

JOINT TRAVEL REGULATIONS**UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 MARCH 2015**

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

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/CAP 3-15(I) -- Tour Length for Romania and Poland. Establishes a 12-month dependent restricted tour for Deveselu, Romania and Redzikowo, Poland effective 2 January 2015. Affects App Q1.

MAP 4-15(I) -- PCS with TDY En Route Near Homeport. Corrects par. 5046 to authorize per diem when TDY en route at or near the homeport and member does not commute to TDY from permanent quarters. Affects par. 5046-A.

MAP/CAP 5-15(I) -- DoD Components Chart Update. Updates DoD component table found in JTR, App A.

CAP 6-15(I) -- Par. 7815 JTR Corrections. Corrects format and reference changes in JTR, par. 7815.

MAP/CAP 7-15(I) -- JTR Email Changes. Updates JTR email addresses for AEA, HHG SIT, Regulations Review, Evacuations, and TLA-Special submission requests to PDTATAC staff. Affects pars. 1020-C1, 4335-B1c, 5674-E3a, 6025-D1 second item c, and 9195-C1.

MAP/CAP 8-15(I) -- JTR APP G Table Corrections. Deletes erroneous reimbursable expenses indicators from JTR, APP G Quick Reference Tables.

MAP/CAP 11-15(I) -- HHG Reference Correction. Corrects erroneous JTR reference found in par. 5194 (item 7) to par. 5296-K and rearranges the language for clarity.

MAP 12-15(I) -- Edit to Non-Medical Attendant for Seriously Ill Member. Change 'designated individual' to 'non-medical attendant' in par. 7205-D1.

MAP/CAP 13-15(I) -- Appendix G Maintenance. Aligns language and applicability in App G with Ch 2L – Reimbursable Expenses.

MAP/CAP 14-15-15(I) -- Administrative Procedures. Aligns the JTR references in pars. 1015-C2h and 2125 with the individual references found in par. 1015-C2h; added a missing reference. The various JTR references as written do not coordinate the dual references that indicates the traveler financial responsibility and the Services/ Agencies authority to issue administrative/or procedural issuances as necessary per JTR authority. Affects pars. 1015, 2000, 3105, 5206, 5212, 5322, 5336, 5364, 5388, 5416, 5596, 5634, 5672, 5708, 5710, 5736, 5742, 5752, and 5846.

MAP/CAP 18-15(I) -- Mobile Home Towed by POC. This item deletes information in par. 5408-F as the allowances in this subpar. apply only to civilian travelers.

JOINT TRAVEL REGULATIONS

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 MARCH 2015

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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Part B2b	10-14	10-14	10-14	10-14	10-14	10-14
Part B2c	10-14	10-14	10-14	10-14	10-14	10-14
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Part B5c	12-14	12-14	12-14	12-14	10-14	10-14
Part B5d	10-14	10-14	10-14	10-14	10-14	10-14
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Part B6c	03-15	10-14	10-14	10-14	10-14	10-14
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Part B8	10-14	10-14	10-14	10-14	10-14	10-14
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Part A1c	03-15	10-14	10-14	10-14	10-14	10-14
Part A1d	10-14	10-14	10-14	10-14	10-14	10-14
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Part A2b	10-14	10-14	10-14	10-14	10-14	10-14
Part A2c	10-14	10-14	10-14	10-14	10-14	10-14
Part A2d	10-14	10-14	10-14	10-14	10-14	10-14

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Part A2f	10-14	10-14	10-14	10-14	10-14	10-14
Part B1	10-14	10-14	10-14	10-14	10-14	10-14
Part B2	10-14	10-14	10-14	10-14	10-14	10-14
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Part B3c	10-14	10-14	10-14	10-14	10-14	10-14
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Part E4	10-14	10-14	10-14	10-14	10-14	10-14
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Part E6	10-14	10-14	10-14	10-14	10-14	10-14
Part E7	10-14	10-14	10-14	10-14	10-14	10-14
Part E8	12-14	12-14	12-14	12-14	10-14	10-14
Part E9	12-14	12-14	12-14	12-14	11-14	10-14
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CHAPTER 1: GENERAL

