 3/	each member(at the “without-dependent” rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
7			separate dwellings	the same dwelling 3/	
8				separate dwellings 2/, 3/	
Both Members Have Dependent(s)					
RULE	**(A) If one member has:**	**(B) and the other member has:**	**(C) and at the old PDS(s) they occupied:**	**(D) and at the new PDS(s) they occupy:**	**(E) then DLA is payable to:**
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dep" rate, but not to both. 1/
10				separate dwellings 2/	each member at the "with-dependent" rate.
11			separate dwellings	the same dwelling	
12				separate dwellings 2/	

*1/ The member married to member couple may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member (B-191742, 1 August 1978 and DOHA Case 96110801, 26 June 1997):

(a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,

(b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and

(c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary Qtrs . Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary Qtrs with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary Qtrs . Member B moves out of the household at Offutt AFB and occupies temporary Qtrs at Offutt AFB. Member B later joins Member A (who is residing in temporary Qtrs) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

2/ Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

3/ A member who has no dependent and who is assigned to Gov't Qtrs at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. 5442-B and 5442-D.

4/ Only one DLA is authorized if moving from separate Qtrs to the same family type Gov't Qtrs .

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 1: GENERAL

5500 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 (see 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. 5096.

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. 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. 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. 5000-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures

a. An election under par. 5000-B1 must be in writing and signed by all affected employees.

b. When employees elect separate benefits under par. 5000-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Uniformed Service Member

1. 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.

2. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***.

3. For duplicate payments, see pars. 5602-F3 and 5548.

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

5502 ELIGIBILITY

A. PCS Travel in the Gov't's Interest

1. General

a. 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.

b. PCS movement authority extends between Gov't agencies.

c. 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

a. It is each DoD Component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds.

b. An activity may determine that well qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered.

c. 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

1. When a PCS is authorized IAW App I, Part 1, par. A, PCS allowances must be paid (par. 5020) to an employee transferred from one PDS to another if the transfer is in the Gov't's interest.

2. Guidelines for making a determination of "Gov't's interest" are:

a. Management Directed. If a DoD Component recruits/requests an employee to transfer. This is limited to:

(1) RIF,

(2) Transfer of function,

(3) DoD Component career development program,

(4) DoD Component directed placement); or

(5) The transfer is in the Gov't's interest.

b. PCS Moves Not in the Gov't's Interest

(1) 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.

(2) 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.

c. PCS Allowances Payment/Nonpayment Notification

(1) PCS Allowances Determination

(a) 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.

(b) This information should be provided during the advertisement period.

(c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.

(2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

(3) Payment/Nonpayment Determination,

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

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

(c) 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/transfer of functions (par. 5096),

(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 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.

5504 ELIGIBILITY AND ALLOWANCE TABLES

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. Tables 2 -11: Allowances

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.

2. FTR refers to the Federal Travel Regulation.

3. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees.

4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table:

TABLE 1 ELIGIBILITY TABLE										
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 & Dependent Transp	Employee Per Diem	Dependent 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 *NOTE 4* Advance	*NOTES 5 & 7*
First PDS Travel to OCONUS PDS *NOTES 8, 9, & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes *NOTE 4* Advance	Yes *NOTE 7*
PCS Between CONUS PDSs *NOTE 1*	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 *NOTE 4* Advance	*NOTES 5 & 7*
PCS From OCONUS PDS to CONUS PDS *NOTES 1 & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No *Note 11*	Yes Advance	Yes No Advance	No *NOTE 3* No Advance	Yes *NOTE 4* Advance	*NOTES 5 & 7*
PCS From CONUS PDS to OCONUS PDSs *Footnotes 1, 8, & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No *NOTE 11*	No *NOTE 2* Advance	Yes No Advance	No *NOTE 3* No Advance	Yes *NOTE 4* Advance	Yes *NOTE 7*
PCS Between OCONUS PDSs *NOTES 1 & 10*	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No *NOTE 2* Advance	Yes No Advance	No *NOTE 3* No Advance	Yes *NOTE 4* Advance	Yes *NOTE 7*

Footnotes:

1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 4955 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. 5908-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. 1260.

9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.

10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 1260.

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.

D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

TABLE 2 **NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS**	
Column 1 Relocation allowances that a DoD Component must pay or reimburse ***when the DoD Component elects to pay movement costs to the employee's first PDS.*** [1]	**Column 2** Relocation allowances that a DoD Component has discretionary authority to pay or reimburse ***when the DoD Component elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) (par. 5094) (FTR, Part 302–4). 2. Per diem for employee only (par. 5140-B) (FTR, Part 302–4). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (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 (Ch 5, Part B) (FTR, §302–10.2)[2].	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9)[3].

Footnotes

1 -- 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 the JTR. Ch 5, Part B lists the allowances that are ***not*** payable incident to relocation to the first PDS.

2 -- Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.

3 -- 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.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

TABLE 3 NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED TO FIRST OFFICIAL STATION OCONUS	
Column 1 Relocation allowances that a DoD Component must pay or reimburse ***when the DoD Component elects to pay movement costs to the employee's first PDS.*** [1]	**Column 2** Relocation allowances that a DoD Component has discretionary authority to pay or reimburse ***when the DoD Component elects to pay movement costs to the employee's first PDS.***
1. Transportation of employee & immediate family member(s) Ch 5 Part A) (FTR, Part 302–4). 2. Per diem employee only (par. 5140-B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8). 5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (Gov't Civilians - Foreign Areas, Sec. 120). 3. FTA (Subsistence Expense), (DSSR Sec. 242.3) 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.

Footnote 1

a. TQSE in Ch 5, Part B is ***not*** authorized for new appointee movement to the first PDS.

b. The MEA in Ch 5, Part B 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 (Ch 5, Part B) (FTR, Part 302–12).

d. The RIT allowance is ***not*** authorized for a new appointee assigned to first PDS (Ch 5, Part B) (FTR, Part 302–17).

F. Table 4: Transfer between Official Stations in the CONUS

TABLE 4 **TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONUS**	
Column 1 Relocation allowances that a DoD Component must pay or reimburse ***when the DoD Component authorizes PCS allowances.***	**Column 2** Relocation allowances that a DoD Component has discretionary authority to pay or reimburse ***when the DoD Component authorizes PCS allowances.***
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Sell & buy residence transactions or lease termination expenses (Ch 5, Part B) (FTR, Part 302–11). 4. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 5. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8) .[1] 6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10). 7. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. HHT - per diem, & transportation, employee & spouse only (Ch 5, Part B) (FTR, Part 302–5). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6). 3. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 4. Relocation service company use (Ch 5, Part B) (FTR, Part 302–12). 5. Property management service use (Ch 5, Part B) (FTR, Part 302–15). 6. Home marketing incentive (Ch 5, Part B) (FTR, Part 302–14).

Footnote 1. Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

TABLE 5 **TRANSFER FROM CONUS TO AN OFFICIAL STATION OCONUS**	
Column 1 Relocation allowances that a DoD Component must pay or reimburse ***when the DoD Component authorizes PCS allowances.***	**Column 2** Relocation allowances that a DoD Component has discretionary authority to pay or not pay ***when the DoD Component authorizes PCS allowances.***
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8). 5. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17)[1]..	1. TQSE under Ch 5, Part B 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. 2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) 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. 3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival. 4. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 5. Property management service may be authorized for an employee who qualifies under Ch 5, Part B (FTR, Part 302–15). 6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–12). 7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–14).

Footnote 1. Allowed when old and new official stations are located in CONUS and/or a non-foreign OCONUS location.

H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

TABLE 6 **TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN CONUS**	
Column 1 Relocation allowances that DoD Component must pay or reimburse	**Column 2** Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16). 3. Sell & buy residence transaction expenses or lease termination expenses (Ch 5, Part B) (FTR, Part 302–11) [1]. 4. Transportation including SIT of HHG (Ch 5, Part B (FTR, Part 302–7). 5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) (FTR, Part 302–8). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6) may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under DSSR Sec. 120 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. [1]

Footnote 1. Allowed when:

a. The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.

b. 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.

I. Table 7: Transfer between OCONUS Official Stations

TABLE 7 TRANSFER BETWEEN OCONUS OFFICIAL STATIONS	
Column 1 Relocation allowances that DoD Component must pay or reimburse	**Column 2** Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 3. MEA (Ch 5, Part B) (FTR, Part 302–16). 4. NTS (extended storage) of HHG (par. 5312) (FTR, Part 302–8). 5. RIT (Ch 5, Part B) (FTR, Part 302–17).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 2. Property management services (Ch 5, Part B) (FTR, Part 302–15). 3. TQSE if new PDS is in the U.S. (Ch 5, Part B) (FTR, Part 302–6)[1].

Footnote 1. TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

TABLE 8 RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION	
Column 1 Relocation allowances that DoD Component must pay or reimburse	**Column 2** Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Per diem for employee only (par. 5108) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).

K. Table 9: Last Move Home for SES Career Appointees upon Separation

TABLE 9 LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION (par. 5110) (FTR, §302-3.304)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	**Column 2** Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation for employee & immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4). 2. Per diem for the employee only (Ch 5, Part B) (FTR, Part 302–4). 3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10).	1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).

L. Table 10: Temporary Change of Station (TCS)

TABLE 10 TEMPORARY CHANGE OF STATION (TCS) (Ch 5, Part B) (FTR, §302-3.400)	
Column 1 Relocation allowances that DoD Component must pay or reimburse	**Column 2** Relocation allowances that DoD Component has discretionary authority to pay or reimburse
1. Transportation & per diem for employee & dependent(s) (Ch 5, Part B) (FTR, Part 302–4). 2. MEA (Ch 5, Part B (FTR, Part 302–16). 3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). 4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10). 5. POV shipment (Ch 5, Part B) (FTR, Part 302–9). 6. RIT Allowance (Ch 5, Part B) (FTR, Part 302–17).	1. HHT expenses (Ch 5, Part B) (FTR, Part 302–5). 2. TQSE (Ch 5, Part B) (FTR, Part 302–6). 3. Property management services (Ch 5, Part B) (FTR, Part 302–15).

M. Table 11: Assignment under the Gov't Employees Training Act

TABLE 11 ASSIGNMENT UNDER THE GOV'T EMPLOYEES TRAINING ACT (5 USC §4109) [1] *(par. 4955)
1. Transportation of employee & immediate family member(s) (Ch 4, Part D) (FTR, Part 302–4). 2. Per diem for the employee (Ch 4, Part D) (FTR, Part 302–4). 3. Movement of HHG & SIT (Ch 5, Part D) (FTR, Part 302–7).

Footnote 1. The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. ***This is not a PCS.***

5506 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 reporting to the first/new official station.

2. 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. 5114-A),

3. An appointee/employee should not incur PCS expenses until the written order has been received,

4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.

5. See par. 5094 for procedural requirements applicable to new appointees.

5508 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106)

1. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.

2. 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:

a. Origin and destination;

b. 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

c. Anticipated SIT period (NTE 90 days) at Gov't expense.

B. HHG Non-Temporary Storage (NTS) (FTR §302-8.4). An advance ***is not authorized*** for HHG NTS.

C. Temporary Quarters Subsistence Expenses (TQSE) (FTR §302-6.15)

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.

2. The DoD Component may subsequently pay additional travel advances for periods up to 30 days.

3. The maximum TQSE period is:

   a. 120 days for TQSE(AE), and

   b. 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. POV Transportation and Emergency Storage (FTR §302–9.11). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

5510 PCS COUNSELING

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of 1 August 2011 or later.

B. PDT Counseling. 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 the DoD Component or contractors.

5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE

A. General. The permanent duty reassignment/transfer of any employee from one PDS/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.

*B. Short Distance Moves. See par. 5566.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.

2. A reasonable advance notice period should not be less than 30 days except when:

a. The employee and both the losing/gaining agencies agree on a shorter period;

b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or

c. There are emergency circumstances.

5514 PCS REIMBURSEMENT PROVISIONS

A. General. 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:

1. Successive changes to these regulations governing PCS allowances, and

2. The extended period of time that an employee retains eligibility for certain allowances. See par. 5018.

B. Effective Date. The regulations in effect on the appointee's/employee's appointment/transfer effective date (App A) apply for payment/reimbursement purposes.

5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

1. An employee's pay and leave status during official travel are subject to the separate departments' regulations about hours of duty, pay, and leave.

2. A new appointee is in a duty status while traveling to the first PDS.

3. 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).

4. See App A for definitions of "Different (or Separate) Departments and Agencies," "DoD Component," "Foreign OCONUS Area/Country," and "OCONUS".

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

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

2. General. Except as in pars. 5016-B3 and 5016-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5002.

3. Reduction in Force (RIF)/Transfer of Functions (FTR §302–2.105)

a. 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.

b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.

c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.

4. Movement under the DoD Priority Placement Program (PPP)

a. PCS costs for movement under the PPP to a different DoD Component, due to a RIF/transfer of function, are funded IAW par. 5016-B3.

b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.

c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General

a. Except as in pars. 5016-C2 through 5016-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5002-C.

b. When the gaining activity elects to pay movement costs, see par. 5020 for mandatory allowances, and allowances that may be authorized (at the gaining activity's discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity

a. When an employee transfers from an OCONUS to a CONUS activity, the losing activity must pay employee and dependent transportation costs.

b. Transportation costs include per diem and HHG/POV transportation to the employee's:

(1) Actual residence, or

(2) CONUS activity, NTE the cost to the employee's actual residence.

c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs , including per diem and transportation of:

(1) HHG/POV to the new PDS,

(2) MEA, and

(3) Real estate allowances (if the employee is eligible),

d. At the gaining activity's discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:

(1) Employee who completes the prescribed tour of duty under the current service agreement;

(2) 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;

(3) 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 12 month tour; and

(4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5016-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5016-C2 through 5016-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 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)

a. Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.

b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/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:

a. 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.

b. Under the same conditions above expects to continue in Gov't service in a different department/agency in the actual residence 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/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,

The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.

b. 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, see par. 5108-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/becomes eligible for separation travel and transportation allowances.

5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.

2. The employee may request a travel and transportation allowance extension.

3. The DoD Component may grant the extension if in the Gov't's interest, IAW par. 5018-C.

4. This authority cannot be used ICW a future order and has a finite limit (see par. 5018-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov't's interest, by an employee:

a. Married to an employee, or

b. Married to a uniformed member, or

c. Whose domestic partner is an employee/uniformed member

when each is traveling under a separate order between PDSs,

2. See pars. 1030 and 2000 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the employee's transfer/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/appointed to or from an OCONUS PDS; and

*3. Is extended (when 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. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee's transfer effective date.

D. Restrictions

1. 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.

2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):

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.

5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5002 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents' transportation, including MALT for POC travel, (par. 5212),

2. Per diem for the employee and dependents (par. 5140-F for travel by ship),

3. HHG shipment, including SIT,

4. HHG NTS (NTS is ***not authorized for CONUS to CONUS transfers*** unless it is to a ***designated isolated CONUS PDS***).,

5. Reimbursable expenses, and

6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

B. Allowance Restrictions. PCS allowances in par. 5020-A:

1. Are not subject to negotiation between the employing activity and the employee.

2. May not be reduced/changed by the employing activity (55 Comp. Gen. 613 (1976)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part B), and/or

2. POV shipment (Ch 5, Part B).

5522 PCS MOVEMENTS (FTR Part 302–3)

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5002, travel and transportation allowances are authorized incident to PCS movements in par. 5022.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5002 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement (GSBCA 16494-Relo, 4 November 2004).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION c: TRANSPORTATION

5654 FACTORS AFFECTING HHG TRANSPORTATION

*A. Combining Weight Allowances for Employee Married to Employee Couple. See par. 5500-B.

B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Gov't expense.

C. Items of Extraordinary Value

1. These items may be transported by an expedited mode that provides satisfactory service at the least cost to the Gov't, and may not be counted as UB.

2. Examples of items of extraordinary value are:

a. Articles of gold and other precious metals;

b. Jewels;

c. Valuable art;

d. Rare and costly collections; and

e. Items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) that are prone to being stolen.

3. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.

4. The net weight of such shipments is charged against the employee's weight allowance.

D. Mobile Home Allowances. See Ch 5, Part B7.

E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee's financial responsibility.

F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee's effective date of transfer under par. 5518, 5564, or 5908-C authority IAW Agency/Service regulations. CBCA 524-RELO dated 21 March 2007.

1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee's report date to the new PDS. Par. 5564 contains HHG movement delay incident to successive PCS assignments.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 1 year from the employee's report date to the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK***.

c. See par. 5564 ICW HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's PCS or return for separation effective date.

(2) If practicable, HHG transportation is concurrent with the employee's departure or as soon afterward as appropriate transportation is available.

(3) Par. 5564 contains HHG movement delayed because of successive PCS assignments.

b. New PDS Reassignment. Under no circumstances can HHG transportation occur later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation authority (including PBP&E transportation in par. 5690) is forfeited if not used within a reasonable time (NTE 1 year) after separation.

(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. 5572-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is completed within 1 year from the employee's separation effective date.

(4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period NTE 90 days as applicable under conditions stated in par. 5672-C if approved by the employee's commanding officer or designated representative. ***SIT in excess of 180 days as applicable at Gov't expense cannot be authorized/ approved except as noted in par. 5674.***

G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

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

manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

5656 TRANSPORTATION METHODS (FTR §302-7.14)

A. HHG

1. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method.

2. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order.

3. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

B. UB

1. General

a. UB weight is part of the total authorized HHG weight allowance.

b. UB is defined in App A1. UB as noted in FTR §302-7.300 is UB shipment by air.

c. Express and freight shipments made by the Gov't must be made under Gov't transportation policy and procedures.

2. Weight Allowance.

a. The UB weight allowance is:

(1) 350 lbs. net weight for each adult and dependent age 12 or older, and

(2) 175 lbs. net weight for each child under age 12 (par. 5280)

b. When air transportation of UB is used, par. 5286-B4 or par. 3110 applies.

c. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. 5286-B4, UB must be transported under Gov't transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation (Expedited Mode) to/from/between OCONUS PDSs

a. General

(1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.

(2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area and as authorized in pars. 7010-I and 7010-J.

(3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's/dependent's transportation departure time.

b. Conditions. UB may be transported by air when:

(1) Transportation by the lowest overall cost mode cannot provide the required service,

(2) The employee certifies the UB is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. Gov't Procured. The Gov't contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:

a. The HHG transportation authority, and

b. That the HHG are to be transported by a Gov't-arranged move, and

c. That unauthorized charges are the employee's financial responsibility.

2. Personally Procured

a. The employee must make the necessary arrangements for the HHG move, and pay for the move.

b. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a Gov't-arranged move for the same HHG weight (par. 2310 - allowable travel advances).

3. Gov't Arranged Move Cost

a. The Gov't arranged transportation cost in CONUS is determined by using the 'Best Value' methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs. net weight)).

b. The OCONUS cost is constructed using the 'Best Value' single factor rate.

c. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website.

D. Commuted Rate (FTR §302-7.100)

1. Applicability. The commuted rate system:

a. May be used only for interstate HHG shipments between CONUS PDSs, and

b. Is not authorized for intrastate moves.

2. Arrangements. When authorized/approved by the official designated by the order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. Reimbursement Services

a. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) for carrier services provided, including:

(1) Transportation,

(2) Packing,

(3) Unpacking,

(4) Crating,

(5) Drayage, and

(6) SIT.

b. The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.