PART A: ADMINISTRATION AND GENERAL PROCEDURES

1000 APPLICATION

A. Personnel Covered

1. **Uniformed Members Only:** The JTR applies to:
 - a. An Active or RC member, without regard to the Service, Agency (e.g., DIA), or other Gov't entity (e.g., DHS, DoS);
 - b. Dependent(s) of an individual covered by JTR (unless eligible for separate allowances); and
 - c. A member on loan, assignment, or detail to another Department/Agency. Except as in par. 1235, or unless otherwise provided for by law ([5 USC §5536](#)), a member on loan/assignment/detail to another department/agency is authorized JTR allowances, not the allowances of the department/agency to which loaned/assigned/ detailed.
2. **Civilian Employees Only:** The JTR applies to:
 - a. A DoD civilian employee, including a direct hire non U.S. person employed by DoD in an OCONUS area, except as restricted and limited by OCONUS commands or by agreement with the host government.;
 - b. Dependent(s) of an employee/individual covered by the JTR (unless eligible for separate Allowances);
 - c. A civilian official and/or employee of another Gov't department and/or agency who performs an official assignment for and at DoD's expense;
 - d. A DoD personal services contract employee ([27 Comp. Gen. 695 \(1948\)](#));
 - e. Civilian marine personnel of Military Sealift Command to the extent provided in NAVSO P833, [Civilian Marine Personnel Instruction \(CMPI\) Instruction 4650](#);
 - f. A person who performs travel under a DoD ITA (including a non U.S. person indirect hire);
 - g. A National Guard technician employed pursuant to [32 USC §709](#);
 - h. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at a place of employment or service for the Gov't;
 - i. A new appointee to the SES, and
 - j. Certain Presidential appointees.

B. Personnel Not Covered. The JTR does *not* apply to:

1. A person employed intermittently as a consultant/expert and paid on a WAE basis or a person serving without compensation or at one dollar a year;
2. A NAF official and/or employee traveling on NAF business (JTR may be adopted and interpreted by NAF activities for NAF employees.);
3. A contractor's representative and/or contractor's employee under a contract with DoD;
4. A DoD employee appointed under [22 USC §2385\(d\)](#); or
5. A DoD civilian employee who performs an official assignment (TDY, TCS or PCS) funded by a non DoD Agency and who is subject to the funding Agency's travel and transportation policies which includes travel (payment advance, authorization, reimbursement, and voucher submission), and transportation between the official locations (except the 'Fly America' always applies to DoD personnel).

C. Statutory Regulations.

1. **Uniformed Members Only:** The JTR:

a. Is the basic statutory Regulation governing a Uniformed member's:

- (1) Travel and transportation at Gov't expense,
- (2) Certain OCONUS station allowances (OCONUS COLA, TLA),
- (3) Housing allowances (BAH, FSH, and OHA), and
- (4) CONUS COLA.

b. Has the force and effect of law and is issued primarily under the authority of [37 USC §§481](#) and [1001](#).

2. **Civilian Employees Only:** The JTR:

a. Implements the basic statutory regulation issued by GSA (FTR), governing a civilian employee's travel and transportation at Gov't expense.

b. Has the force and effect of law and is issued primarily under the authority of OSD and PDTATAC.

D. Travel Not Paid for by the Gov't

1. **Uniformed Members Only:**

a. The JTR:

- (1) Addresses allowances paid/reimbursed by the Gov't; and
- (2) Does *not* address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies).

b. A travel authorization permitting travel at the member's option, as distinguished from directing travel, may be issued but does not authorize travel and transportation allowances or reimbursement of any expenses.

2. **Civilian Employees Only:**

NOTE: *An employee must not be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official travel reimbursement or reducing allowances.*

a. General. The JTR:

(1) Addresses allowances paid/reimbursed by the Gov't, and

(2) Does **not** address travel involving no reimbursement by/expense to the Gov't (e.g., permissive travel, travel under a travel authorization but not on public business, return from leave to duty abroad, and attendance at public ceremonies). See [DoDI 1400.25, Vol. 630](#) and Component supplemental personnel and travel guidance for excused absence and permissive travel policies, respectively.

b. Policy. When travel at Gov't expense is not authorized, an employee may agree to pay all expenses for attendance at a technical, professional, scientific, or other similar organization meeting. See par. 2020 for policy on travel at Gov't expense.

c. Employee Status

(1) An administrative determination must be made IAW civilian personnel policy to determine if the employee is in a duty or leave/other non-duty status. See [DoDI 1400.25, Vol. 630](#).

(2) For a funded order to be issued, the employee must be in a duty status. An employee in a leave status when a funded order is issued, enters a duty status to execute the order.

E. **Uniformed Members Only:** Separation by Personal Choice

1. Public Health Service (PHS) Member. The Assistant Secretary for Health, or the Secretarial Process may, at the official's discretion, deny a PHS member any/all travel and transportation allowances if the member resigns/separates, by personal choice:

a. Before completing 2 years of continuous active duty, or

b. Before completing a period of active duty agreed to in writing, or

c. Without adhering to Service policy regarding separation from the Service or release from active duty.

2. National Oceanic And Atmospheric Administration (NOAA) Corps Member. The Secretary of Commerce may, at the Secretary's discretion, deny a NOAA Corps member any/all travel and transportation allowances if the member resigns/separates, by personal choice, before completing 3 years of service from the appointment date in the NOAA Corps.

F. **Civilian Employees Only:** FTR Authority Not Implemented. There may be circumstances when the FTR authorizes a discretionary travel and transportation allowance but the JTR remains silent. A discretionary FTR authority that is not addressed in the JTR is not implemented within DoD.

1005 PROHIBITION NOT STATED

A. Authority

1. **Uniformed Members Only**: The JTR creates the authority for payment of certain allowances. There may be circumstances when travel and transportation allowances are prohibited and are so stated in JTR.
2. **Civilian Employees Only**: The FTR creates the authority for payment of certain allowances and is implemented in DoD by the JTR.

B. Prohibition. There may be circumstances when travel and transportation allowances are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an allowance exists or may be authorized (i.e., the philosophy of “It doesn’t say I can’t therefore I can.” does not apply to the JTR).*

1015 IMPLEMENTATION

A. Regulatory Authority. IAW [DoDD 5154.29](#) the provisions and subsequent changes to the JTR are effective based on PDTATAC regulatory authority.

B. Allowance Implementation. *The JTR requires no further allowances implementation.*

C. Administrative Procedures

1. The Services/Agencies (separately or jointly) may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions.
2. The Services/Agencies (separately or jointly) should issue implementing administrative and/or procedural publications for certain allowances. The listing below should be implemented by Service/Agency regulations. The following list may not be all inclusive:
 - a. Completion and submission of travel vouchers (Ch 2, Part K);
 - b. Appropriate authority/approval level for business class air travel (par. 3500);
 - c. Order endorsements related to foreign flag carrier use (par. 3525-F);
 - d. Meal ticket issuance, use, and care, and for the payment for meals procured with the tickets (par. 2030);
 - e. Procedures and conditions under which advance payments are authorized including those in:
 - (1) PDT (Ch 5),
 - (2) Evacuation Allowances (Ch 6),
 - (3) Recruiting expenses (par. 7625),
 - (4) TLA IAW par. 9157 **Uniformed Members Only**,
 - (5) TQSE IAW Ch 5, Part B9 **Civilian Employees Only**, and
 - (6) OHA, IAW par. 10028. **Uniformed Members Only**

NOTE: Advance MIHA is not authorized.
 - f. Appropriate separation or retirement activities (pars. 5066-A3 and 5068-A3);
 - g. Claims for personally procured HHG transportation (par. 5210-D);