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

4. Where to Get the Commuted Rate Schedule and Rate Tables

a. See the GSA website at www.gsa.gov/relocationpolicy.

b. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by Gov't-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and

2. Cost of Gov't-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOFA), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. General. All HHG transportation for which the Gov't pays must:

a. Be only for HHG within the employee's authorized HHG weight allowance;

b. Not exceed the Gov't-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when Gov't-arranged move is available; and

c. Be made on U.S. flag carriers, when reasonably available.

2. Gov't Expense. HHG may not be moved at Gov't expense when:

a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),

b. The employee violates the agreement under which the HHG originally were transported,

c. The employee has no transportation at Gov't expense authorized by JTR, or

d. Authorized transportation is not completed within the prescribed time limits.

3. Payment

a. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight.

b. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less.

c. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. ***The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.***

2. If the estimated costs are more than $100 different, the more economical method must be authorized on the PCS order.

3. An employee's request for a particular method is the determining factor if the costs are within $100 of each other.

4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.

5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).

6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

CONSIDERATIONS (FTR §302-7.15)		
Method	**Advantages**	**Disadvantages**
Commuted Rate	1. The Gov't is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG. 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges.	1. The Gov't cannot take advantage of special discounts offered. 2. An accurate cost estimate depends on weight estimate accuracy. 3. Commuted rate method does not apply to intrastate moves; and 4. Commuted rate method may not fully reimburse employee's out-of-pocket expenses.
Actual Expense	1. The Gov't may take advantage of special discounts offered.	1. The Gov't is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses. 2. The Gov't's cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier.

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See DTR 4500.9-R, Part IV.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SUBSECTION a: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) GENERAL INFORMATION

5772 PURPOSE

Except as prescribed in par. 5636-E, TQSE is a ***discretionary, not mandatory***, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy ***temporary lodging incident to a PCS move***.

5774 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE (AE). Actual expense reimbursement - see Parts H2 and H4, and

2. TQSE(LS). Lump sum payment - see Part H3.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. 1260 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, ***not the employee***, determines if TQSE is necessary.

2. TQSE Authority. TQSE must be authorized ***before*** temporary lodging is occupied and ***may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. 5688-B.*** See CBCA 2311-RELO, 19 April 2011.

3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).

4. Denied Reimbursement

a. The AO may deny reimbursement of any claimed TSQE lodging/meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid.

b. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the 'tainted rule' apply.

c. The 'tainted rule' applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee.

d. The 'tainted rule' would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.

e. See DoDFMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. 2705.

f. See GSBCA decisions: 15583-RELO, 14 August 2001, 15818-RELO, 20 May 2002, and 16076-RELO, 27 August 2003.

5. TQSE Method Change

a. Before the Travel Order is Executed. Changes to the TQSE payment method ***before any part of the travel order (including the HHT) has been executed*** is determined at the discretion of the AO after a request by the employee.

b. After the Travel Order is Executed. Once the employee selects a TQSE method, the selection may not be changed ***if the travel order (including the HHT) has been executed.*** See par. 5774-D5c below for an exception based on clerical error.

c. Travel Order Error

(1) IAW GSBCA 16793-RELO, 23 Jan 2006, changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order.

(2) GSBCA 16793-RELO states, "As DoD points out in its submission to us, as a general rule, a DoD Component may not retroactively change a travel order.

(3) An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order," GSBCA 16437-RELO, 22 Sep 2004.

5776 TEMPORARY LODGING

A. Definition. Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is "constructively vacated" and is "temporary" for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

a. Remains occupied by the present tenant,

b. Requires repairs/alternations that have not been completed, or

c. Is under construction.

(1) An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order.

(2) TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate if the employee chooses to have a house built if there is an existing inventory of affordable housing.

(3) See par. 5802-B2a(2) ICW delayed occupancy of new permanent private sector housing because of unanticipated problems.

2. The AO may determine that temporary lodging initially occupied that eventually becomes an employee's permanent private sector housing was temporary lodging for a specific time period after considering:

a. Lease duration,

b. HHG movement into the lodging,

c. Lodging type,

d. Expressions of intent,

e. Attempts to secure permanent private sector housing, and

f. Time length the employee occupied the lodging.

NOTE: See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant's apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

5778 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;

2. A PCS is authorized and the ***new*** PDS is located in CONUS or in a non-foreign OCONUS area. ***The old PDS may be anywhere in the world.;***

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;

4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;

5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and

6. TQSE starts no later than 1 year after the employee's effective date of transfer, unless that time is extended as in par. 5518.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized ***only*** if the AO is convinced that the circumstances:

a. Are unique to the individual employee and/or dependents,

b. Are reasonably related to the transfer,

c. Have been adequately reviewed, and

d. Justify TQSE payment (FTR §302-6.9) (CBCA 3319-RELO, 1 November 2013).

2. Vacations. ***A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).***

C. Exclusions. ***TQSE is not authorized for a/an*: *(Also, see par. 4905-C3.)***

1. New appointee assigned to a first PDS;

2. Employee transferred to a foreign PDS;

3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;

4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;

*5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. 4955; or

6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. Restrictions. ***As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:***

1. The employee and/or spouse make a HHT; or

2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

E. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

1. General

a. TQSE will be paid by the gaining activity when an employee returning from an assignment in a foreign area is placed through the PPP.

b. For such moves, TQSE is a non-discretionary allowance and must be authorized and paid by the gaining activity when the employee meets the eligibility requirements in par. 5560.

c. TQSE for PPP is authorized, in part, IAW procedures outlined in Ch 5, Part B8; with the exception of TQSE(AE).

d. ***AOs may authorize/approve TQSE(AE) for a total NTE 60 days including the initial TQSE(AE)***.

2. Initial TQSE(AE) Period

a. TQSE(AE) must be authorized for 30 consecutive days, but only for the time that temporary lodging occupancy is necessary.

b. Extensions may be authorized only if the AO determines there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy.

c. ***TQSE(AE) is limited to no more than 60 days for a PPP move***.

3. TQSE(LS)

a. The AO, ***not the employee***, determines if TQSE(LS) is offered.

b. If the AO offers, and the employee accepts TQSE(LS), it must be authorized for 30 days.

c. ***TQSE(LS) is limited to 30 days, with no extensions under any circumstances***.

5780 ALLOWANCE DUPLICATION

A. TQSE Payment

1. Authorized. TQSE ***may be paid*** in addition to:

a. COLA payable under the DSSR (5 USC §5941); and

b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

c. TLA (see Ch 9, Part C) and TLE (see Ch 5, Part A) as long as payments cover different expenses. ***Duplication of allowances is not authorized***. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975))***.

2. Unauthorized. ***TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).***

B. TQSA Payment. When TQSA is paid based in a foreign country, TQSE may:

1. ***Not be paid*** for that location, ***but***

2. ***Be paid*** for the new CONUS or non-foreign OCONUS PDS area.

C. Restrictions. TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA 798-RELO, 7 November 2007.

3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee's arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2) unless a DoD Component determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date (DSSR 122.2. See CBCA 1214-RELO, 6 November 2008).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part B15.

5782 DOCUMENTATION

The DD Form 2912, Claim for Temporary Qtrs Subsistence Expense (TQSE) is available to document TQSE expenses for reimbursement.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 10: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

5814 GENERAL

Effective date of transfer of 1 August 2011 or later.

A. Purpose. MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is ***not*** authorized.

C. Mobile Home Relocation. See Ch 5, Part B7 for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250.

5816 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,

2. An appropriate service agreement is signed,

3. The employee moves out of the old residence, and,

4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees ***Not*** Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. New Appointee

a. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

b. See par. 5558 New Appointee and Student Trainee Appointments and Assignments to the First PDS.

c. A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). See DSSR, Section 240.

2. Employee. An employee:

a. Performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;

b. Assigned to an OCONUS PDS returning to the actual residence for separation; and

*c. Authorized transportation for dependents and/or HHG to/from a training location instead of per diem or

AEA under par. 4955.

5818 REIMBURSEMENT

A. MEA Amounts Based on PCS Order Effective Date of Transfer

1. PCS Orders with Effective Date of Transfer ***before*** 18 July 2011. Use the old MEA rates of $500 and $1,000.

2. PCS Orders with Effective Date of Transfer ***on/after*** 18 July 2011. Use the new MEA rates of $650 and $1,300.

B. General

1. MEA Amounts. The 'flat payment' MEA amounts are $650 and $1,300.

2. Two Employees in One Household

a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).

b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the ***with dependent rate*** (see FTR §302-3.202).

c. Even if each employee, without dependents, has a travel order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).

d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBCA 16608-RELO, 3 August 2005. An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.

e. **EXCEPTION**: A first appointee assigned to an OCONUS PDS is paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. 1260.

C. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without Dependents. Pay the lesser of $650 or the equivalent of 1 week's basic compensation;

2. Employees with Dependents. Pay the lesser of $1,300 or the equivalent of 2 week's basic compensation; or

3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of $650 or the equivalent of 1 week's basic compensation.

a. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-C2, when the employee:

(1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

(2) Relocates the dependents or HHG within the 1-year limitation;

b. An employee is authorized MEA at the with dependents rate even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS ***(B-184558, 12 August 1976).***

c. An employee is authorized MEA at the "without dependents rate" if the employee's dependents return early IAW par. 5576-H and do not relocate the household when the employee returns and is authorized PCS allowances ***(B-194061, 12 September 1979).*** For an employee to be authorized MEA at the "with dependents" rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

D. Maximum Payment

1. The AO may authorize/approve MEA in excess of the amount in par. 5818-C if the:

a. Claim is supported by evidence of expenses incurred, and

b. Total amount does not exceed the employee's basic salary rate of:

(1) 1 week if the employee is without dependents, or

(2) 2 weeks if the employee has dependents who were relocated.

2. The basic salary rate is the rate in effect when the employee reports for duty at the new PDS.

3. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.

4. A claim for more than the amount authorized in par. 5818-C must be justified.

E. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);

2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;

3. Non refundable utility fees/deposits;

4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment (CBCA 2701-RELO 26 July 2012), and private institutional care (such as that provided for handicapped or invalid dependents only);

5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS/non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS/non foreign OCONUS area for non participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));

6. Rental agent fees customarily charged for securing housing in foreign countries;

7. Pet quarantine charges (B-206538, 14 September 1982) ***excluding*** medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. 5764.;

8. Pet transportation (cats, dogs, and other house pets) (FTR §302-16.1); Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country

restrictions and special handling difficulties;

GSBCA Ruling Involving Costs Related to "UK Pet Scheme"

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK's requirements for bringing pets into the country. The expenses, totaling $906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, "UK pet scheme" costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee's travel voucher included the above listed expenses as itemized miscellaneous expenses. The employee's agency reimbursed a total of $1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA 16827-RELO, 14 April 2006).

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Gov't's interest (GSBCA 16351-RELO, 1 April 2004);

Effective date of transfer of 1 August 2011 or later.
13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

F. Non Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;

2. Costs that are not allowed in JTR;

3. Costs reimbursed under other provisions of law or JTR;

4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;

6. Fines or other penalties imposed on the employee or dependents;

7. Judgments, court costs, and similar expenses because of civil actions;

8. Expenses due to circumstances, factors, or actions that were not due to the move;

9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;

13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;

14. Fines imposed for traffic infractions while en route to the new PDS;

15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;

16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;

18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;

19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary Qtrs;

20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station (CBCA 2660-RELO, 26 January 2012);

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and

22. Costs of newly purchased items, such as rugs or drapes.

G. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in DoDFMR Vol. 9 for costs associated with relocation,

2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and

3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION c: RENEWAL AGREEMENT

5838 RENEWAL AGREEMENT NEGOTIATION

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and

2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see Ch 7, Part A10.

B. Married Employees

*1. Except as in par. 5838-C, when a married couple are both Gov't employees in the same OCONUS locality, a renewal agreement is negotiated either with:

a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or

b. One as head of the household and the other treated as a spouse.

*2. The couple must elect either par. 5838-B1 or 5838-B1b in a writing signed by both spouses.

3. A copy is filed in each employee's personnel folder.

4. An employee who elects travel and transportation allowances as a spouse under par. 5838-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.

5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the "head of household" spouse ceases to be employed in the Federal Gov't, the still-employed spouse may:

a. Revert to the agreement in force prior to the election, and

b. Negotiate RAT, if otherwise eligible.

6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee's or the spouse's agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. 7065-F or with locally-hired individuals in pars. 5838-C2 and 5838-C3.

2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:

a. Uniformed Services Member,

b. State Department Foreign Service Member ,

c. Private individual,

d. Employee of a private individual, or

e. Non-Federal organization employee.

3. Locally Hired Employee Unmarried and under Age 21. A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

a. Uniformed Services Member,

b. State Department Foreign Service Member,

c. Federal Gov't civilian employee,

d. Private individual,

e. Employee of a private individual, or

f. Non-Federal organization employee.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 12: HHT

5860 GENERAL (FTR §302–5.1)

A HHT:

1. Is discretionary. ***The AO, not the employee, determines if a HHT is necessary.***

2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse.

5. May be performed separately by an employee/spouse to the new PDS at Gov't expense NTE the cost that would have been incurred on one round trip when the employee's travel order is issued IAW Agency/Service regulations.

6. Is ***not*** authorized for a domestic partner, as a domestic partner is not a spouse **(1 USC §7).**

7. May be authorized for an attendant/escort when Ch 7, Part D or App E, Part 1, par. A2l apply (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should lower the Gov't's relocation costs by reducing the time in temporary lodging.

5862 ELIGIBLE EMPLOYEE (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);

3. Gov't/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. 2650).

5864 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee/ new appointee's spouse if par. 5558 applies; or

*2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. 4955 instead of per diem/AEA while at the training location; or

3. Employee's children, GSBCA 16907-RELO, 14 August 2006.

5866 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

A. General. Separate HHT round trips by the employee and spouse are allowed; however, the Gov't's overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

B. Cost Comparison. The Gov't's overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses (App G).

C. Duration

1. The HHT trip duration including travel time is limited to 10 days.

2. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. 5878).

D. AEA. AEA is not authorized for HHT (par. 5884-B).

E. Lump Sum Payment. HHT (lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. 5884-B). HHT(lump sum) is irrevocable once the employee signs a service agreement.

F. Example. If the Gov't's overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is $800; and the employee/spouse each performed a separate round trip HHT for a combined total of $1,200 – the Gov't overall reimbursement for both HHT trips is limited to $800. The excess HHT trip cost of $400 is borne by the employee.

5868 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement;

2. DoD Component establishes, and informs the employee of, the reporting date to the new PDS, and

3. After the travel authorization has been issued (CBCA 3612-RELO, 13 March 2014).

5870 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round trip house hunting travel must be completed by the:

1. Employee one day before the employee reports to the new PDS, and

2. Spouse:

   a. One day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for completing allowable travel and transportation (see par. 5518).

5872 HHT AUTHORIZATION (FTR §302–5.5)

A. General. After considering par. 5874-A, an AO/AO designee may authorize a HHT.

B. Determination. The AO/AO's designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is per diem under the 'Lodging Plus' method (par. 5884-B1) or a lump sum (par. 5884-B2);

3. The appropriate HHT duration (NTE the maximum IAW par. 5878);

4. The authorized transportation mode(s) for:

a. The HHT to/from the new PDS location; and

b. Local travel while house-hunting at the new PDS location.

5874 CONSIDERATIONS

A. General.

1. The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.

2. An AO/AO designee must consider pars. 5874-B through 5874-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Gov't, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT may possibly be avoided. It might be more advantageous to the Gov't and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

5876 PROHIBITIONS

A HHT is not authorized when the:

1. Employee will be assigned to a Gov't/other prearranged permanent residence at the new PDS location.

2. Employee has not formally agreed to transfer to the new PDS.

3. Old and/or new PDS is/are located in a foreign OCONUS area. See App A.

4. Distance between the old and new PDSs is less than 75 miles (as measured by map distance) via a usually traveled surface route.

5878 TRIP DURATION (FTR §302–5.11-12)

A. General. A HHT should be for a reasonable time period considering the:

1. Distance between the old and new PDSs,

2. Transportation mode, and

3. Housing situation at the new PDS.

B. Time Limitation. A funded HHT, including travel time, is NTE 10 calendar days.

5880 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.

2. When the new PDS is less than 250 miles, POC transportation is to the Gov't's advantage. However, a traveler cannot be required to use a POC so the AO may authorize another transportation mode.

3. When the distance to the new PDS is 250 or more miles, common carrier is to the Gov't's advantage. The AO may authorize/approve POC to the Gov't's advantage when, ***and only when***, a written cost comparison demonstrates POC is cost effective.

4. If POC transportation is to the Gov't's advantage, the MALT rate in par. 2605 applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

6. The employee is authorized transportation expenses (including transportation between carrier terminals).

5882 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, other public transit systems, DTMO negotiated car rental agreement (par. 3330 regarding mandatory CTO use), commercially rented automobile, or a POC at the MALT rate in par. 2605 may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POC transportation to the new PDS is authorized).

C. Special Conveyance (Taxi/Cab) Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

5884 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the 'Lodging Plus' method as in par. 5884-B1.

2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2. The following are factors in determining whether or not to offer lump sum reimbursement:

a. Administration Ease. Per diem payment under par. 5884-B1 ('Lodging Plus' method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. 5884-B2 is easier to administer because an expense review is not required.

b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. ***A single generic decision for all PCS moves is not authorized.***

c. Employee Treatment. Consider employee morale and productivity as well as direct costs.

B. Methods. Calculate an employee's subsistence allowance IAW par. 5884-B1 or 5884-B2.

Effective date of transfer of 1 August 2011 or later.
1. 'Lodging Plus' Computation Method. The standard CONUS per diem rate applies, using the computation in pars. 4130 and 5592, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

2. AEA. AEA in Ch 4, Part C, may not be authorized/approved for a HHT.

3. Lump Sum. The amount calculated using par. 5884-B2a or 5884-B2b, as applicable:

a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or

b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

4. Lump Sum Payment

a. The lump sum determined in par. 5884-B2a or 5884-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

b. Any balance from the determined lump sum not used by the employee for expenses:

(1) Belongs to the employee,

(2) Is not subject to collection, and

(3) May be taxable (FTR §302-5.18).

C. Subsistence Calculation Examples

1. General. An employee and spouse are authorized a 10 day HHT to Arlington, VA. For the examples below the following information is applicable:

a. Per diem for Arlington, VA, at the time of travel is $201 ($150/$51).

b. The single occupancy lodging cost is $130.

c. The DoD Component offers a HHT and the option of either the 'Lodging Plus' (par. 5884-B1) or the lump sum option (par. 5884-B2).

d. When the employee elects per diem under the 'Lodging Plus' computation method for a HHT, and the spouse accompanies the employee, the employee's computation for the lodging rate is computed at the ***single room rate***.

NOTE: The per diem rates used in the examples below are for illustrative purposes only and may not reflect current rates. See par. 2025 for the current Standard CONUS per diem rate.