- *h. Traveler financial responsibility (pars. 2000, 2125, 3105-B, 5206-G, 5212-E, 5322-B2, 5336, 5364, 5388, 5416, 5596-B, 5634-B, 5672-A, 5708, 5710-B, 5736, 5742-E2, 5752-E2, and 5846-B);
- i. Personal emergency determination (par. 7010-A);
- j. Establishing dependency (see App A definition of dependent),
- k. CTO use policy (par. 2400);
- l. Procedures for extending evacuation safe haven allowances (par. 6095-D2);
- m. Transportation of the remains of a deceased member/employee and/or a deceased dependent (Ch 7, Part F);
- n. Currency loss/gain procedures for OHA (par. 10028-D) **(Uniformed Members Only)**;
- o. Command sponsorship criteria (see App A definition of command sponsored dependent) **(Uniformed Members Only)**;
- p. Family member travel and transportation incident to the repatriation of a member held captive par. 7425) **(Uniformed Members Only)**;
- q. Required documentation for personally procured transportation reimbursement or dependent POC travel ICW a ship being constructed/undergoing overhaul or inactivation (pars. 5134-E and 7615-D) **(Uniformed Members Only)**; and
- r. Dependent escort travel and transportation allowances (par. 5152-F) **(Uniformed Members Only)**.

1020 SERVICE/AGENCY REGULATION REVIEW PROCESS

A. Requirement. [DoDD 5154.29](#) requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure per diem, travel and transportation allowances, relocation allowances, and certain other allowances are uniformly applied.

B. Application. The review process applies to all DoD Uniformed Services and DoD components. Non-DoD Uniformed Services may submit their written material for review as desired.

C. Procedure. A WORD document of the written material should be forwarded, via the Service MAP representative found in the Introduction Feedback Reporting section to:

*1. Email: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil; or

2. Mail:

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

3. Fax: (571) 372-1301 DSN (312) 372-1301

1025 EXPENDITURE AUTHORITY

Nothing in the JTR provides authority for expenditures for purposes not provided for in appropriations and/or in law.

1030 DUPLICATE PAYMENT

1. A duplicate payment is a Gov't payment claimed by a traveler for an expense paid to the traveler by another entity or two payments for the same expense.
2. *Expenses reimbursed, or to be reimbursed, by another entity must not be paid by the Gov't.*
3. A non-deductible meal (par. 4210) provided to a traveler in a per diem status is not a duplicate payment.
4. The traveler is financially responsible for returning duplicate payments received, including any allowances covered in JTR.
5. The Improper Payments Information Act of 2002, [P. L. 107-300](#) may apply.

1035 APPROPRIATE ACTION FOR FAILURE TO FOLLOW THESE REGULATIONS

A command/unit is expected to take appropriate disciplinary action when a traveler and/or AO fail to follow these Regulations. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), non-judicial action, or other appropriate personnel means. Disciplinary action must *not* be through refusal to reimburse unless no authority exists or is so stated in this regulation (e.g., par. 2400-E).

1040 REGULATION CHANGE EFFECTIVE DATE

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

1045 INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS

The application of basic laws, appropriation acts, JTR (and FTR for civilian employees), and departmental instructions to specific travel circumstances is subject to interpretation by the OSD GC and DOHA (for uniformed members), and CBCA (for a civilian employee). OSD GC, DOHA, CBCA, GSBICA, and GAO decisions provide guidance for similar cases/situations involving the same circumstances and where applicable are referenced. *Other interpretations are strictly advisory in nature.*

1050 TERMINOLOGY

The terminology used in the JTR may be unique to the JTR. See App A, Part 1 for definitions of terms, and Part 2 for acronyms. Use the relevant Chapters and Parts, with App A to determine the exact definition of a specific term. Definitions in the JTR are not necessarily applicable to other Gov't regulations.

CHAPTER 2: OFFICIAL TRAVEL

PART A: GENERAL

2000 OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL ([FTR §301-70.1](#))

***NOTE:** While requirements for additional receipts are discouraged; travelers are advised to retain ALL receipts for tax purposes or in the event questions arise about expenses (e.g., transportation expenses that seem excessive and/or inappropriate to the AO and which the AO, as a certifying officer, can decline based on finance regulations to pay unless convinced of their validity). If a receipt is impracticable to obtain or it has been inadvertently lost/destroyed, a written statement, acceptable to the AO explaining the circumstances, must be furnished.*

A. General. A traveler must exercise the same care and regard for incurring Gov't paid expenses as would a prudent person traveling at personal expense. [CBCA 2852-TRAV, 28 August 2012](#).