2. **Example 1**. The traveler is authorized a 10 day HHT with per diem computed under the 'Lodging Plus' computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. ***The traveler must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	75% x $46 = $34.50 + $70 (single lodging cost) =	$ 104.50
8 days in the Arlington Area:	$70 (lodging) + $46 (M&IE) = $116/day x 8 days =	$1928.00
Travel day back to the PDS:	75% x $46 =	+ $ 34.50
Total Per Diem for Employee		**$1,067.00**
Spouse's Per Diem Using par. 5592-A, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 4130.		
Total Per Diem for Spouse	75% x $1,067.00 (employee's per diem) =	**$800.25**
		Total Per Diem Payment
Employee's per diem		$1,067.00
Spouse's per diem		+ $800.25
Total Per Diem for Employee and Spouse		**$1.867.25**

3. **Example 2**. The employee is authorized a lump sum HHT. See par. 5884-B2a. **No lodging receipt is required.**

Total Lump Sum Subsistence for the Employee and Spouse	$201 (locality rate) x 6.25 (lump sum rate for employee and spouse) =	$1,256.25

4. **Example 3**. The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

Situation A:		
The employee elects the 10-day HHT with per diem computed under the 'Lodging Plus' computation method (par. 5884-B1). Using par. 5592-A, the employee is authorized per diem for the spouse up to the standard CONUS per diem rate. The employee must provide lodging receipts. **NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.**		
Travel day to Arlington:	$77 (lodging) + $34.50 (75% x $46) =	$ 111.50
8 days in the Arlington area:	$77 + $46 = $123/day x 8 days =	$984.00
Travel day back to the PDS:	75% x $46=	+ $ 34.50
Total Per Diem for Spouse		**$1.130.00**

Situation B:		
The employee elects the lump sum HHT (par. 5884-B2b) for the spouse. ***No lodging receipts are required.***		
Total Lump Sum Subsistence for the Spouse	$201 x 5 (lump sum for one person)=	**$1,005.00**

5. **Example 4**. The employee is authorized a 10-day HHT with per diem computed under the 'Lodging Plus' computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. ***The employee must provide lodging receipts.***

Employee's Per Diem		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
5 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 5 days =	$ 905.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
	Total Per Diem for Employee	**$1,111.50**
	Spouse's Per Diem	
Using par. 5592-H, the maximum amount allowable is 100% of the per diem rate to which the employee is authorized under par. 4130.		
Travel day to Arlington:	$130 (single lodging cost) + 75% x $51 = $38.25 =	$ 168.25
4 days in the Arlington Area:	$130 (lodging) + $51 (M&IE) = $181/day x 4 days =	$ 724.00
Travel day back to the PDS:	75% x $51 =	+ $ 38.25
	Total Per Diem for Employee	**$ 930.50**
		Total Per Diem Payment
	Employee's per diem	**$1,111.50**
	Spouse's per diem	+ **$ 930.50**
	Total Per Diem for Employee and Spouse	**$2.042.00**

D. Round-trip House Hunting Travel

1. Spouse Travels Independently. When an employee's spouse travels independently to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. 4130.

2. Employee and Spouse Travel Together. When the employee and spouse travel together to house-hunt, the per diem rate for the spouse is 75% of the employee's per diem rate computed using par. 4130.

3. Limitations. ***A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.***

5886 EXPENSE DOCUMENTATION

A. Transportation. To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. 2710 and DoDFMR 7000.14-R, Volume 9.

B. Subsistence Expenses

1. 'Lodging Plus' Method. An employee paid per diem under par. 5884-B1, using the 'Lodging Plus' method must itemize lodging expenses and have lodging receipts. See par. 2710 and DoDFMR 7000.14-R, Volume 9.

2. Lump Sum. An employee, paid for a HHT using the lump sum computation under par. 5884-B2, does not require itemization or receipts for payment.

5888 STATUS WHILE ON HHT

An employee is in a travel status (App A) while performing house hunting travel during the authorized absence period.

5890 NO RETURN TO OLD PDS

1. A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS.

2. If a HHT is authorized under the 'Lodging Plus' method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, is payable in lieu of house hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT.

3. The one way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004).

4. Under the circumstances in par. 5890an employee is ***not*** in a duty status while house-hunting.

5. See DoDI 1400.25, Vol. 630, Para 6.d.(3) about granting an excused absence for PCS purposes.

5892 HHT ADVANCE (FTR §302–5.16)

1. A HHT expenses advance may be paid if a HHT under the 'Lodging Plus' method is offered and elected.

2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the 'Lodging Plus' method in par. 5884-B1 for the HHT location and duration.

3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.

4. The lump sum per diem payment under par. 5884-B2 is a ***payment***, not an advance.

5894 HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a 'Lodging Plus' or lump sum basis) are deducted from the first authorized 30 day TQSE(AE) period. See par. 5810.

B. HHT Deductions. For a reimbursed:

1. 5-day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,

2. 6-day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or

3. 10-day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

C. TQSE(LS). The number of days paid/reimbursed for a HHT ***are not deducted*** from TQSE(LS) IAW par. 5796.

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CHAPTER 6: EVACUATIONS

PART B: CIVILIAN EMPLOYEES ONLY

SECTION 3: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE FROM A FOREIGN AREA

SUBSECTION e: DSSR, CHAPTER 600, EVACUATION PAYMENTS

6575 DSSR, CHAPTER 600 (EXTRACTED AND MODIFIED FOR DoD)

EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(See reverse on this page for additional details)

Safe Haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safe haven location.

_____
City County (U.S. only) U.S. State or Country
Safe Haven Lodging ("L") _____ Meals & Incidental Expenses ("M&IE") _____
Safe Haven Advance Received $_____
The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	Commercial Rate Days 1 through 30	Commercial Rate Days 31 through 180
First Evacuee	100% x L = _____ 100% x M&IE = _____	100% x L = _____ 80% x M&IE = _____
Each other Eligible Family Member age 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under age 18	50% x M&IE = _____	40% x M&IE = _____

SPECIAL FAMILY COMPOSITION CONSIDERATION
(Check Only One)

_____First Evacuee plus one (non-spouse eligible family member, age 18 and older).
_____First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over).
_____First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older).
_____First Evacuee plus three (one non-spouse eligible family member, age 12 and over).
_____First Evacuee plus four or more family members.

NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.

The "non-commercial" rate applies for days when a receipt for a commercial establishment is not received.

	Non-Commercial Days 1 through 30	Non-Commercial Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____

Each other eligible family member age 18 and over	**100% x M&IE = _____**	**80% x M&IE = _____**
Each other eligible family member under age 18	**50% x M&IE = _____**	**40% x M&IE = _____**

EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)
(Page 2 of 2)

ADDITIONAL EVACUATION PAYMENTS
In addition to SEA payments, a transportation allowance may be paid at a rate of $25/day, regardless of the number of dependents.

An airfreight replacement allowance may be paid if air freight was not shipped FROM post. The employee and eligible family members are still eligible to ship airfreight BACK TO post. Amounts are:

--$250 for first evacuee only;
--$450 for first evacuee and one eligible family member;
--$600 for first evacuee and two or more eligible family members.

Internet Sources for All Per Diem Rates
*--48 states and DC (CONUS.) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, the per diem rate used to calculate SEA should be the Standard CONUS rate.)
*--Non-Foreign OCONUS. = DoD, DTMO.
--All Foreign Locations = DoS

Basic rules for determining SEA payments:
If you are at your official safe haven, SEA is calculated using the per diem rate for your official safe haven. Official safe haven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safe haven, SEA is calculated using the LOWEST of the per diem rates for the following:

(a) Official safe haven;
(b) Approved alternate safe haven; or
*(c) CONUS. As of 1 October 2013, that is $129 ($83/ $46.

Commercial Rate
Commercial Rate is based on first evacuee's safe haven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room tax for CONUS or non-foreign, outside CONUS safe haven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safe haven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount. No itemization and no receipts are required. M&IE is based on the first evacuee's safe haven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safe haven lodging rate and special consideration counts only eligible family members residing at first evacuee's safe haven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safe haven lodging rate is $150, maximum reimbursement for family lodging is $225/day; (2) If first evacuee's safe haven lodging rate is $100, maximum reimbursement for family lodging is $150/day.

Non-Commercial Rate
Non-commercial rate is based on first evacuee's safe haven location. Lodging and M&IE components are flat amounts. Receipts are not required.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART B: MEDICAL TRAVEL

SECTION 2: SPECIALTY CARE TRAVEL OVER 100 MILES

UNIFORMED MEMBERS ONLY

7095 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. Travel to specialty care over 100 miles applies in the following special circumstances:

1. TRICARE Prime Enrollee

a. Conditions. The patient must be a TRICARE Prime enrollee referred by the primary care manager (PCM) for medically necessary nonemergency specialty care more than 100 miles from the PCM's office.

b. Mileage Determination. The Military Treatment Facility (MTF), at which the TRICARE Prime member is enrolled, or the Lead Agent (if the TRICARE Prime member is enrolled with a civilian PCM) determines if the specialty care is more than 100 miles from the PCM.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. 7095-A1a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. 2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

2. Retired Member with a Combat Related Disability

a. Conditions. The patient must be a retired member with a combat related disability, who is not a TRICARE Prime enrollee, referred by a primary care provider for follow-on specialty care, services and supplies, for that particular disability, more than 100 miles from the primary care provider's office.

b. Mileage Determination. The TRICARE Regional Office located in the region where the retiree resides determines if the specialty care is more than 100 miles from the primary care provider's office.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. 7095-A2a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. 2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by a primary care provider.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity/Health Plan Operations memo of 14 July 2009; and USD (P&R) memo of 31 August 2009.

B. Applicability

1. Authorized. Travel under this Part may be provided to a:

a. Covered beneficiary enrolled in TRICARE Prime; and/or

b. Retired member/dependents (IAW par. 7095-A) if the retiree/dependents are TRICARE Prime enrollee(s); and/or

c. Retired member ***with a combat related disability***, who is not a TRICARE Prime enrollee.

2. Not Authorized. The following are not authorized travel under this Part:

a. Active duty members (par. 7085); and

b. Dependents overseas authorized travel under par. 7105.

C. Transportation

1. General. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved.

a. Gov't Transportation Used. When practicable, Gov't transportation should be used.

b. Gov't Transportation Not Used. When Gov't transportation is not available, or is not practicable, patients may be transported by one of the following modes:

(1) Gov't procured commercial transportation, and/or

(2) Personally procured commercial transportation (par. 2400), and/or

(3) POC.

2. Reimbursement

a. Personally Procured Commercial Transportation Used. Reimbursement:

(1) Is authorized for the actual cost of the transportation used,

(2) Must not exceed the Gov't's cost if Gov't/Gov't procured transportation is available, and

(3) Is authorized for actual expenses incurred for the round trip transportation cost between:

(a) Home and terminal, and

(b) Terminal and the specialty care provider facility, and

(c) The specialty care provider facility and lodging (for all trips the patient must make between these two places). The transportation mode used should be the least costly mode available that adequately meets the patient's needs.

*b. POC Used If a POC is used, the patient is authorized the Other Mileage Rate (see par. 2600) for the official distance between the residence and the specialty care facility, and reimbursement for highway,

bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required. Use odometer readings for distances between those locations listed in par. 7175-C2a(3) above.

c. Gov't Procured Transportation Used. Reimbursement is authorized for actual expenses incurred for the round trip transportation cost between:

(1) Home and terminal, and

(2) Terminal and the specialty care provider facility, and

(3) The specialty care provider facility and lodging (for all trips the patient must make between these two places).

D. Lodging and Meals

1. Authorized Reimbursement. Reimbursement NTE the locality per diem rate for the location concerned is authorized for the actual cost of the patient's:

a. Lodging (including tax, tips, and service charges), and

b. Meals (including tax and tips, but not including alcoholic beverages).

2. Reimbursement Limitations. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the specialty care provider (medical or dental) facility location per diem rate.

3. Lodging Tax

a. CONUS and Non-foreign OCONUS Locations (App A). Lodging tax is:

(1) Not included in the locality per diem lodging ceiling.

(2) A reimbursable expense (App G) except when 'MALT Plus' for POC travel is paid.

b. Foreign OCONUS Locations (App A). Lodging tax is:

(1) Included in the locality per diem lodging ceiling.

(2) Not a reimbursable expense (App G).

E. Reimbursable Expenses. Reimbursement is not authorized for expenses not specifically authorized in par. 7095-D. ***Other expenses in App G are not authorized.***

F. Administrative Provisions

1. An order authorizing/approving patient transportation to a specialist for medical care must cite par. 7095 as authority.

2. A written statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW 10 USC §1074i must support the order.

7100 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

A. General. If a patient meets the par. 7095-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant.

B. Requirement. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.

C. Travel and Transportation Allowances. Allowances are authorized, as stated, for the following persons as an attendant:

1. Uniformed Member as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.

2. A Civilian Employee as an Attendant. A U.S. Gov't civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.

3. Another Person as an Attendant

a. A person other than a uniformed member or U.S. Gov't civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, is issued an ITA or included in the patient's order and identified as an attendant.

b. This person is authorized reimbursement of reasonable travel expenses as in pars. 7095-C and 7095-D.

D. Reimbursement Limitation. The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid mileage when traveling by POC).

E. Beneficiary Questions Regarding Nonmedical Attendant Allowance. A beneficiary with questions about the nonmedical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART J: TRAVEL ICW ATTENDANCE AT YELLOW RIBBON EVENT

Effective for travel on or after 12 April 2011

7350 ATTENDANCE AT YELLOW RIBBON EVENT

A. General. Ordinarily, not more than two individuals designated by (par. 7350-B) a member authorized to attend a Yellow Ribbon Reintegration Program (***DoDI 1342.28***) event may be provided transportation and per diem under par. 7350 as determined by appropriate authority. The Secretarial Process may authorize/approve transportation and per diem for more than two designated individuals in circumstances determined to be appropriate by the Service Concerned. See par. 1015-C for claims and App E1, par. A2t for ITA authority.

B. Designated Individuals

1. A designated individual is a person designated by the member whose presence at the Yellow Ribbon event may contribute to the purpose of the event for the member. If the designated individual is a:

a. **UNIFORMED MEMBER**: The member is authorized TDY travel and transportation allowances.

b. **CIVILIAN EMPLOYEE**: A Gov't civilian employee is authorized the TDY travel and transportation allowances in regulation used by the travel-funding agency or department. A civilian employee traveling using DoD funds is issued a DD Form 1610 and/or paid under DTS.

c. Other Persons: A person (other than foreign military personnel), member. or civilian employee, should be issued an ITA (App E1, par. A1). The individual is authorized the allowances in pars. 7350-C, 7350-D and 7350-E.

2. The member must designate individuals in writing and may change any or all of the designated individuals at any time. However, only two designated individuals may attend each separate trip event unless the Secretarial Process authorizes/approves more than two.

C. Transportation

1. Round-Trip Transportation. One, or a combination, of the following round-trip transportation services between the designated individual's home and the Yellow Ribbon event location may be provided:

a. Transportation-in-kind;

b. Reimbursement for the cost of personally procured commercial transportation (***CTO use is still MANDATORY***) NTE the cost of Gov't-procured round-trip air travel;

c Automobile mileage rate (par. 2600) for the official distance traveled by POC.

2. Gov't/Gov't-Procured Transportation. Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel.

3. Reimbursement

a. Reimbursement in par. 7350-C2 is subject to:

(1) Par. 5074-B2 for land travel, and

(2) Par. 5082 for transoceanic travel.

b. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of personally procured transportation between origin and destination (minus the cost of any Gov't-procured transportation used).

c. When travel is by POC, only the POC operator is authorized allowances in par. 7350-C3.

D. Per Diem. A per diem allowance or AEA, (Ch 4, Parts B or C), for the allowable travel time, computed under par. 3025, is authorized for travel to, from, and while at the Yellow Ribbon event for travel under par. 7350.

E. Reimbursable Expenses. Reimbursable expenses incurred incident to travel under par. 7350 may be reimbursed (see App G). Receipt requirements are in par. 2710.

*F. Funds Advance. An allowance under par. 7350 may be paid in advance IAW par. 2300.

CHAPTER 8

COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA) 37 USC §403b

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CHAPTER 8

COST OF LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH COST AREAS (CONUS COLA) 37 USC §403b

UNIFORMED MEMBERS ONLY

8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area

1. An area is a high cost area for a fiscal year if the Uniformed Services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living for such "base period" by at least the threshold percentage.

2. The term "base period," (ICW a fiscal year) is the 12 month period ending on 30 June of the year in which such fiscal year begins.

3. ***SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.***

4. The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. A member authorized BAH (or would be authorized BAH if Gov't Qtrs were not occupied) at the 'with dependent' rate. ***The term does not include a member authorized BAH at the 'with dependent' rate solely on the basis of paying child support.***

C. Member without Dependents. A member authorized BAH at the:

1. Without dependent rate (or would be authorized if Gov't Qtrs were not occupied), and

2. With dependent rate solely on the basis of paying child support.

D. Primary Dependent. A primary dependent is:

1. The member's spouse; or

2. For an unmarried member, a dependent as defined in App A1 (except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. Any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or return to, a CONUS location to establish a permanent residence.

8002 ELIGIBLE MEMBERS

A. General. The following members are eligible to receive a CONUS COLA under 37 USC §403b) and this Chapter . A member:

1. Assigned to a CONUS high cost area.

2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.

3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. 8016-B or 8016-C that:

a. The member's primary dependent must reside in a CONUS high cost area because of the member's PDS or other circumstances; and

b. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's PDS.

B. Ship/Afloat Staff Home Port

1. For CONUS COLA, a ship/afloat staff's home port assignment (not a PDS for non-sea duty organizations)is the member's PDS.

2. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship/afloat staff (regardless of BAH eligibility) is eligible for CONUS COLA if otherwise qualified.

8004 RATE PAYABLE

A. General. CONUS COLA must be paid to a member:

1. Assigned to a PDS in a CONUS high cost area.

2. Based on the primary dependent's location for a member with dependents under the circumstances in par. 8016, do not reside with the member at the PDS location,.

*B. Member Married to Member Couple

*1. When a member is married to another member, each is authorized CONUS COLA.

*2. This authority exists whether or not the member married to member couple maintain a joint residence or separate residences.

3. A spouse, who also is a member on active duty, may ***NOT*** be a dependent for CONUS COLA purposes.

4. When a member married to member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the 'with dependent' rate and to the other at the without dependent rate.

C. Member Assigned to a Ship/Afloat Staff

1. For CONUS COLA, the home port of the ship/afloat staff to which a member is assigned is the member's PDS.

2. Ordinarily CONUS COLA, based on the rate for the old home port, stops on the day before the home port change effective date.

3. CONUS COLA, based on the rate for the new home port, begins on the home port change effective date.

4. If a member without dependents is undergoing a home port change and the ship/afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

D. Accessions

1. A new member, ordered to active duty, is authorized CONUS COLA at the rate for a member:

a Without dependents - the rate is based on the duty location. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,

b. With dependents - the member may elect the 'with dependent' rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the initial PDS.

2. ***CONUS COLA is reduced by the number of travel days authorized under par. 5012 for direct travel from the PLEAD to the first PDS.***

E. Member in a Leave Status. The CONUS COLA rate paid to the member is not affected by any leave status.

F. Member Processing for Separation/Retirement. CONUS COLA is paid during separation/retirement processing based on the:

1. Last PDS rate; or

2. Primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or

3. CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

8006 CONUS COLA NOT PAYABLE

CONUS COLA is not payable for:

1. The number of travel days authorized ICW a PCS (par. 5012); or

2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, see par. 8038.