B. Circumstances. The following circumstances include, but are not limited to, opportunities for travelers and commands to be good stewards of Gov't funds and exercise prudence in travel. Travelers and commands must consider the following for use when appropriate without disrupting the mission:

1. Use of the least expensive transportation mode to and from the transportation terminal;
2. Use of the least expensive parking (ordinarily the long term lot) when POC parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available);
3. Use of the least expensive public transportation in and around the TDY site (i.e., subway/streetcar/bus) in lieu of taxi;
4. Use of the least expensive authorized/approved special conveyance/rental vehicle (both in terms of using the 'standard' compact size and the least expensive vendor);
5. Scheduling travel as early as possible to take advantage of the best offered fare/rate (e.g., such as a 'Dash' CA airfare in lieu of a YCA airfare); and
6. 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. Receipts

1. General. For DoD Services, IAW [DoDFMR 7000.14-R, Volume 9](#), a traveler must maintain records/receipts for:

- a. Individual expenses of \$75 or more, and
- b. All lodging costs (except when authorized a long-term TDY flat-rate per diem, see par. 4250-A).

2. Lodging Receipt Exception **(Uniformed Members Only)**

- a. A lodging receipt is not required when the member is authorized a long term TDY flat rate per diem (see par. 4250-A); but a lodging receipt may be necessary to support a lodging tax reimbursable expense (App G) if required by a Service issuance.
- b. Each non DoD Service must establish its own criteria for records/receipts maintenance by members.

*D. Traveler's Financial Responsibility. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility (pars. 1015-C2h and 2125).

2005 LODGING PROGRAMS

A. General

1. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA's FedRooms Lodging Program provide adequate quality lodging at/below per diem and properties often are close to TDY location worksites.
2. Use of lodging facilities in these programs often results in cost savings to the Gov't.
3. The Fed Rooms Lodging Program lodging rate is indicated by the use of an 'XVU' rate code as opposed to a 'GOV' or other rate code.
4. Not all programs are available to all official travelers.

B. Not Considered Gov't Qtrs. The following are *not* Gov't Qtrs:

1. Army Lodging Success Program,
2. Navy Elite Lodging Program,
3. GSA's Fed Rooms Lodging Program,
4. Gov't contracted lodging not located on an Installation to which the traveler is assigned.

See [DOHA Claims Case No. 2009 CL 080602.2, 7 July 2010](#)

C. Gov't Contract Lodging **(Uniformed Members Only)**

1. The Secretary Concerned may direct the use of Gov't contract lodging, at or near the U.S. installation or reservation, specifically contracted for a member assigned TDY to a contingency operation for more than 180 days at one location.
2. Transportation between the lodging and work site should be considered when making arrangements for Gov't contract lodging.
3. Directing the use of Gov't contract lodging off the U.S. installation does not permit directing the use of the GMR.

2010 TRAVEL OFFICIAL RESPONSIBILITIES

An official responsible for directing travel and/or approving reimbursement also is responsible for ensuring that funds are used for official travel purposes and IAW the conditions prescribed.

2015 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service/Agency regulations and (for DoD) the DoD Foreign Clearance Guide (FCG) located at <https://www.fcg.pentagon.mil/fcg.cfm> govern the requirements/procedures and documents relating to official travel to foreign countries regarding:

1. Passports,
2. Visas,
3. Immunizations,
4. Advance clearance,
5. Special conditions, and
6. Other restrictions.

B. No Fee Passport. The necessary passport, visa (including green card) when required (see App G), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and a passport for each traveler is required for travel into a foreign country, or territory under control of a foreign country.

C. Time Limitations

1. A passport should be renewed before it expires, if practicable.
2. Most visas and immunizations have time limitations.