8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

1. A member, assigned to an OCONUS PDS, may be paid an appropriate OCONUS COLA at the without dependent rate (Ch 9), and a CONUS COLA at the 'with dependent' rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command sponsored dependent residing OCONUS with the member.***

2. If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence (IAW par. 9105-B) the member may be paid the OCONUS COLA at the 'with dependent' rate, and a CONUS COLA at the without dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates.

3. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence (par. 9130-A). On the following day, the member may be paid CONUS COLA at the 'with dependent' rate for the CONUS PDS.

8010 MEMBER PAYING CHILD SUPPORT

A member authorized:

1. BAH at the 'with dependent' rate based solely on child support payment; or

2. BAH DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without dependent rate.

8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN

A. General. Generally, a divorced/legally separated member who is not identified in the divorce decree/legal separation agreement as the full time legal custodial parent of a child/children of the marriage is not authorized CONUS COLA at the 'with dependent' rate.

B. Member has Physical Custody but no Legal Custody. .A member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the 'with dependent' rate if:

1. The member is authorized BAH, and

2. Physical custody is for a minimum of 90 consecutive days. ***Abreak/breaks of 5 days or less, is not considered an interruption of the 90 day period***.

C. Two Members Involved. If the divorce/separation involves two members, it is possible for both members to be authorized CONUS COLA at the 'with dependent' rate. In this case each member-parent has physical custody of one or more children at the same time. See Ch 10, BAH.

D. Member Paying Child Support has Physical Custody. If the child/children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break/breaks for 5 or fewer days), the member does not receive BAH at the 'with dependent' rate solely because of child support payments (69 Comp. Gen 407, (1990)).

8014 CONUS COLA WHEN ORDERED ON A PCS

A. CONUS COLA Starts. Except as in this par. and par. 8016, CONUS COLA begins on the day the member reports to the new PDS.

B. CONUS COLA Ends. Except as in this par., CONUS COLA, at the rate paid at the member's old PDS. continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but the allowance is reduced by the number of days authorized under par. 5012 for PCS travel.

C. Departing the PDS. Except as in par. 8022, a member:

1. Departing from an OCONUS PDS. ICW a PCS to a CONUS PDS, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or

2. Departing from a PDS ICW a PCS to a new CONUS PDS, with TDY en route at a location to which the member commutes from the permanent Qtrs that will be occupied at the new PDS, is authorized the CONUS COLA rate for the new PDS on the day after per diem has been stopped under the circumstances in par. 5046.

8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION

A. General

1. A member is authorized only one CONUS COLA.

2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship/afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve CONUS COLA payment based on the dependent's location through the Secretarial Process.

3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved. When the member is:

1. Assigned to a PDS in an area where there is not sufficient housing;

2. Assigned to unusually arduous sea duty and the primary dependent resides at/relocates to, a CONUS designated place;

3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated ICW the home port change;

4. In receipt of a PCS order to a unit with an announced home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;

5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;

6. Assigned to ITDY, or TDY pending further orders;

7. Assigned to a Professional Military Education or training course that is scheduled NTE one year; or

8. Directed (with dependent) to reside in Gov't Qtrs in a high cost area that is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances/conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS. ***A personal election of either a member or primary dependent is not a consideration.***

D. Rates Applicable

1. ***In this subpar., the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. 5012.***

2. The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later.

3. CONUS COLA authority based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction.

4. If the primary dependent does not relocate, authority for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction.

5. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authority was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS.

6. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. 8016, a member assigned at a CONUS PDS may request CONUS COLA based on the dependent's location through the Secretarial Process, or

2. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS

1. 90 Days or Less. A dependent may visit the member, for 90 days or less, at the PDS without changes to the CONUS COLA allowance.

2. More than 90 Days. When the visit exceeds 90 days CONUS COLA is changed to be based on the member's PDS location.

3. Dependent Leaves PDS. If the dependent leaves the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT				
Table U8-1				
RULE	Member Assigned	Dependents Located	Dependent Located at or Near the PDS	Then
1	OCONUS	In CONUS	No	Start CONUS COLA at the 'with dependent' rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the 'with dependent' rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the 'with dependent' rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

8020 THE GOV'T DEFERS DEPENDENT TRAVEL

A. General

1. New PDS is OCONUS

a. When the Gov't defers dependent travel at Gov't expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new OCONUS PDS.

b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.

c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

2. New PDS is in CONUS

a. When the Gov't defers dependent travel at Gov't expense to a member's new CONUS PDS pending housing availability, CONUS COLA continues at the old PDS rate until the day before the member arrives at the new CONUS PDS.

b. If the dependent's residence is the member's old CONUS PDS, CONUS COLA for that PDS continues.

c. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location.

3. CONUS COLA Authorized by Secretarial Process

a. When the Secretarial Process previously authorized CONUS COLA based on the dependent's location, that rate continues.

b. Housing must be obtained for dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS.

1. CONUS COLA payment based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized.

2. If the 60 day period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60 day period or a waiver has not been granted through the Secretarial Process, CONUS COLA for the dependent's location terminates and the member is authorized CONUS COLA for the PDS location.

C. Decision Logic Table

1. Changes when the Gov't Delays Dependent's Travel to an OCONUS PDS (**Table U8-2**)

RULE	**Expected Travel Delay**	**Dependent Relocated at Gov't Expense**	**Dep Arrives w/in 60 Days of Travel Authority**	**Then**
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA the day before the primary dependent's arrives at the new PDS
2			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
4			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
				Stop CONUS COLA as of day 61.
5		Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
				Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
6			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
				Stop CONUS COLA as of day 61.

2. Changes when the Gov't Delays Dependent's Travel to a CONUS PDS (**Table U8-3**)

RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2			No		Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Start CONUS COLA based on new PDS on the mbr's arrival date.
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks Or the Old PDS is Outside the U.S.	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS.
					Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5			No		Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin.
					Start CONUS COLA based on the PDS as of day 61.

RULE	Expected Travel Delay	Dependent Relocated at Gov't Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep Location Auth/App by Secretarial Process?	Then
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Start CONUS COLA based on new PDS as of the mbr's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
					Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.
8			No		Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
					Stop CONUS COLA as of day 61 after travel is authorized to begin.
					Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. 5012for the member's PCS travel.
					Start COLA based on the new PDS as the member's arrival date.

8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

A. General

1. One Dependent Location. When the primary dependent establishes a residence/resides in CONUS incident to a member's transfer to an unaccompanied OCONUS PDS, or while the member is assigned to an unaccompanied OCONUS PDS, CONUS COLA is authorized when the primary dependent:

a. Retains a permanent residence in CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different from the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

b. Relocates in CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authority begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the old PDS rate continues through the day before the day the rate for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. 5012.

c. Resides in CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a CONUS PDS, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. 5012 for the member's direct PCS travel. CONUS COLA authority at the rate prescribed for the new PDS begins on the day the member reports at that station.

4. Establishes a residence in CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. 5012 for direct PCS travel.

2. Multiple Dependent Locations. CONUS COLA authority is based on the primary dependent's residence location.

B. Decision Logic Tables

1. Member with Dependents Serves an Unaccompanied Tour (**Table U8-4**)

RULE	**If member**	**And**	**Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel**
1	is assigned to an unaccompanied tour at an OCONUS PDS	dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
2		dependents relocate their permanent residence from the CONUS to another location in the CONUS at Gov't expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.

RULE	If member	And	Then pay CONUS COLA reduced by the number of travel days authorized under par. 5012 for the member's PCS travel
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
3		dependents relocate their permanent residence from OCONUS to the CONUS at Gov't expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
4		dependents relocate their permanent residence from the CONUS to an OCONUS location at Gov't expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS.
			If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
5		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authority for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
6	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
7	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authority for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
8	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

8024 EARLY RETURN OF DEPENDENTS

A. Early Return at Gov't Expense. When all of a member's dependents are returned from an OCONUS PDS at Gov't expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
Table U8-5		
RULE	**Dependents Returned from OCONUS PDS**	**Then**
1	Return is at Gov't expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return is ***not*** at Gov't expense	No authority to pay CONUS COLA.

8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order is issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS.

1. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS.

2. A member may be authorized CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process.

3. Examples of separation situations that are ***routinely*** authorized/approved at a lower level than the Service Secretary include:

a. The member is assigned to a PDS in an area in which sufficient housing does not exist;

b. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.

c. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;

d. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;

e. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. 5260). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

f. The member is assigned to indeterminate TDY, or TDY pending further orders; or

g. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination.

1. In addition to the example situations in pars. 8026-B3 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process.

2. This decision may be kept at a higher level than those situations in pars. 8026-B3.

3. ***A personal election of either a member or dependent for residing separately is not a consideration.***

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.

2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Changes when a Dependent Travel in Advance of the Member (**Table U8-6**)

RULE	Dependent Performs PCS Travel in Advance of the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for member's PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
7		New OCONUS PDS	Yes/No	Table U10E-9.

2. Changes when a Dependent Travels after the Member (**Table U8-7**)

RULE	Dependent Performs PCS Travel after the Member	New PDS Location	COLA for Dep Location Auth/App by Secretarial Process?	Then
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

8028 MEMBER IN A MISSING STATUS

A. Member without Dependents. For a member, without dependents, in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive CONUS COLA authorized upon entering the missing status. If the dependent relocates, pay CONUS COLA appropriate for the dependent's location.

8030 MEMBER IN CONFINEMENT

A member, in confinement who is authorized allowances, is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

8034 AUTHORITY WHEN THE MEMBER IS HOSPITALIZED

For the purpose of CONUS COLA authority, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. This par. applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Member with Dependents

1. CONUS COLA Continuation at the Member's PDS

a. A member, whose dependent is evacuated and who was authorized CONUS COLA at the 'with dependent' rate for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under par. 8016-B or 8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located.

b. When such a determination is issued, authority for CONUS COLA at the 'with dependent' rate, based on the location of the designated place for the primary dependent, begins on the day after the day per diem at the designated place (authorized in par. 6095-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the 'with dependent' rate beginning on the day after the day per diem at the designated place (authorized in par. 6025-E) terminates. The rate is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, is authorized CONUS COLA until the day before the day the member reports at the new PDS.

8038 RC MEMBER

A. General. An RC member is not authorized CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or

2. In support of a contingency.

B. Location Rate

1. Called/Ordered to Active Duty for 140 or More Days

a. An RC member called/ordered to active duty for 140 or more days, is authorized CONUS COLA for the primary residence location beginning on the first active duty day.

b. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location in the active duty order.

c. CONUS COLA authority for the PDS location rate begins on the day the member reports at that location.

d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency

a. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the primary residence beginning on the first active duty day.

b. This rate is authorized even for duty of fewer than 140 days.

c. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

d. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. 5012 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table – RC Member (**Table U8-8**)

RULE	**If member is (*NOTES* 1 and 2)**	**PCS HHG Transport Authorized**	**Duty in Support of Contingency Operation**	**Then**
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
2			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. 5012for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
4			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. 5012 for the member's PCS travel.

NOTES:

1. A DoD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.

2. If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorities. If the prospective new period is 140 or more days and PCS HHG are not authorized, CONUS COLA based on the primary residence continues or would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the primary residence(if currently authorized) would stop the day before the modification/ amendment and CONUS COLA for the PDS would begin on the modification date or CONUS COLA based on the PDS would continue.

CHAPTER 9

STATION ALLOWANCES (OCONUS COLA AND TLA)

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UNIFORMED MEMBERS ONLY

9175 LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA

A. Leave or Permissive Travel in the PDS Vicinity. TLA may be paid for any day a member is on leave or permissive travel in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting Gov't Qtrs assignment. The provision enables a member to complete PCS travel and be placed on leave so that station allowance eligibility is established (by reporting in to the new PDS).

*B. Leave or Permissive Travel Away from the PDS Vicinity. TLA is not payable for any day a member is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Gov't Qtrs assignment. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TLA is paid only ICW the PDS. See par. 9150-A4.

9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. 9180-B, the fact that a member's old and new PDSs are in close proximity to each other or in the same country does not change the TLA authority.

B. New PDS within Commuting Distance. When a member's new PDS is within commuting distance of the Gov't Qtrs/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member's commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member's control.

9182 TLA FOR AN RC MEMBER

An RC member called/ordered to:

1. Active duty for other than training for more than 180 days or

2. ADT for 140 or more days

and authorized PCS allowances with or without authorization for PCS HHG transportation is authorized TLA in the same manner as prescribed in this Ch. When a member is authorized TLA at the with-dependent rate for the PLEAD, there are no command-sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)). COLA authorization begins on the first active duty day.

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UNIFORMED MEMBERS ONLY

9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents' travel from an OCONUS PDS under par. 10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. ***Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.***

B. Member Assigned to Duty Aboard a Two-crew Submarine (SSBN). The ship's home port is the member's PDS for station allowances.

1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two-crew nuclear submarine (SSBN) and reports to the ship's home port before reporting aboard because the ship is deployed, the member is authorized station allowances IAW pars. 2255-C and 4090-Q (57 Comp. Gen. 178 (1977)).

2. Member without Dependents Ordered to TDY at Home Port. Par. 9200-B2 applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a member without dependents assigned to a two-crew nuclear submarine (SSBN) after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship's OCONUS home port.

C. Fractional COLA for Member-without-Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. 9125, when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974)).

9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General. A member with dependents is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents' location begins on the day dependents arrive at that location.

1. Unaccompanied Tour. A member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

a. Par. 5114-D2 to a designated place in a non-foreign OCONUS area, or

b. Par 5114-D3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

2. Unusually Arduous Sea Duty. A member with dependents, assigned to unusually arduous sea duty, who moves dependents under:

a. Par. 5116-A2 to a designated place in a non-foreign OCONUS area, or

b. Par. 5116-A3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or

c. Par. 5116-A4 to an OCONUS location justified under unusual conditions or circumstances.

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (par. 5116-A).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member's Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member's Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a member's transfer between consecutive unaccompanied tours/unusually arduous sea duty PCS assignments, station allowances are authorized for the new designated place under the same conditions and approval authorities as listed in par. 9205-C.

D. Member's PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the member's PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. 9205-C if the dependents move to a designated place, or under par. 9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member's OCONUS PDS, or to a designated place to which transportation at Gov't expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents' arrival date there and stopping on their departure date. A statement from the member's commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. 5116-D), COLA and TLA under par. 9205 terminates as provided in par. 9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. 9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (App A) at personal expense, stop station allowances based on the old location the day before the dependents departed. ***Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.***

***9210 STATION ALLOWANCES WHEN MEMBER MARRIED TO MEMBER COUPLE**

*A. When Separate Households are Maintained. When a member married to member couple maintain separate households at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with- or without-dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. COLA when a Joint Household Is Maintained. When both spouses are members and a joint household is maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member-married-to-member E-5 and below serving on sea duty, par. 9115-B9. ***In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.***

9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

***NOTE:* TLA is not payable incident to an evacuation.**

A. A Member with Command-sponsored Dependents

1. Cost-of-Living Allowance. COLA at the with-dependents rate is terminated (Par. 9105-B) effective on the dependents' departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for COLA.

2. COLA at Designated Place. A member is authorized COLA at the with-dependents rate for the designated place location beginning the day after per diem terminates (Par. 9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Member with Non-command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS OR FOR OTHER CIRCUMSTANCES

A. Advance Travel. When dependents are command-sponsored and authorized to travel before the member and arrive at the new OCONUS PDS before the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. 10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. 9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the member and arrive at the new OCONUS PDS after the member, Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents' travel from an (the old) OCONUS PDS under par. 10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. ***Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.***

C. Other Circumstances. When there is a Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation under par. 10402 (e.g., PME, training or member's pending retirement), COLA continuation is authorized for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. ***Par. 9220 applies whether the member's new PDS is in CONUS or OCONUS.***

D. Assigned to Gov't Qtrs. When dependents are assigned to Gov't Qtrs ICW advance arrival at a member's OCONUS PDS, during delayed departure from a member's OCONUS PDS, or other circumstances in par. 9220-C, a Secretarial decision (by either the Secretary Concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance approvals. When dependents are residing in Gov't Qtrs, no specific housing allowance authorization/approval is required since a housing allowance in such case is not authorized.

***NOTE 1*: Prior to a change to 37 USC §475 authorized by the FY06 NDAA, station allowances for a member's dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS**

PDS. The FY06 NDAA changed 37 USC §475 by adding a new section (e) titled "Payment of allowances based on overseas location of dependents." The new section permits Secretarial authorization/approval for station allowances payment based on dependents' OCONUS location, even if the member is assigned inside CONUS.

NOTE 2: A member may be authorized dual COLA at the with-dependent rate based on the dependent's location and the without-dependent rate at the member's PDS if dependents are command sponsored and authorized/ approved for advance or delayed travel or other circumstances in par. 9220-C thru the Secretarial (by either the Secretary Concerned or the Secretarial Process at Service discretion) process pars. 9105-A, 9130-A, 9205-G, 10402-B, 10412-B and 10412-C).

9225 STATION ALLOWANCES FOR FOREIGN-BORN DEPENDENTS EARLY RETURNED

A member, whose foreign-born dependents are authorized early return travel to the native country under par. 5096, is authorized station allowances at the with-dependents rate based on the dependents' OCONUS location. Station allowances payment on behalf of the dependents' location begins on the day dependents arrive at that location. DoDI 1315.18, Procedures for Military Personnel Assignments, par. E4.7.

9230 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized station allowances under this Chapter.

B. Maximum Allowances. The station allowances amount, when added to the UN mission subsistence allowance, cannot exceed the station allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does ***not*** authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 10034 for housing allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 7640.

CHAPTER 10

HOUSING ALLOWANCES

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CHAPTER 10: HOUSING ALLOWANCES

PART C: MEMBER MARRIED TO MEMBER

UNIFORMED MEMBERS ONLY

10200 GENERAL

Per 37 USC §421, a dependent who is on active duty in a U.S. Uniformed Service and entitled to basic pay cannot be a dependent for housing allowance purposes. See Table 10C-1 for housing allowances when both spouses are entitled to basic pay. See par. 10400-E4 for member to member couples when one or both are serving on sea duty.

*10202 BAH/OHA WHEN MEMBER MARRIED TO MEMBER AND SEPARATE HOUSEHOLDS ARE MAINTAINED

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

10204 OTHER DEPENDENTS

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

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

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

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

10206 DEPENDENT SUPPORT

A. Divorce or Legal Separation. In addition to par. 10106, the following rules apply when the divorced or separated parents are both members and the divorce or separation occurred, or the decree or agreement was amended after 30 June 1992. These rules apply only when neither member is assigned to family-type Gov't Qtrs, unless otherwise specified.

1. Unless the members agree to the contrary, the custodial parent is authorized a housing allowance for the child(ren) regardless of the child support amount received by that member. In addition to the court order, a separate notarized agreement between the members must be provided for the non-custodial member to receive a housing allowance for the child(ren).

2. When each member has legal and physical custody of one or more of the children of the marriage, each member is authorized a housing allowance for the children in their individual custody, regardless of child support payments from one member to the other.

3. When the child(ren) of the marriage are in a third party's custody, only one member is authorized a housing allowance for the children, even if both members are paying sufficient child support to qualify for the housing allowance. The senior member is authorized a housing allowance for the child(ren) when the two members do not agree on which person claims the authorization. If the members are of equal rank, date of rank determines which one receives a housing allowance for the child(ren).

4. In joint legal custody cases, when physical custody changes from one parent to another, each parent is authorized a housing allowance for the child(ren) during those periods the child(ren) are actually in that parent's physical custody.

5. When a non-custodial member pays child support to the custodial parent who also has another dependent who makes the member eligible for a housing allowance, there is a presumption that the custodial parent's authorization is based on the dependent(s) other than the child(ren) of the marriage. The housing allowance authorization for the custodial and non-custodial parents is determined individually.

6. When the dependents are no longer in one class, the housing allowance authorization for the custodial and non-custodial parents is determined individually. For example, if the non-custodial parent pays child support to a non-active duty parent for a child(ren) from a previous marriage or non-marriage relationship, the non-custodial parent may qualify for a housing allowance based solely on the basis of the member's child support for the child(ren). See par. 10008.

B. Children Living with a Former or Estranged Spouse. Also see pars. 10120, 10122, 10124, and 10126 for housing allowances when the married members either separate or divorce and children are involved.

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

10208 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES ANOTHER MEMBER

A. When Not Authorized a Housing Allowance. Par. 10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries another member and is assigned to or occupies Gov't family Qtrs. The member is not authorized a housing allowance for the child living with the former spouse.

B. When Authorized a Housing Allowance. If a member:

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

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

BAH OR OHA AT PERMANENT STATIONS FOR SPOUSES IN A UNIFORMED SERVICE FAMILY-TYPE Qtrs NOT ASSIGNED (*NOTES 1-5* and *NOTE 14*)

Table 10C-1

RULE	A	B	C	D		E		F	
	When member A has dep other than spouse	and member B has dep other than spouse	and member acquires a child/ children (*NOTE 7*)	and single type Gov't Qtrs are assigned to (*NOTE 8*)		then member A is authorized BAH or OHA as a member		and member B is authorized BAH or OHA as a member	
				Member A	Member B	with dep	without dependent (*NOTES 10 & 12*)	with dep	without dependent (*NOTES 10 & 12*)
1	No	No	No				X		X
2	No	No	No	X	X				
3	No	No	No	X					X
4	No	No	No		X		X		
5	No	No	Yes			X /**9**			X
6	No	No	Yes	X	X	X /**9**			
7	No	No	Yes	X		X /**9**			X
8	No	No	Yes		X	X /**9**			
9	Yes	No	No			X /**11**			X
10	Yes	No	No	X	X	X /**11**			
11	Yes	No	No	X		X /**11**			X
12	Yes	No	No		X	X /**11**			
13	Yes	No	Yes			X			X
14	Yes	No	Yes	X	X	X			
15	Yes	No	Yes	X		X			X
16	Yes	No	Yes		X	X			
17	Yes	Yes	No			X /**13**			X
18	Yes	Yes	No	X	X	X		X	
19	Yes	Yes	No	X		X		X	
20	Yes	Yes	No		X	X		X	
21	Yes	Yes	Yes			X /**13**			X
22	Yes	Yes	Yes	X	X	X		X	
23	Yes	Yes	Yes	X		X		X	
24	Yes	Yes	Yes		X	X		X	

NOTES:

1. When family-type Qtrs are jointly occupied by the members, neither member is authorized BAH or OHA, even though the dependents do not reside in the Qtrs, unless the dependents are prevented by a military order from occupying Qtrs.

2. When husband-wife members are stationed at the same or adjacent military installations, each member is usually authorized BAH or OHA at the appropriate rate when family-type Qtrs are not assigned, notwithstanding the availability of adequate single Qtrs for either or both members.

3. Members are considered to be stationed at the same or adjacent bases or shore installations when they are not precluded by distance from living together, or they actually commute on a regular basis, regardless of distance.

4. When husband-wife members have no other dependents and are precluded by distance from living together, each is usually treated as a member without dependents for BAH or OHA. See Table 10E-1.

5. When husband-wife members, who are both authorized BAH or OHA at the same or adjacent military installation, are separated geographically by competent orders and one member remains assigned to the old duty station, that member ordinarily is authorized BAH or OHA continuation notwithstanding the availability of adequate single Qtrs for assignment to either member.

6. RESERVED

7. Refer to par. 10202.

8. If either column in column D is blank, that member is not assigned to single-type Gov't Qtrs.

9. For purposes of this table, the members have agreed that member A is to receive BAH or OHA at the with-dependent rate. See par. 10202.

10. See Table 10E-1 for BAH or OHA authorization when a member is on field or sea duty.

11. When the dependents listed in column A, rules 9 through 12, are children from a prior marriage or illegitimate children of member A, the members may elect for member B to receive BAH or OHA for stepchildren IAW par. 10118-B, and for member A to receive without-dependent BAH or OHA rate when not occupying single Qtrs.

12. When one member enters a non-pay status, the other member may claim the member not entitled to pay and allowances as a dependent and be authorized to draw BAH or OHA at the with-dependent rate for the duration of the non-pay status if otherwise authorized. For exception, see par. 10112.

13. Members must elect which one is to receive the with-dependent BAH or OHA rate. If they cannot agree as to the election, the senior member receives the with-dependent rate. ***Elections cannot be retroactive.***

14. When one or both dependents in columns A and B are dependent parents of the members, both members may not receive with-dependent BAH or OHA, if otherwise authorized. Also, when married members no longer share a common residence due to competent military orders, their authorization for increased allowances or to Gov't-furnished Qtrs should be determined separately, without regard to the general rule that all dependents of members are members of the same class for the purpose of determining housing allowance authorizations. Refer to pars. 10106 and 10206 for BAH or OHA for divorced or legally separated members.

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CHAPTER 10: HOUSING ALLOWANCES

PART D: GOV'T QTRS

UNIFORMED MEMBERS ONLY

10300 GENERAL

A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a member who is assigned to Gov't Qtrs appropriate to the member's grade, rank, or rating and adequate for the member and dependents, if with dependents. BAH-DIFF (par. 10008) or BAH-Partial (par. 10010) may only be authorized if the member is assigned to single type Gov't Qtrs or a single type housing facility under a Uniformed Service's jurisdiction and not authorized BAH or OHA.

10302 RESPONSIBILITY FOR ASSIGNMENT OR ASSIGNMENT TERMINATION

A. Assignment to Gov't Qtrs. The Commander responsible for the Gov't Qtrs has the authority to assign and terminate those Qtrs. The commander also determines when Qtrs are "adequate" and "suitable" for assignment based on appropriate directives. Gov't Qtrs or housing facilities under the Uniformed Services' control are considered to be assigned, suitable, and adequate whenever occupied by a member at the PDS without rental charges payment. This includes Qtrs furnished a member without charge:

1. By an organization or institution on behalf of the U.S.

2. By a foreign government for the member's official use.

3. When jointly assigned to one or more members without dependents.

NOTE 1: A member is still considered to be assigned to Gov't Qtrs when the member voluntarily vacates assigned Qtrs without the installation commander's approval. A member in pay grade E-7 and above, without dependents, may elect not to occupy assigned Qtrs unless denied permission by the Secretary concerned (par. 10400).

NOTE 2: Effective 15 April 2003, a member married to another member who is stationed at the same or adjacent installations that enable both members to reside in Gov't family Qtrs assigned to one of the members, are both considered to be assigned Gov't Qtrs. However, if there is a separation agreement, pending divorce, or marital discord that requires one member to obtain alternative private sector housing, the member not occupying family Qtrs must obtain a statement from the installation housing officer that Gov't housing is not assigned to be authorized a housing allowance.

B. Qtrs Assignment Date for Housing Allowance. A housing allowance continues to accrue through the day before the date a member is assigned Gov't Qtrs or begins to occupy Gov't Qtrs at the PDS.

C. Qtrs Termination Date for Housing Allowance. Housing Allowance accrues from the date the assignment to Gov't Qtrs is terminated or the date that Qtrs are vacated as indicated in Tables 10A-1, 10C-1, 10E-1, and 10E-2.

10304 RENTAL QTRS AT A SERVICE ACADEMY

A member is authorized BAH while renting Qtrs in a hotel on the grounds of a Service Academy.

10306 GOV'T QTRS ASSIGNED OR OCCUPIED

A. Gov't Qtrs Adequacy. The Commander responsible for the Gov't Qtrs determines their adequacy and appropriateness for assignment.

B. Qtrs Not Designated as Family Type Qtrs. A member who is neither assigned to nor occupies Gov't Qtrs is authorized a housing allowance for dependents even though the dependents occupy Gov't Qtrs not designated as family type Qtrs. Examples of such Qtrs are:

1. Dormitory Qtrs occupied by a member's child at a school for dependents of military personnel.

2. A hospital room occupied by a dependent under the Dependents' Medical Care Act (P. L. 84-569, 70 Stat 250). However, a member is not authorized a housing allowance when a sole dependent is hospitalized in a Gov't or civilian hospital under the Dependents' Medical Care Act and the member is assigned to and occupies Gov't Qtrs (even though private Qtrs are maintained and occasionally occupied).

3. Off base housing, private sector housing, occupied by member's civilian spouse incident to employment overseas with DoDEA as a schoolteacher. ***NOTE: The member must be separated from the spouse by competent orders.***

C. Qtrs Furnished on Behalf of the U.S. A member is not authorized a housing allowance for dependents if the member and dependents are furnished adequate family type Qtrs for the U.S. without rental charge. Examples of such family type Qtrs are:

1. Qtrs furnished a member in an official capacity by a foreign government.

2. Qtrs furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty as an intern or resident physician.

3. Qtrs furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.

D. Qtrs Occupied by Dependents. A member furnished single type Qtrs is not authorized a housing allowance for:

1. A spouse who is a sole dependent and who is furnished Qtrs in kind as a civilian employee at a Gov't hospital.

2. A spouse who is a sole dependent and who is furnished Gov't Qtrs while serving with the American Red Cross overseas.

3. A sole dependent who is a student nurse in training at a Gov't hospital. However, a housing allowance is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.

4. A civilian spouse who is a sole dependent and who is furnished Gov't Qtrs while assigned overseas with DODEA as a schoolteacher.

5. Dependents evacuated from a danger area, who occupy Gov't housing facilities at a safe haven. See par. 10306-G for an exception when the member must continue to pay for private sector housing.

6. Any dependent(s), if one or more of the member's dependents occupy the Qtrs with the member on a permanent basis (i.e., for more than 90 days) unless other dependents are precluded by a competent order from residing with the member.

E. Rental Qtrs (Other Than Inadequate Qtrs). A member and dependents who occupy the following facilities on a rental basis are authorized a housing allowance. See par. 10000-F for a definition of the rental charge.

1. Any housing facilities, including trailers, under the Gov't's jurisdiction other than Gov't Qtrs constructed or designated for occupancy without charge. The member may sublease such Qtrs to a temporary subleasee with or without charge and neither the sublessor nor a uniformed member subleasee loses the right to a housing allowance.

2. A hotel on the grounds of a Service Academy.

3. Qtrs furnished a member ICW service in a capacity other than that of a member.

F. Qtrs at Safe Haven Temporarily Occupied by Dependents. A member is authorized a housing allowance for dependents when:

1. The member's dependent(s) occupies Gov't provided housing at a safe haven area after emergency evacuation from private sector housing at the PDS; and

2. Due to conditions beyond the member's control, member is required to continue rent payment for the private sector housing to keep the furnishings and belongings in the private sector housing and to have housing available upon the dependents' return.

This authority continues until such time as a dependent(s) is authorized to return to member's PDS or the dependent(s) arrives at a designated place as contemplated by par. 5108.

G. Lease on Private Sector Rental/Leased Housing. When a member makes a local move from private sector rented/leased housing to Gov't housing, a housing allowance is not payable for the remainder of the lease on the private sector housing even though the member is required to honor the lease.

H. Limitation on Qtrs Occupied by Member. When adequate Qtrs are not furnished for a member's dependents, the member may not occupy, either at the permanent or TDY station, Gov't Qtrs which exceed the minimum standards for the member's grade without dependents without affecting the authority for BAH or OHA unless:

1. These Qtrs are the only Qtrs available, and

2. The Qtrs are not suitable for joint occupancy; or

3. If suitable for joint occupancy, the Qtrs are jointly occupied with other members permanently assigned to the PDS.

NOTE: The above limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

I. Qtrs Occupied during Special Duty Assignment. Effective 20 April 1999, a member not accompanied by dependents and serving in a foreign OCONUS location in a duty assignment having official or diplomatic responsibilities involving officials of foreign governments, may be assigned to Qtrs that exceed the minimum standards for the member's grade without dependents, without affecting the member's authorization for BAH or OHA. The local Commander or major unit commander is the appropriate authority to decide whether an assignment entails "official or diplomatic" responsibilities involving officials of foreign governments. However, such Qtrs must not be available on a continuing basis for single occupancy, if they are adequate for assignment as family housing to members of similar grade (DOHA Claims Case No. 9804021, 15 May 1998).

J. Additional Room Assigned to Chaplain. Assignment of an additional room to a chaplain for spiritual purposes does not affect the member's authority for BAH or OHA. The room must be used for official duties and not as living Qtrs.

10308 QTRS DESIGNATED AS INADEQUATE

A. Housing Allowance Authority. A member with dependents may be assigned Qtrs designated as inadequate on a rental basis without loss of BAH. This does not apply to bachelor officer Qtrs, visiting officer Qtrs, guest houses, and similar type facilities, or to assigned Qtrs undergoing ordinary repairs. An order stating that Qtrs were inadequate while repairs were being made cannot serve to authorize BAH during the period involved.

B. Effect of Subleasing Inadequate Qtrs. The member may share the Qtrs with others or permit occupancy by others while on leave. The member may also sublet the Qtrs on a rental basis without loss of BAH, the amount of rent being immaterial.
C. Rental Charge for Inadequate (Substandard) Qtrs. The authority controlling the inadequate (substandard) Qtrs establishes the procedures for collecting rent from the member at the Qtrs' fair rental value. The rental charge for the Qtrs must be the Qtrs' fair rental value, NTE 75% of the member's with dependents BAH rate per 10 USC §2830. The rental charge is independent of the amount and type of BAH being paid to the member. See par. 10308-G for assignment of inadequate Qtrs to member married to member couples.

D. Effective Date of BAH and Rental Charge. BAH and rental charge begin on the date of the member's assignment to such Qtrs or on the date the determination of inadequacy is effective, whichever is later.

E. Computation of BAH and Rental Charge. BAH and the rental charge are computed on a 30-day month basis and prorated at one thirtieth of the monthly rate for each day inadequate Qtrs are assigned. BAH is not paid for, nor is rent charged, for the 31st day of a month. Pay 3 days' BAH and charge 3 days' rent when inadequate Qtrs are assigned on the 28th of February. ***Rent is not charged for the day the assignment is terminated; however, BAH accrues for the termination day.***

F. Inadequate Qtrs Re-designated Adequate. Rental charges and BAH cease on the date rehabilitated inadequate Qtrs are re-designated as adequate Gov't Qtrs. If a member's assignment was continued during the rehabilitation period, the adequacy re-designation is effective as of the first day of the month following the month in which the rehabilitation was completed.

*G. Member Married to Member Couple Each Authorized BAH. When a member married to member couple jointly occupy inadequate family Qtrs on a rental basis, use Table 10C-1 to determine their respective BAH rates. The rental charge for the Qtrs must be the assigned inadequate family type Qtrs' fair rental value, but must never exceed 75% of the with dependents BAH rate which would be payable to a member of the same grade and rank as the member under whose eligibility the Qtrs are assigned. The BAH paid to the respective members does not affect the rent amount charged, even if a member is receiving BAH at the with dependents rate. BAH is collected IAW Service procedures. For inter-Service marriages, the rental charge is collected IAW the procedures of the Service furnishing the Qtrs.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 2: MEMBER WITH DEPENDENT

UNIFORMED MEMBERS ONLY

10402 MEMBER WITH DEPENDENT

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

1. Adequate Gov't Qtrs are not furnished for the member and dependent without a rental charge payment.

2. Adequate Gov't Qtrs are not furnished for the member's dependent, or all of the member's dependents are prevented by competent authority from occupying such Qtrs, even though Qtrs are assigned for the member's occupancy. This does not apply to the provisions of par. 10122.

3. A dependent is not en route or does not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family Qtrs. Under such circumstances, the mere availability of Qtrs which could have been assigned does not negate the right of a member to the BAH or OHA for a dependent. See Tables 10E-6, 10E-12, 10E-13, and 10E-14 for the location to be used in determining the member's BAH or OHA authorization.

4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS authorization/order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. 10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependent rate.

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

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS, or the home port for a member assigned to a ship or afloat unit. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par.

10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

a. Requested by the member, and

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

2. Unaccompanied/Dependent Restricted OCONUS Assignments

a. Effective 1 July 2001, BAH or OHA is based on the old PDS in a situation in which the member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependent remains at the member's old PDS. See Table 10E-6, rules 1 and 2.

b. If the dependent of a member, assigned to an unaccompanied tour, moves to a designated place, the member is authorized BAH/OHA based on the dependent's location. ***Payment based on the old PDS is not authorized.***

3. Member Assigned to Duty Aboard a Ship or Other Afloat Unit. A member with dependent assigned to duty aboard a ship or other afloat unit is authorized a with-dependent allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependent has established a residence at or in the home port vicinity. The applicable with-dependent allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's afloat unit. The rate payable is the rate applicable to the ship's or afloat unit's home port.

4. Home Port Changes. Change the housing allowance to the new home port rate on the home port change effective date prescribed by the Service, if a member:

a. Is currently assigned to a ship or other afloat unit with an announced home port change, or

b. Is in receipt of a PCS authorization/order to a ship or other afloat unit with an announced home port change, and

c. The dependent is authorized travel to the new home port.

5. Examples of Location Rate Changes Routinely Authorized/Approved: The member is:

a. Assigned to a PDS in an area at which sufficient housing quantities do not exist;

b. Assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U.S.;

c. Assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

d. In receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U.S. if appropriate) before the effective date of the home port change;

e. Disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG movement. See par. 5258. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness;

f. Assigned to ITDY, or TDY pending further orders; or

g. Assigned to a Professional Military Education (PME) or training course that is scheduled for a duration of one year or less.

6. Other Circumstances. The Secretary Concerned may determine that circumstances, not listed in pars. 10402-B5a through 10402-B5g, require the dependent(s) to reside separately and authorize/approve a housing allowance payment based on either the dependent's location or the old PDS. The Secretary Concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

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

C. During Leave, Travel Status, Separation, and Other Situations. See Table 10E-2 and par. 10416.

BAH OR OHA, MEMBER WITH DEPENDENTS ENTITLED TO BASIC PAY

Table 10E-2

RULE	If member is	and is authorized BAH or OHA at the PDS	then BAH or OHA authorization
1	in a duty status or on authorized leave status not incident to PCS (includes accrued, advanced, or convalescent leave) (***NOTE 1***)	Yes	continues.
2		No	does not exist.
3	on excess leave	Yes	*does not exist.
4	*in a duty, travel or leave status incident to PCS (includes TDY en route) (NOTES 1 and 2)		exists unless permanent Gov't Qtrs are assigned or occupied. See par. 10416 to determine rate.
5	*on TDY, not incident to PCS (NOTES 1 and 2)	yes	continues as long as the PDS remains unchanged, except as restricted by par. 10306-I.
6		no	does not exist.
7	AWOL, not excused as unavoidable		*does not exist.
8	absent due to disease (as distinguished from injury) from alcohol or drugs, causing loss of pay	yes	continues.
9		no	does not exist. However, if Qtrs assignment at the PDS is terminated during an absence, BAH or OHA accrues on and after the termination date.
10	home on PCS awaiting further orders ICW physical evaluation board proceedings		continues until the member's retirement or discharge.

***NOTES*:**

1. The phrase, "incident to PCS," refers to whether or not the member is en route to a new PDS under a PCS authorization/order.

*2. Includes such status under a permissive travel authorization.

CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

UNIFORMED MEMBERS ONLY

10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

A. General. The FSH allowance is based upon a separation resulting from military orders and not the personal choice of the member and/or dependents. It is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS, or to a PDS in CONUS to which concurrent travel has been denied. General conditions are:

1. Dependent transportation to the PDS is not authorized at Gov't expense under 37 USC §406;

2. Dependents do not reside in the PDS vicinity; and

3. Gov't Qtrs are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. 10414 –B1 and 10414-B2. FSH-B is payable in a monthly amount ***equal to*** the without-dependent BAH rate applicable to the member's grade and PDS. FSH-O is payable in a monthly amount ***up to*** the without-dependent OHA rate applicable to the member's grade and PDS.

1. FSH – BAH Based Location (FSH-B) is payable for assignments at PDSs in Alaska and Hawai'i or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that Gov't Qtrs are not available and the member has obtained private-sector housing.

2. FSH – OHA Based Location (FSH-O) is payable for assignments at PDSs outside the U.S. and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. 10022), utility/recurring maintenance allowance (par. 10024), MIHA (par. 10026), and advances (par. 10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member's only dependent is entitled to active duty basic pay;

2. Member has no dependents other than a dependent for whom the member is paying child support but of whom the member does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §406, just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §406, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH;

3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied; or

4. Member elects not to occupy available assigned Gov't Qtrs and resides in a private-sector residence for personal convenience.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member's dependents visit at or near the member's PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.

2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90-day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.

3. If one or more (but not all) dependents visit for longer than 90 days and the member is authorized a with-dependent housing allowance on behalf of the dependents who are not visiting the member or do not reside in the member's PDS vicinity, then the member is authorized FSH-O/FSH-B.

4. For consistent action on FSH changes with other housing allowances see par. 10408.

E. Dependents Reside in the Member's PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member's dependents reside in the PDS vicinity. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. 10000-C for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. Acquired dependents. See par. 10404.

2. Gov't-caused delays. See par. 10406.

3. Early return of dependents. See par. 10410.

4. Evacuation. See par. 10426.

5. Concurrent Dependent Travel Denied in CONUS. See par. 5136.

G. Decision Logic Table

CONDITIONS AFFECTING FSH AUTHORITY		
Table 10E-11		
RULE	**When an eligible member**	**Then FSH**
1	Arrives at PDS outside the CONUS	Starts when private sector housing is acquired.
2	Departs upon reassignment from an OCONUS PDS	Continues through the day before the date the member departs PCS or the day the member's lease terminates, whichever occurs first
3	No longer has eligible dependent	Continues through the day before the date member no longer has an eligible dependent
4	Is assigned Gov't Qtrs	Continues through the day before the day Gov't Qtrs become available for assignment
5	*****Enters a non-pay status	Continues through the day before the date member enters non-pay status
6	Is on TDY away from member's PDS, including TDY within the U.S.	Continues for 60 or fewer days without certificate from member
7	Is hospitalized at or away from PDS, including hospitalization within the U.S.	
8	Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.	
9	Is in military confinement or otherwise restricted by military authority	
10	Continues in status covered by rules 6 through 9 for more than 60 days	*****Continues **1/**

NOTES:

*1. Payment must be supported by member's certification that the member maintained private sector housing at the PDS.

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CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 9: MEMBER IN TRANSIT

UNIFORMED MEMBERS ONLY

10416 MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned GOV'T QTRS while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. ***NOTE: If the member performs TDY en route at:***

1. The new PDS, BAH or OHA for the new PDS begins the day of arrival in a "TDY" status at the new PDS.

****2. A location near, but outside the limits of, the new PDS or to the homeport of a ship, afloat staff or afloat unit and per diem stops IAW par. 5068, BAH or OHA for the new PDS begins the day per diem stops.***

B. Old PDS in the U.S. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH as of the Gov't Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a member's old PDS is outside the U.S., the member is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

a. Member who is undergoing initial entry training, to include an RC member;

b. Student (includes ROTC and OCS) without prior Military Service; ***NOTE*** below.

c. Service academy graduate upon graduation, until arrival at the first PDS. ***NOTE*** below.

The member remains in the accession pipeline until:

a. the member arrives at a PDS, including a training location of 20 or more weeks; or

b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Gov't Qtrs are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov't Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer's housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Member with a Dependent The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Gov't Qtrs at the old PDS, the member is authorized BAH on Gov't Qtrs termination date provided the member is still on active duty). See Table 10E-12 for further guidance.

2. From a PDS outside the U.S.

a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

(1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

(2) If the member occupies private sector leased/owned housing after vacating Gov't Qtrs or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

(3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/ separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov't Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

MEMBER IN TRANSIT
Table 10E-12

RULE	If the member	and	then (*NOTES 1, 2, and 3*)
1	is en route PCS	from a PDS in the U.S.	Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
2		from a PDS outside the U.S.	Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.
3	is en route PCS but was not paid BAH or OHA at the old PDS because Gov't Qtrs were assigned	from a PDS in the U.S.	Start the old PDS-based BAH beginning the day the member terminates Gov't Qtrs and the new PDS rate the day the member reports to the new PDS.
4		from a PDS outside the U.S.	Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.
5	new accession – newly inducted, enlisted, reenlisted, or an officer candidate	the member has dependents located in the U.S.	Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.
6		the member has dependents located outside the U.S.	Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.

MEMBER IN TRANSIT
Table 10E-12

RULE	If the member	and	then (*NOTES 1, 2, and 3*)
7	is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS	the member has no dependent	Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.
8		the member is with dependents	For dependents located in the U.S., continue dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH or OHA rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.
9	New accession – Academy or ROTC graduate remaining at the graduation/ commission location awaiting follow-on training and not assigned Gov't Qtrs	the member has no dependents	Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.
10	is in leave status away from PDS awaiting final discharge from a PDS in the U.S.		Continue old PDS-based BAH through the date of discharge.
11	is processing for separation or retirement	from a PDS in the U.S.	Continue old PDS-based BAH through the date of separation or day before effective date of retirement.
12		from a PDS outside the U.S. with a processing location in the U.S.	Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
13	is processing for separation or retirement	from a PDS outside the U.S. and returns to U.S. after processing OCONUS	Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.
14		from a PDS outside the U.S. and remains at PDS outside U.S.	Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/ owned housing.
15		from a PDS outside the U.S. and member remains OCONUS but moves to a different country	Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.

MEMBER IN TRANSIT Table 10E-12			
RULE	**If the member**	**and**	**then (*NOTES 1, 2, and 3*)**
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).
17	in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination	the member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start (for a member authorized BAH) hospital location-based BAH.

NOTES:

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

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

3. Payment of OHA requires a lease agreement or a verifiable purchase price.

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CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 10: UNUSUAL MEMBER STATUS

UNIFORMED MEMBERS ONLY

10418 MEMBER IN A MISSING STATUS

A. Member without Dependent. A member without a dependent carried in a missing status is authorized without-dependent BAH. Pay PDS location-based without-dependent BAH for a member whose PDS is in the U.S. If the member had a Secretarial waiver to receive former PDS-based BAH due to a low-cost or no-cost PCS (par. 10400-B), that Secretarial waiver-based BAH rate continues. Pay HOR location-based without-dependent BAH for a member whose PDS is outside the U.S. If both the member's HOR and PDS are outside the U.S. then pay the without-dependent BAH-Transit rate. See DoDFMR, Vol. 7A, par. 340302.

B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the dependent's location-based with-dependent housing allowance.

*10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See DoDFMR, Vol. 7A, Chapter 1. For FSH, see, Table 10E-11, rule 9. For a member without dependent who is sentenced to confinement pursuant to a court-martial, see Table 10E-1, rule 22 and pars. 10010-B7 and 10010-B8 for BAH-partial rules. ***Table 10E-11, rule 9, Table 10E-1, rule 22 and pars. 10010-B7 and 10010-B8 do not apply to a member in civil or foreign confinement.*** A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DoDFMR, Vol. 7A, Chapter 1.

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CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 12: EVACUATION OF A MEMBER'S PDS

UNIFORMED MEMBERS ONLY

10426 EVACUATION OF A MEMBER'S PDS

A. Member with Dependents

1. OCONUS PDS - Command Sponsored (for COLA purposes) Dependents

a. A member, whose command sponsored dependents are evacuated and who was authorized a with-dependent housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the command-sponsored dependents are receiving evacuation allowances.

b. If dependents' return to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation allowances until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates and OHA/BAH based on the OCONUS PDS stops on the day before.

c. If Gov't Qtrs are not available for the member at an OCONUS PDS, start FSH based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. OCONUS PDS - Non-Command Sponsored Dependents

a. If the evacuation occurs less than 90 days after dependents arrived at the member's OCONUS PDS and the member is still being paid a with-dependent allowance based on the dependent's permanent residence (designated place) location and FSH-O/FSH-B based on the OCONUS PDS rate; no changes in housing allowances are required.

*b. If the evacuation occurs 90 or more days after dependents arrived at the member's OCONUS PDS and the member is now being paid a with-dependent allowance based on the OCONUS PDS, see par. 10408, reinstate OHA/BAH based on the dependents' prior permanent residence (designated place) location on the dependents' departure day from the PDS. Reinstate FSH on the same day if Gov't Qtrs are not available for the member, and stop the OHA/BAH based on the OCONUS PDS on the day before.

3. CONUS PDS

a. A member, whose dependents are evacuated and who was authorized a with-dependent BAH on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the dependents are receiving evacuation allowances.

b. If return of dependents to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation per diem until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowances terminate and BAH based on the PDS stops the day before.

B. Member without Dependents. A member without a dependent, who was authorized OHA/BAH at the PDS on the date an evacuation is ordered or authorized and who continues to maintain a private sector residence, continues to be authorized such allowances even though the member temporarily may be required to occupy Gov't Qtrs for all or any portion of the period involved, or be sent TDY. When the commanding officer believes the member will not be permitted to return to the private sector housing in the foreseeable future, the commander must encourage the member to terminate the private sector housing at the earliest practical date and terminate OHA/BAH concurrent with the private sector housing termination.

C. Decision Logic Tables

CHANGES INCIDENT TO AN EVACUATION FROM AN OCONUS PDS

Table 10E-14

RULE	Dependents Evacuated from PDS	Member Assigned Quarters at the PDS	Dependents Authorized to Return to the PDS	Then
1	Dependents Are Command Sponsored for OCONUS COLA	Yes	Yes	No housing actions required.
2			No	Start with-dependent allowance based on the dependent-designated place as of day following termination of evacuation allowances.
3		No	Yes	No housing allowance actions required.
4			No	Start with-dependent allowance based on the dependent-designated place as of day following termination of evacuation allowances.
				Stop with-dependent allowance based on the PDS as of day prior to the day the allowance based on the designated place starts.
				Start FSH-O/FSH-B on the day the allowance based on the designated place starts.
5	Dependents Are ***Not*** Command Sponsored for OCONUS COLA	Yes	N/A	If a with-dependent allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.
6				If the with-dependent allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS. b. Stop with-dependent allowance based on the PDS as of day prior to the day dependents depart the PDS.
7		No		If a with-dependents allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.
8				If the with-dependents allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS. b. Stop with-dependent allowance based on the PDS as of day prior to the day dependents depart the PDS. c. Start FSH based on the PDS on the date the dependents depart the PDS if Gov't Qtrs are not available for the member.

CHANGES INCIDENT TO AN EVACUATION FROM A CONUS PDS				
Table 10E-15				
RULE	**Dependents Evacuated from PDS**	**Member Assigned Quarters at the PDS**	**Dependents Authorized to Return to the PDS**	**Then**
1	Yes	Yes	Yes	No housing actions required.
2			No	Start with-dependent allowance based on the dependents' designated place as of day following evacuation allowances termination.
3		No	Yes	No housing allowance actions required.
4			No	Start with-dependents allowance based on the dependents' designated place as of day following termination of evacuation allowances.
				Stop with-dependents BAH based on the PDS as of day prior to the day the allowance based on the designated place starts.

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APPENDIX A: DEFINITIONS & ACRONYMS

PART 1: DEFINITIONS

As used in JTR, and unless otherwise specifically provided in JTR, the following definitions apply.

ACADEMY, SERVICE (Uniformed Members 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 JTR, par. 3510-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 extra fare trains (e.g. AMTRAK Acela Express). See JTR, par. 3510 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 Members 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 Members 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 the 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 Employees 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).

ADMINISTERING SECRETARY OR SECRETARIES. As defined in 37 USC §451(a)(1).

1. The Secretary of Defense, with respect to the Armed Forces (including the Coast Guard when it is operating as a Service in the Navy);

2. The Secretary of Homeland Security, with respect to the Coast Guard when it is not operating as a Service in the Navy;

3. The Secretary of Commerce, with respect to the National Oceanic and Atmospheric Administration;

4. The Secretary of Health and Human Services, with respect to the Public Health Service.

ADVANCED TRAVEL OF DEPENDENTS (Uniformed Members 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 Employees 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 Members 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 Members Only)

A. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.

B. 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).

C. Annual training is a part of active duty for training.

D. 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 Employees 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 Employees Only). See **AUTHORIZING/ORDER ISSUING OFFICIAL (AO)**.

AUTHORIZE(D)

A. Permission given before an act.

B. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

C. **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 Employees 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

A. The 24 hour period from one midnight to the next midnight.

B. 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***. 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 Members 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 Members Only). See **DEPENDENT, COMMAND SPONSORED**.

COMMERCIAL POV STORAGE FACILITY (Uniformed Members 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 Employees 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. Commuted rate table information and related accessorial charges incident to official HHG transportation for an eligible civilian employee are found at http://www.gsa.gov/portal/content/183143. See JTR, par. 5286-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 Members 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)*.

A. 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.

B. 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.** The 48 contiguous States and the District of Columbia.

***CONTINENTAL 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. See 37 USC §101.

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 Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))	Defense Media Agency (DMA)	Defense Advanced Research Projects Agency (DARPA)	Defense Security Cooperation Agency (DSCA)	National Intelligence University (NIU)
	Defense Prisoner of War/Missing Personnel Office (DPMO)	Defense Commissary Agency (DeCA)	Defense Security Service (DSS)	
Department of the Army	Defense Technology Security Administration (DTSA)	Defense Contract Audit Agency (DCAA)	Defense Threat Reduction Agency (DTRA)	Defense Acquisition University (DAU)
Department of the Air Force		Defense Contract Management Agency (DCMA)	Missile Defense Agency (MDA)	National Defense University (NDU)
Department of the Navy (including the Marine Corps)	DoD Education Activity (DoDEA)	Defense Finance and Accounting Service (DFAS)	National Geospatial Intelligence Agency (NGA)	
DoD Inspector General (DoD IG)	DoD Human Resources Activity (DHRA)	Defense Information Systems Agency (DISA)		Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)	National Security Agency (NSA)/Central Security Service	
U.S. Court of Appeals for the Armed Forces	TRICARE Management Activity	Defense Legal Services Agency		Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)	Pentagon Force Protection Agency (PFFA)	

DEPENDENT (Uniformed Members Only). Defined by 37 USC §401.

A. General

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 JTR, par. 7615-D1, or for transportation for survivors of a deceased member authorized in JTR, par. 7260-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.

B. Exception. Except for transportation to obtain OCONUS medical care (JTR, par. 7105-A), any of the following individuals:

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 JTR, par. 5088-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 JTR, par. 5154.;

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 . . ., 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.

For dependency determinations, Service PoCs are listed in JTR, par. 10104-G3.

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/IMMEDIATE FAMILY (Civilian Employees 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. GSBCA 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, GSBCA 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 (GSBCA 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. 7825-A3 for the purpose of transportation eligibility under that Act.**

***NOTE 4*: With respect to emergency leave travel, JTR, par. 7025-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 . . . , 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 Members 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 Members 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 Members 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 Members Only**

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 JTR, par. 5116-A, 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 JTR, par. 5114-D, 5116-A or 5120-D;

d. The OCONUS place in the old PDS vicinity at which dependents remain under the JTR, par. 5120-D, while a member serves a dependent restricted/unaccompanied tour;

e. The foreign OCONUS place to which dependents are specifically authorized to travel under JTR, par. 5096, 5098, 5100, 5102, or 5104, 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. 6010-A and 6080-A.

B. **Civilian Employees Only**. 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 Employees 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 Members 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 Employees 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 Employees Only). An adult in a domestic partnership with an employee of the same sex.

Effective 28 September 2011
DOMESTIC PARTNERSHIP (Civilian Employees 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 Members Only.** 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 Employees Only.** 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 Members 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 Members Only**

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:

EXAMPLE 1	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
EXAMPLE 2	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
EXAMPLE 3	
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 Employees Only**. 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 Employees Only). The date an employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian Employees Only). The date an employee or new appointee reports for duty at a new or first PDS (B-210953, 22 April 1983).

EMERGENCY TRAVEL (Civilian Employees 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 Members 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 Employees 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 Employees Only). One who provides the accounting data for authorized/approved travel orders or order amendments.

FUNDING ACTIVITY (Civilian Employees 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).

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, (JTR, par. 5210-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. 10010-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 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 Members 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 Members 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 JTR, par. 5068-A1.

HOUSEHOLD GOODS (HHG)

A. **Uniformed Members Only**

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 JTR, par. 5206-L 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 JTR, par. 5312-B1b or 5312-B2 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 (JTR, Ch 5, Part A6 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 Employees Only** (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. 5652-I 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. 5686-A) 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 B6 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 Employees 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 Employees Only). See **DEPENDENT/IMMEDIATE FAMILY**.

INCIDENTAL EXPENSES. See **PER DIEM**.

INTERVIEWEE (Civilian Employees 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 Members 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 Members 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 Members 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 Members 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 Members 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 Members 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.

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 JTR, par. 2600.

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 JTR, par. 2605 for the current rate.

MILITARY WORKING DOG (MWD) (Also referred to as a Federal Service Dog)

A. Any canine bred, procured or acquired to meet DoD component requirements to support operations in the protection of installations, resources, and personnel, to include explosive and illegal narcotic detection capabilities, patrol, tracking, or other requirements prescribed by the DoD component or non-DoD Services.

B. The K9 is considered "Government Equipment" for the purpose of the reimbursement of expenses that are incurred by the MWD handler while performing official travel as indicated in App G.

C. A MWD is not considered a pet.

D. The USAF is the Executive Agent for the MWD program under DoDD 5200.31E. See AFI 23-126_IP (DoD Military Working Dog Program). This instruction does not supersede the JTR.

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 (JTR, par. 3045),
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 JTR, par. 2605 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 Members 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 JTR purposes).

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JTR, Ch 5, Parts A5d and B5d.

OCONUS

A. Locations outside the continental U.S. (CONUS).

B. **Civilian Employees 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 Members 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.

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.***

Effective 1 October 2014
F. Incidental Expenses

1. Authorized. Incidental expenses include:

a. Hotel employees, fees and tips to porters, baggage carriers, flight attendants involving all official domestic and foreign travel. Civilian employee, see par. 7815-F4, regarding baggage-handling costs incurred as a direct result of an employee's disability.

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. 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 JTR, par. 2810-C.;

c. Laundry/dry cleaning, and/or pressing of clothing regardless of location;

d. Potable water and ice (28 Comp. Gen. 627 (1949));

e. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and

f. Any other necessary expenses related to lodging that are listed in the room account.

g. Administrative fees for ATM use; and

h. Transportation tips for all transportation modes (commercial or courtesy conveyance).

2. Not Authorized. Incidental expenses do not include any mission related purchases, nor 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.

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**.** 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 Members 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 (JTR, par. 2240 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 Members Only**

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 JTR, par. 2240. See JTR, par. 2240 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 Employees Only.** 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 Members Only**. PCS and COT/IPCOT travel.

B. **Civilian Employees Only**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part B1.

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 Members 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 JTR, par. 5222 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 JTR, par. 3320-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 Members Only**. 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 Employees Only**

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 Members 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.

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 Employees Only)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See JTR, par. 7065 for eligibility and limitations.

3. See **PERMANENT DUTY TRAVEL.**

REPEAT ORDER (Uniformed Members 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 Members Only.** 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 JTR, par. 1015-C1.

B. **Civilian Employees Only**

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. 1015.

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 JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT (Civilian Employees Only). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (Uniformed Members 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 Employees Only). See **PERMANENT DUTY TRAVEL.**

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Uniformed Members Only). Cost of maid service and fee for electricity.

SERVICES. See **UNIFORMED SERVICES.**

SHORT DISTANCE MOVE

A. **Uniformed Members Only**

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 Employees Only.** A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. 5562 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 POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler's weight or height.

STANDARD CONUS PER DIEM RATE. The per diem rate for:

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***), 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 JTR, Ch 5, Parts A5e and B5e.

5. Also referred to as temporary storage.

SUBSISTENCE EXPENSES. The same items as those included under **PER DIEM ALLOWANCE**.

SUBSISTING OUT (Uniformed Members 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 Employees 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 Employees 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 Members Only**

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 JTR, Ch 7.

B. **Civilian Employees Only**

1. Duty at one or more locations, away from the PDS, under a 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***).

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 (JTR. par. 3040 and JTR App G.

TRANSPORTATION, HHG. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov't expense. Ch 5, Parts A5 and B5 for specific regulations governing PCS HHG transportation and Ch 4, 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 Employees 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 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 Employees 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 Employees 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 Employees 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 (JTR, par. 2250). 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 Members 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 Members 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 JTR 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 Members 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 Employees 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

A. A base, post, yard, camp or station:

1. Under the local command of a uniformed service,

2. With permanent or semi-permanent-type troop shelters and a Gov't Dining Facility/Mess, and

3. At which there are U.S. Gov't operations.

B. 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 Members Only). Any service authorized to be credited in computation of basic pay under 37 USC §205.

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APPENDIX A: DEFINITIONS & ACRONYMS

PART 2: ACRONYMS

Acronym	Meaning
ADT	Active Duty for Training **(Uniformed Members Only)**
AEA	Actual Expense Allowance
AGR	Active Guard and Reserve **(Uniformed Members Only)**
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official or Approving Official
AOR	Area of Responsibility
APP	Appendix
AT	Annual Training **(Uniformed Members Only)**
ATM	Automated Teller Machine
AWOL	Absent Without Leave **(Uniformed Members Only)**
BAH	Basic Allowance for Housing **(Uniformed Members Only)**
BAH-DIFF	Basic Allowance for Housing – Differential **(Uniformed Members Only)**
BAH-RC	Basic Allowance for Housing - Reserve Component **(Uniformed Members Only)**
BAH-T	Basic Allowance for Housing – Transit **(Uniformed Members Only)**
BAS	Basic Allowance for Subsistence **(Uniformed Members Only)**
BRAC	Base Realignment and Closure
_CA	Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or "-CA", differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See APP P, Part 1, par. A2.
CAP	Civilian Advisory Panel
CBA	Centrally Billed Government Travel Charge Card Account
CBCA	Civilian Board of Contract Appeals
CFR	Code of Federal Regulations
COCOM	Combatant Command
COLA	Cost of Living Allowance
CONUS	*Continental United States
CONUS COLA	*Continental United States Cost of Living Allowance **(Uniformed Members Only)**
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour **(Uniformed Members Only)**
CSRS	Civil Service Retirement System **(Civilian Employees Only)**
CTD	Civilian Travel Determination **(Civilian Employees Only)**
CTO	(Contracted) Commercial Travel Office
CWT	Hundred weight
DAS	Defense Attaché System
DDESS	Domestic Dependent Elementary and Secondary School
DFAS	Defense Finance and Accounting Services
DIA	Defense Intelligence Agency
DLA	Dislocation Allowance **(Uniformed Members Only)**

Acronym	Meaning
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDDS	Department of Defense Dependents Schools **(Civilian Employees Only)**
DoDEA	Department of Defense Education Activity
DoDFMR	Department of Defense Financial Management Regulation
DoDI	Department of Defense Instruction
DOHA	Department of Defense Office of Hearings and Appeals **(Uniformed Members Only)**
DoJ	Department of Justice
DoN	Department of the Navy (includes USN and USMC)
DoS	Department of State
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTMO	Defense Travel Management Office
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EFT	Electronic Funds Transfer
ERD	Early Return of Dependent
EUM	Essential Unit Messing
EVT	Emergency Visitation Travel **(Civilian Employees Only)**
FAM	Foreign Affairs Manual **(Civilian Employees Only)**
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System **(Civilian Employees Only)**
FHA	Federal Housing Administration **(Civilian Employees Only)**
FSH	Family Separation Housing **(Uniformed Members Only)**
FSH-B	Family Separation Housing – BAH Based Location **(Uniformed Members Only)**
FSH-O	Family Separation Housing – OHA Based Location **(Uniformed Members Only)**
FTA	Foreign Transfer Allowance **(Civilian Employees Only)**
FTR	Federal Travel Regulation
FUTA	Federal Unemployment Tax Allowance **(Civilian Employees Only)**
FVT	Family Visitation Travel **(Civilian Employees Only)**
FWS	U.S. Fish and Wildlife Service **(Civilian Employees Only)**
GAO	Government Accountability Office (formerly General Accounting Office)
GARS	Government Administrative Rate Supplement
GCC	Government (Transportation) Constructed Cost
GMR	Government Meal Rate
GOV	Government owned vehicle
Gov't	(U.S.) Government
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals

Acronym	**Meaning**
GTCC	Government Travel Charge Card
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHS	Health and Human Services **(Uniformed Members Only)**
HHT	House Hunting Trip **(Civilian Employees Only)**
HOR	Home of Record
HOS	Home of Selection **(Uniformed Members Only)**
HP	Home Port **(Uniformed Members Only)**
HSTA	Home Service Transfer Allowance **(Civilian Employees Only)**
IADT	Initial Active Duty for Training **(Uniformed Members Only)**
IAW	In Accordance With
IBA	**I**ndividually **B**illed Government Travel Charge Card **A**ccount. ***NOTE: Does not apply to any other form of personal credit card.***
ICW	In Connection With
IDT	Inactive Duty Training **(Uniformed Members Only)**
IE	Incidental Expenses
IPCOT	In Place Consecutive Overseas Tour **(Uniformed Members Only)**
IRC	Internal Revenue Code **(Civilian Employees Only)**
IRS	Internal Revenue Service **(Civilian Employees Only)**
ITA	Invitational Travel Authorization
ITDY	Indeterminate TDY **(Uniformed Members Only)**
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance **(Civilian Employees Only)**
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument (Uniformed Members Only)
LPQ	Living Pattern Questionnaire (Uniformed Members Only)
LPS	Living Pattern Survey (Uniformed Members Only)
LWOP	Leave Without Pay **(Civilian Employees Only)**
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MAP	Military Advisory Panel
MARS	Military Auxiliary Radio System
MCO	Miscellaneous Charge Order
MEA	Miscellaneous Expense Allowance **(Civilian Employees Only)**
MHA	Military Housing Area **(Uniformed Members Only)**
MIA	Missing in Action
MIHA	Move in Housing Allowance **(Uniformed Members Only)**
MILAIR	Military Aircraft
MSC	Military Sealift Command **(Civilian Employees Only)**

Acronym	**Meaning**
MTF	Military Treatment Facility
MWD	Military Working Dog
NIST	National Institute of Standards and Technology **(Civilian Employees Only)**
NMA	Non Medical Attendant
NOAA	National Oceanic and Atmospheric Administration ***(same as USNOAA)***
NSA	National Security Agency
NTE	Not to exceed
NTS	Non-temporary Storage ***(also referred to as Extended Storage)***
OC&IE	Organizational Clothing & Individual Equipment
OCONUS	*Outside the Continental United States
OHA	Overseas Housing Allowance **(Uniformed Members Only)**
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ***(also referred to as PRO-Gear)***
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PDUSD (P&R)	Principal Deputy Under Secretary of Defense (Personnel & Readiness)
PEB	Physical Evaluation Board **(Uniformed Members Only)**
PHS	Public Health Service ***(same as USPHS)***
PLEAD	Place from Which Entered (or Called) to Active Duty **(Uniformed Members Only)**
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ***(also referred to as PBP&E)***
QTRS	Quarters
R&R	Rest and Recuperative Leave
RAT	Renewal Agreement Travel **(Civilian Employees Only)**
RC	Reserve Component
RDD	Required Delivery Date **(Uniformed Members Only)**
RIT	Relocation Income Tax **(Civilian Employees Only)**
RPDCI	Retail Price Data Collection Instrument **(Uniformed Members Only)**
RSC	Relocation Service Company **(Civilian Employees Only)**
SDDC	(Military) Surface Deployment and Distribution Command
SEA	Subsistence Expense Allowance **(Civilian Employees Only)**

Acronym	**Meaning**
SECDEF	Secretary of Defense
SES	Senior Executive Service **(Civilian Employees Only)**
SIT	Storage in Transit
SMA	Separate Maintenance Allowance **(Civilian Employees Only)**
SR&R	Special Rest and Recuperative Absence **(Uniformed Members Only)**
SROTC	Senior Reserve Officers' Training Corps
SSN	Social Security Number
TAD	Temporary Assigned Duty (***same as TDY***)
TCS	Temporary Change of Station **(Civilian Employees Only)**
TDRL	Temporary Disability Retired List **(Uniformed Members Only)**
TDY	Temporary Duty
TEMDU	Temporary Duty (***same as TDY***)
TEMDUINS	Temporary Duty Under Instruction (***same as TDY***)
TLA	Temporary Lodging Allowance – OCONUS **(Uniformed Members Only)**
TLE	Temporary Lodging Expense – CONUS **(Uniformed Members Only)**
TMC	Travel Management Center ***(same as CTO)***
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance **(Civilian Employees Only)**
TQSE	Temporary Quarters Subsistence Expenses **(Civilian Employees Only)**
TQSE(AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses ***(C)***
TQSE(LS)	Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses **(Civilian Employees Only)**
UB	Unaccompanied Baggage
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ***(same as NOAA)***
USPHS	United States Public Health Service ***(same as PHS)***
USSM	Under Secretary of State for Management **(Civilian Employees Only)**
UTD	Uniformed Travel Determination **(Uniformed Members Only)**
VA	Department of Veterans Affairs **(Civilian Employees Only)**
VAMC	Veterans Affairs Medical Center **(Uniformed Members Only)**
VPC	Vehicle Processing Center
WAE	When Actually Employed **(Civilian Employees Only)**
YCA	Unrestricted airfare (fare basis code). The unrestricted airfare, or "YCA", has a last economy/coach seat on the aircraft availability to the traveler. See APP P, Part 1, par. A2.

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APPENDIX E: INVITATIONAL TRAVEL

PART 1: INVITATION TO TRAVEL

CIVILIAN EMPLOYEES ONLY

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

a. Not be employed by the Gov't,

b. Be only Intermittently employed by the Gov't as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when actually employed basis under 5 USC §5703,

c. Be serving without pay or at $1 a year, or

d. Be a volunteer covered by 10 USC §1588. See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel. A statement must be included on the ITA justifying that alternate means, such as (Secure Video Teleconference (SVTC) or other web based communication are not sufficient to accomplish travel objectives.

2. Invitational travel may be authorized by use of an ITA when:

a. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity ICW a DoD operation or program;

c. An individual or as part of a group, who confers on an official DoD matter with DoD officials and who performs a direct service such as providing advice or guidance to DoD. ***An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business***. (55 Comp. Gen. 750 (1976);

d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)). ***Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C5***;

e. An individual is an attendant for an employee with special needs or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));

f. An individual is a sponsor, or is in a similar official capacity, and/or participates in a ceremony that is related directly to a DoD Component's interest (***NOTE: Simple 'attendance' at a ceremony does not allow travel under an ITA except as provided in par. 7260.***);

g. An individual is authorized pre-employment interview travel under par. 7800;

h. The individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Gov't civilian employee or Uniformed Service member in an adverse action case. The testimony can be on behalf of the Gov't, the civilian employee, or the Uniformed Service member. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. An individual is an attendant for an employee: under (1) or (2), or is an escort for a Uniformed Service member's dependent(s) under (3) noted in Ch 7, Part D or an escort for a Uniformed Service member under (4) as noted in Ch 7, Part D.

(1) An employee with a disability or a special need on official travel (56 Comp. Gen. 661 (1977) & (59 Comp. Gen. 461 (1980));

(2) An employee who interrupts TDY because of an incapacitating illness or injury and is incapable of traveling alone. See par. 7025-A. Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or is injured (par. 7025-E3b); or

(3) A Uniformed Service member's dependent(s) when competent authority determined dependent's travel is necessary because the dependent(s) is/are incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances under par. 7105, 5152-D, 7260, 6020, or 6090. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 37 USC §452(f) which may be paid per the Service's policy.

(4) A Uniformed Service member when competent authority determines the member is physically incapable of traveling alone or requires an attendant under par. 7080, 7085, 7205, or 7315. Round trip travel (per diem) and transportation allowances may be authorized/approved including travel advances IAW 37 USC §452(f) which may be paid per the Service's policy.

*m. Spouses' Invitational Travel is for a family member. All applicable conditions in items (1) through (6) below must be met before allowances are authorized/approved.

*(1) The AO determines that a spouse may travel with the sponsor, at Gov't expense, when the spouse's presence would further the interest of the DoD, the Military Service or the command when the spouse travels to:

*(a) Attend a function in which the DoD Sponsor is participating in their official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part, or

*(b) Attend a function (with or without the DoD Sponsor) attended by spouse of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the Sponsor is meeting in their official capacity, or

*(c) Attend a function (with or without the DoD Sponsor) where a substantial portion of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with an ITA that ordinarily authorizes reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is unquestionably mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) On a case by case basis, Code 2 civilians, 4 star general/flag officers, and certain 3 star general/ flag officers serving as OCONUS or combatant commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses. Spousal travel when authorized/approved must adhere to the criteria in DoDD 4500.56, DoD Policy on the Use of Gov't Aircraft and Air Travel. ***This authority does not constitute blanket approval authority.***

(5) The AO for all other travel under this item is the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

(b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;

(c) Combatant Command Commander or designees for a request from a member and a civilian employee within the command. Joint or dual hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual's Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4 star flag officers.;***

(d) Secretary of a Military Department, or designees, for requests from a staff member; and

(e) Service Chief or designees for a request from a member and a civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

*(6) Authorization/approval of spouse travel for official purposes requires the exercise of good judgment in application. AOs should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel is being abused. For example, good judgment would counsel against travel if:

*(a) The official function that the spouse is to attend is an incidental part of the trip and the spouse will be occupied primarily with personal activities; or

*(b) Travel to the official function is immediately preceded or followed by personal leave in the same locale.

*Except when par. A2m(3) applies, an ITA issued under the authority of par. A2m authorizes Gov't funded transportation only (i.e., no per diem or actual expense allowances) for the spouse, must include the following statement: ***"This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."*** Approval authorities must maintain records of all approved requests for spouse travel that, at a minimum detail 1) the spouse's name, 2) dates and purpose of travel, and 3) any other information that supports justification of the approval;

n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or the Chairman's designated representative for personnel assigned to the Joint Staff and/or to Combatant commands that the spouse of a civilian employee or uniformed member may travel at Gov't expense to attend a Service endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991));

o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

p. An individual performing a direct service for the Gov't, consistent with 10 USC §1588; (5 USC §§5701(2), 5703; App A; 55 Comp. Gen. 750 (1976));

q. A Service may authorize/approve per diem and one round trip transportation between the residence to the medical facility for a limited number of designated individuals of an ill or injured member (***not of a civilian employee***) per par. 7315;

*r. An auxiliary chaplain who is intermittently employed by the Gov't to provide religious services or emergency ministrations. ***An ITA is not used to document attendance at, or payments related to attendance by individual participating in an unofficial capacity for, Chaplain led programs. See par. 1240;***

s. An attendant (par. 7100 for a patient authorized travel for specialty care over 100 miles IAW par. 7095;

t. A limited number of designated individuals attending a Yellow Ribbon Reintegration Program (DoDI 1342.28) event IAW par. 7350;

u. Family members attending transfer of remains per USD (P&R) memo, 6 April 2009. The Primary Next of Kin (PNOK) (DoDI 1300.18, par E2.46) and two additional family members may travel to Dover AFB, DE, to participate as official observers at the dignified transfer of remains of a deceased service member or deceased DoD civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in 37 USC 411f(c) and listed in par. 7260-A1. The Service Secretary may authorize additional family member travel on a case by case basis. At the PNOK request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the PNOK to the transfer;

v. A former DoD civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoDI 6055.05 Occupational and Environmental Health (OEH). A Service may authorize/ approve per diem and round trip transportation between the residence and the medical facility to complete the health surveillance evaluation; or

w. Required for a non medical attendant for a very seriously and seriously wounded, ill or injured member IAW par. 7205 and par. 7140-D3.

x. An ROTC cadet performs recruiting duty under an ITA while attending the educational institution at which the ROTC unit is located. The cadet is authorized per diem/AEA IAW pars. 4130 and 4300 except when recruiting in the cadet's residence area. A cadet is a person serving without pay. The area of the place the cadet resides while attending the educational institution at which the ROTC unit is located means the metropolitan area, in which the residence is located, surrounding the residence that is ordinarily serviced by the city's or town's local common carriers, or in the comparable surrounding area if not located within a recognized metropolitan area.

B. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or employee traveling on non-appropriated fund business;

2. Transportation of dependents and/or HHG (including freight and parcel post mail) or other property of an individuals to whom an ITA is issued;

3. A Federal Gov't employee or Uniformed Service member (A Federal employee or a Uniformed member on active duty is given a regular TDY travel order) unless the individual is:

a. A retired Federal Gov't employee or Uniformed Services member (may include retired military personnel from foreign countries), or

b. Authorized pre-employment interview travel under par. 7800 and the employee/member is in a leave status during such travel (B-219046, 29 September 1986)); or

c. An employee/member, traveling as a non-medical attendant, included on an ITA issued to a patient;

4. Contractors (App E3); or

5. ***Foreign military personnel***.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place at which that individual's services are required, and return to the origin.

2. Transportation Mode. Authority for a transportation mode, routing, and accommodations should be consistent with the provisions in Ch 3 and Ch 3 as appropriate to mission requirements.

3. Witness at a Military Court Martial. A person not in the Gov't's employ, when called as a witness before a military court martial, is authorized travel and transportation allowances under Service administrative regulations, except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832 (par. A2j).

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10 USC §4312 authorizes TDY mileage allowance payment to a civilian competitor while traveling to and from the National Matches. The TDY mileage allowance for the return trip may be paid in advance. Provisions for transportation allowance payment are in Army Regulation (AR) 920-30. The ITA also may authorize a subsistence allowance for the competition duration. The allowance rate is set by the Director for Civilian Marksmanship and must be stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony

a. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony provided the (69 Comp. Gen. 38 (1989)):

(1) Travel and transportation is authorized by the head of the DoD Component concerned or designee; and,

(2) Individual is a person of the award recipient's choosing who is related by blood, marriage or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship.

Examples of award ceremonies are: a Presidential award ceremony, an agency or major organizational component annual award ceremony, or a prestigious honorary award ceremony sponsored by a non Federal organization.

b. Reimbursement for travel and transportation expenses is authorized in par. C when the award winner and guest are geographically distant from the ceremony site, rather than in instances in which the award winner's residence is in the same area as the ceremony.

Example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.

c. The DoD Component concerned may allow attendance at Gov't expense of more than one individual when the award winner requires assistance because of a disability condition.

Reimbursement for transportation is limited to direct travel to and from the ceremony location (including travel between common carrier terminals and hotel where applicable and the ceremony site). Per diem is allowed for direct travel to and from the award ceremony location and for the ceremony day.

6. Travel of a DoD Education Agency (DoDEA) Student for Academic Competitions and Co curricular Activities. Seepars. 7150 and7160.

7. Travel and Transportation for Funeral Honors Detail. A person not employed by the Gov't, who participates in funeral honors detail for a veteran (10 USC §1491), may be authorized transportation or transportation reimbursement and reimbursable expenses (App G). The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual transportation expenses, (not a TDY mileage allowance), are payable when a POC is the authorized transportation mode.*** POC actual expense reimbursement is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for reimbursable expenses in App G may be authorized/approved.

APPENDIX G

QUICK REFERENCE TABLES FOR REIMBURSABLE AND NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES

This Appendix addresses commonly incurred expenses ICW official travel. It is intended **only as a quick reference table** of reimbursable and non-reimbursable expenses. **See Ch 2, part M for detailed expense lists, restrictions, and governing regulations.**

A. Reimbursable Official Travel Expenses

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Uniformed Members		Civilian Employees	
	PCS	TDY	PCS	TDY
Baggage check in fee, curbside (**Civilian Employees** with a disability/special need only)	X	X	X	X
Baggage, excess accompanied	X	X	X	X
Baggage storage fee	X	X	X	X
Baggage transfer fee	X	X	X	X
Biometric fees (ICW a passport and/or visa)	X	X	X	X
Birth certificate	X	X	X	X
Carrier terminal fees	X	X	X	X
Computer internet connections		X		X
Conveyance costs to and from the transportation terminal	X	X	X	X
Currency conversion fees	X	X	X	X
Currency conversion fees for other than GTCC **(Uniformed Members Only)**	X	X	X	X
Dependent fees	X	X	X	X
Deposits when TDY is curtailed/canceled/interrupted		X		X
Disease prevention measures	X	X	X	X
Driver (vehicle) services		X		X
Driver's License/permit (international) and photos, (for members and employees only, ***not dependents***)	X	X	X	X
Early checkout penalty when TDY is curtailed/canceled/interrupted		X		X
Energy surcharge fees	X	X	X	X
Green card fees	X	X	X	X
Government conveyance costs		X		X
GTCC late payment, expedited delivery, and Chip/PIN card issue fees	X	X	X	X
GTCC surcharge fees **(Civilian Employees Only)**			X	X
GTCC surcharge fees ***and*** personal charge card fees (ICW official travel) **(Uniformed Members Only)**	X	X		
Guide services		X		X
Insurance, driving related (in a foreign country only)		X		X
Interpreter services		X		X
Legal service fees ICW a passport, visa, green card, or changes in status	X	X	X	X
Lodging, dual		X		X
Lodging, daytime fees		X		X
Lodging, mandatory fees		X		X

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Uniformed Members		Civilian Employees	
	PCS	TDY	PCS	TDY
Lodging reimbursement while on leave, ICW a contingency operation, evacuation, or long term TDY flat rate per diem. **(Uniformed Members Only)**		X		
Lodging reimbursement while on leave, when receiving long term TDY flat rate per diem **(Civilian Employees Only)**				X
Lodging tax in CONUS and non-foreign OCONUS areas only	X	X	X	X
Military working dog expenses		X		X
Paper ticket fees	X	X	X	X
Parking fees at a terminal		X		X
Passport fees ICW official travel (member, employee, and dependents)	X	X	X	X
Pet quarantine	X		X	
Photograph fees for OCONUS travel ICW a passport, visa, or green card	X	X	X	X
Physical examination fees ICW a visa	X	X	X	X
Prepaid rent forfeited when TDY is curtailed/canceled/interrupted		X		X
Preparatory travel expense reimbursement when the order is amended, modified, canceled or revoked	X	X	X	X
POC tax and license fee ICW TDY **(Civilian Employees Only)**				X
POC use on TDY		X		X
Registration fee		X		X
Rental vehicle reimbursable expenses		X		X
Resort fees	X	X	X	X
Room rental		X		X
Service/processing/transaction fees for arranging transportation, rental car, and lodging accommodations	X	X	X	X
Special conveyance/rental vehicle expenses		X		X
Storage of property used on official business		X		X
Tips, baggage handling -- for employee with a disability/special need **(Civilian Employees Only)**			X	X
Tips, baggage handling -- for dependent baggage that sponsor cannot handle when dependent travels with the sponsor **(Civilian Employees Only)**			X	
Tips, baggage handling -- for unaccompanied dependent's baggage **(Civilian Employees Only)**			X	
Transportation to/from the transportation terminal (TDY travel only)		X		X
Travel and transportation related expenses	X	X	X	X
Value added tax certificate		X		X
Visa fees for OCONUS travel	X	X	X	X

B. Non-Reimbursable Official Travel Expenses

NON-REIMBURSABLE OFFICIAL TRAVEL EXPENSES
ATM use
Communication services
Laundry/dry cleaning expenses
Medical fees
Mission related expenses
Passport fees for an acquired dependent **(Uniformed Members Only)**
Personal expenses
Phone calls, official
Prepaid phone cards/cell phones
Registered traveler membership fee
Insurance, personal accident
Insurance, rental car (U.S./non-foreign OCONUS location)
Rental car damage ICW non-official business
Rental equipment purchase
Tips aboard commercial ships
Tips, baggage check-in fee, curbside
Tips, baggage handling
Tips for handling Gov't property
Tips ICW transportation

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APPENDIX I: TRAVEL ORDERS

PART 3: TRAVEL ORDER CONTENT

CIVILIAN EMPLOYEES ONLY

A. Form of Request. Use the travel order forms prescribed in App I, Part 4, par. A (TDY) and App I, Part 4, par. B (PCS).

B. Information Required (FTR §301-10.5)

1. General Information. The following information must be included on each travel order. ***NOTE: See par. 2110-E if premium class accommodations are authorized.***

a. Employee's name;

b. AO's signature (digital in DTS);

c. Travel purpose (see App H);

d. Travel order conditions or limitations;

e. Cost (for an open order, include a travel cost estimate over the period covered) estimate;

f. A statement that the employee is authorized to travel;

g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov't personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency." (DoDFMR, Vol. 9, paragraph 030503);

h. A statement indicating whether the traveler is/is not a GTCC IBA holder (DoDFMR, Vol. 9, paragraph 030503.A);

i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. (DoDFMR, Vol. 9, paragraph 030503.B);

j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030503.C);

k. A statement indicating that CTO use to arrange official travel is mandatory, or a detailed statement of why a CTO is not available/not being used. ***NOTE: Virtually every DoD component has a contractual arrangement with a CTO requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the CTO, if the CTO can provide the required official transportation arrangements.***;

l. A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P, Part 1, par. A6 applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost."; and

m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments.

n. If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler.

o. A statement that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

p. A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication is not sufficient to accomplish travel objectives.

2. Specific Authorization/Approval. (FTR §301-2.5) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

a. Use of premium class service on common carrier transportation (par. 3520-C);

b. Use of a non U.S. certificated air carrier (par. 3525);

c. Use of extra-fare train service (par. 3625);

d. Travel cost estimate (a blanket travel order should include an estimate for the period covered);

e. A statement that the employee(s) is (are) authorized to travel; and

f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at Gov't expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;

b. Reduced per diem rate payment (par. 4095);

c. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation (JER), DoD 5500.7-R, ***http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html***); and

d. Travel expenses related to conference attendance (App R).

C. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

1. That the travel type is "blanket TDY travel";

2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;

3. Of the general geographic area limitations;

4. Of a specific period of time within a fiscal year;

5. Of the reason(s) for this type of travel;

6. Designating the traveler as an acting transportation officer, if applicable;

7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov't's advantage, if appropriate;

8. Authorizing excess accompanied baggage, if necessary; and

9. Of other conditions, limitations, and instructions, as appropriate.

***NOTE 1*: A blanket travel order is not used in DTS.**

***NOTE 2*: A blanket travel order must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.**

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov't (under 5 USC §5703) and paid on a daily-WAE basis or serving without pay or at $1 a year (see par. 7820 and App E, Parts 1 and 2). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE*: This use of ITAs does not apply to contractors.**

E. PCS Travel

1. General. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel order must contain the same basic information prescribed in App I, Part 4, par. B, plus a statement:

a. In all cases:

(1) Naming the old and new PDSs and their locations;

(2) The reporting date at the new PDS; and

b. If applicable:

(1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;

(2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

(3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 3105. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed. See App G.;

(4) The maximum HHG weight the employee may transport including:

(a) SIT authority;

(b) HHG shipment origin and/or destination points (when different from the employee's);

(c) The transportation method (commuted rate or actual expense (Gov't arranged or employee arranged NTE the Gov't arranged cost)); and

(d) (For Gov't arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Gov't expense (e.g., borne by, or collected from, the employee);

(5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

a. That the travel type is "PCS travel," and

b. If applicable:

(1) That a service agreement has been signed. See par. 5820;

(2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary PQtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed)***;

(4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(5) Authorizing real estate and unexpired lease expenses;

(6) Authorizing special conveyance use for PCS travel;

(7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's advantage;

(8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

(10) That a reduction in force or function transfer is due to base closure if such is the case; and

(11) The conditions in par. 5604-B1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.

3. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

a. That the travel type is "travel to first duty station (5 USC §5723)";

b. Of the date the required service agreement is signed;

c. Of the actual residence;

d. Of the position title and grade to which appointed;

e. If transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's financial advantage; and

f. That the conditions in par. 5604-B11 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.

4. OCONUS Permanent Duty Travel

a. General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

(1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;

(2) Of the actual residence, as appropriate;

(3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;

(4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(5) Of transportation modes (see App I4, par. B) (circuitous route travel for personal reasons may not be authorized at Gov't expense, see pars. 3005-E, 3210 and 3220);

(6) For POC travel, that POC travel is to the Gov't's advantage, or of the reimbursement limitation IAW par. 5604;

(7) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov't transportation facilities.;

(8) Of the maximum HHG weight the employee may transport and/or store; and

(a) Any weight limitation imposed by the OCONUS command;

(b) The weight allowance for consumables, if authorized (par. 5694 and App F);

(c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov't arranged move; and

(d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov't's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

(12) If ocean going car ferries are authorized. See par. 3700.;

(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed)***;

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(2) Of the number of leave days granted;

(3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(5) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(6) Of accompanied baggage weight limits;

(7) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

F. TCS Travel

1. Events Requiring a Travel Order. A separate travel order is required to:

a. Assign the employee from the PDS to a TCS location;

b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:

c. Assign the TCS location as the new PDS; and

d. Authorize the employee to return to the former PDS (par. 5904-B1).

2. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in App I, Part 4, par. B, plus a statement:

a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

b. Of the PDS(s) and TCS involved and locations;

c. Of the TCS/PDS reporting date; and if applicable;

d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;

e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);

f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 3105. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see App. G);

g. Of the maximum HHG weight the employee may transport;

(1) Of SIT storage authority;

(2) Of HHG origin and/or destination points (when different from the employee's);

(3) Of the transportation method (commuted rate, or Gov't arranged (or actual expense NTE the Gov't arranged cost)); and

(4) How the employee intends to fulfill financial responsibility for charges not allowed on a Gov't arranged move (e.g., borne by, or collected from, the employee);

h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

i. If TQSE is authorized for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

k. Of transportation modes (App I, Part 4, par. B);

l. Prohibiting commercial transportation use when Gov't transportation facilities make the travel reservations;

m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

o. Whether or not POV shipment is authorized; and

p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;

*2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, par. 7020";

3. Traveler's name and position title and employer, if applicable;

4. Traveler's home address;

5. Traveler's business address (if applicable);

6. Date travel begins;

7. Number of assignment days;

8. Assignment purpose;

9. Place travel begins;

10. Assignment place or itinerary;

11. Place travel ends;

12. Transportation modes;

13. Allowances;

14. Conditions, instructions, limitations (see App I, Part 4, par. A2, item 16 for pertinent statements required to be included); and

15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in App E, Part 2. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the Gov't. See par. 1000-D.

APPENDIX W

ADMINISTRATIVE WEIGHT ALLOWANCE LOCATIONS

A. Authority. Only the locations in par. D have administratively reduced HHG weight allowances as indicated. If a location is ***not listed below*** then it is not a weight restricted location.

B. Authorization Period. The reduced administrative HHG weight allowance for the locations in APP W is effective until rescinded.

C. Submission Process. See JTR, par. 5202 and Service regulations for the submission process. All submissions must be sent through a MAP/CAP member. See JTR foreword for addresses.

D. Reduced Weight Allowance Locations. The below tour locations have reduced administrative HHG weight allowances as indicated.

Location	Administrative Weight Limitation
Alaska, Dutch Harbor	**Uniformed Members Only**. An incoming/departing member assigned to USCG Marine Safety Detachment (MSD) Dutch Harbor is limited to transportation of 1,000 lbs. of HHG as furnished Gov't Qtrs are available.
Bahrain	**Uniformed Members Only**. An incoming/departing member assigned to USCG PATFORSWA is limited to transportation of 500 lbs. of HHG as furnished Gov't Qtrs are available.
Japan, Camp Zama	**Uniformed Members Only** 1. A member is authorized to transport 25% of their net HHG weight allowance to/from Camp Zama, Japan. 2. **Example**: 11,000 lbs. X 25% = 2, 750 lbs. net HHG weight allowance to transport to/from Camp Zama, Japan. **Civilian Employees Only** 1. An employee is authorized to transport 25% of their net HHG weight allowance (18,000 lbs.), including UB. 2. **Example**: 18,000 lbs. X 25% = 4,500 lbs. net HHG weight to transport to/from Camp Zama, Japan.
Japan, MCAS Iwakuni	**Uniformed Members Only** 1. Accompanied Tour a. A member on an accompanied tour is authorized to transport 75% of their full HHG weight allowance. The weight of UB shipment counts against the administrative weight restriction. b. An O6 on an accompanied tour as the Commanding Officer, at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the full HHG weight allowance. 2. Unaccompanied Tour. ALL members on an unaccompanied tour (dependent restricted) are authorized to transport up to 10% of the full weight allowance as UB and/or other HHG. If an off base residence is pre-authorized by the gaining command via official correspondence, the member is authorized 10% or 2,500 lbs. of the authorized weight allowance, of which a maximum of 2,000 lbs. may be transported as UB.
Japan, Okinawa	**Uniformed Members Only** 1. A member, on an accompanied tour, is authorized to transport 2,500 lbs. or 25% of their full HHG weight allowance, whichever is greater. The weight of UB shipment counts against the administrative weight restriction. 2. An O6 on an accompanied tour is authorized to transport 10,000 lbs. of HHG. 3. An O7 (and above) on an accompanied tour is authorized to transport the full HHG weight allowance.

Location	Administrative Weight Limitation
Korea ***(Except Chinhae, Osan & Detachment 452 Wonju)***	**Uniformed Members Only** 1. Accompanied Tour. A member on an accompanied tour in Korea is authorized to transport 50% of their full HHG weight allowance. **Exception**: Chinhae, Osan, and Detachment 452 Wonju are full HHG weight allowance locations. 2. Unaccompanied Tour**.** A member on an unaccompanied tour in Korea is authorized to transport 25% of the administrative weight allowance, or 2,500 lbs., whichever is greater.
Korea, Kunsan	**Uniformed Members Only**. A member is limited to their UB allowance or the option to surface transport 10% of the applicable full HHG weight allowance. ***There are no accompanied tours at Kunsan***.
Qatar, Doha	**Uniformed Members Only** 1. AL-Udeid AB a. PCS. A member, on a PCS order**,** is authorized an UB shipment preferably NTE 500 lbs. due to living Qtrs size. b. TDY. A member on an extended 365 day TDY deployment ***is not authorized*** a UB shipment. 2. Al-Udeid AB (USAF Member) a. PCS. Only a member on a PCS order is authorized an UB shipment. b. TDY/ITDY. A member on aTDY/ITDY assignment ***is not authorized*** a UB shipment IAW PSDM 08-47. c. Weight Limitations. A member is limited to the weight allowances IAW Table A3.1 of the USAF Supplement to the /JTR. d. Guidelines for Small Living Space. Due to small living Qtrs at Al-Udeid AB, the guidelines for HHG shipment weight should be followed: (1) E6 and Below. 250 lbs. (or fewer) of HHG as living conditions will not accommodate any additional weight. (2) O1 - O6 and E7 - E8. 500 lbs. (or fewer) due to limited room space. (3) Group and Squadron CC's and CMSgt. No more than normal UB weight allowance.

Footnotes:

1. A USAF member is authorized to transport 10% of the full HHG weight allowance via surface or normal UB weight allowance IAW Table A3.1 of the ***AF Supplement to the JTR***.

2. A USMC member is authorized to transport 10% of the administrative HHG weight allowance based on the limited size of the BOQ/BEQ Qtrs and lack of ability to store excess HHG locally at the PDS.

*3. **PHS Only**. Officers assigned to Gov't furnished Qtrs are limited to a shipment of 25% of the maximum authorized weight allowance, with the remainder placed in non-temporary storage, at the last CONUS PDS. The 25% weight maximum applies to all PCSs except when shipping from Gov't furnished to unfurnished Qtrs or return from an OCONUS assignment with unfurnished Qtrs.