2020 TRAVEL JUSTIFICATION ([FTR §301-71.101](#))

A. Directed Travel. Gov't funded travel and transportation may be directed only:

1. When officially justified, and
2. By means that meet mission requirements consistent with good management practices.

B. Traveler Expenses. A traveler must not be directed to perform official travel at:

1. Personal expense, nor
2. Reimbursement rates/amounts inconsistent with the JTR.

C. Limited Travel Funds. Limited travel funds are not a basis for:

1. Denying official travel reimbursement, or
2. Reducing allowances.

2025 STANDARD CONUS PER DIEM RATE

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

B. CONUS PCS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved.

C. Standard CONUS Per Diem Rate. The Standard CONUS per diem rate is:

<u>Effective 1 October 2013</u>		
<u>LODGING</u>	<u>M&IE</u>	<u>TOTAL</u>
\$83	\$46	\$129

2030 MEAL TICKETS (Uniformed Members Only)

A. Issuance. Meal tickets may be issued only:

1. As specifically authorized in Ch 4 (for TDY and for members traveling together under an order directing no/limited reimbursement), Ch 5 (for PCS), Ch 7 (for persons in special categories), and
2. To members traveling together with no/limited reimbursement directed in the order (see par. 4090-G) on a commercial airline flight on which courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service issuances apply. See par. 1015-C2d.

C. Value. The maximum rate per meal per member must not exceed the applicable amount below. Meals may be acquired at lower cost.

<u>Effective 13 October 2009</u>	
<u>Meal</u>	<u>Rate</u>
Morning	\$ 7
Noon	\$11
Evening	\$23

2035 PRIVILEGES WHILE ON OFFICIAL TRAVEL (Civilian Employees Only)

A. General. An employee, under an official order, may be able to use Gov't:

1. Qtrs,
2. Food services,
3. Exchanges, and
4. Recreational facilities owned, operated, or under DoD jurisdiction.

B. Availability/Use Determination

1. The local commander determines if Gov't facilities may be used.
2. The conditions and limitations relating to facilities availability/use are in:
 - a. [AR 215-8/AFI 34-211\(I\); AAFES Operations](#);
 - b. [DoDI 1330.09, dated 7 December 2005, Under Secretary of Defense for Personnel and Readiness \(USD \(P&R\)\), Subject: Armed Services Exchange Policy](#); and
 - c. [DoDI 1330.17, dated 8 October 2008, Subject: Armed Services Commissary Operations](#).

2040 IDENTIFICATION CARD (Civilian Employees Only)

A. General. When an employee is authorized OCONUS TDY travel or a PCS assignment, identification card issuance is provided in:

1. [DoDI 1000.1, Identity Cards Required by the Geneva Conventions](#) (DD Form 489, Geneva Convention Card, for civilians), and
2. [DoDI 1000.13, Identification \(ID\) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals](#).

B. Issuance. Conditions and procedures for issuance and use are in applicable Service issuances.

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CHAPTER 3: TRANSPORTATION

PART B: BAGGAGE

3100 ACCOMPANIED BAGGAGE

A. General

1. This par. prescribes transportation authority for:
 - a. Accompanied baggage transported free on a transportation ticket, and
 - b. Excess accompanied baggage that applies to any accompanied bag for which a fee is charged.
2. See App A for definitions of baggage and baggage, accompanied.
3. Rules governing accompanied baggage allowances, and charges for excess accompanied baggage are outlined in the carrier's tariff.
4. A traveler should check with individual transportation carriers, prior to travel, about limitations of baggage weight, and/or size, and/or number of bags allowed, and/or waived service charges for accompanied baggage. Baggage allowance policy links for airlines are part of GSA's City Pair Program (CPP).
5. Allowances for free checkable accompanied baggage are in addition to the HHG weight allowances.
6. See par. 1300-D for lost, delayed, or damaged accompanied baggage claims.
7. See App G for reimbursement of charges for baggage transferring, storing, checking, and handling.

B. Stopping Accompanied Baggage while the Baggage Is in Transit

1. Accompanied baggage that has been checked on a ticket beyond the point at which the traveler prematurely leaves the carrier should be stopped.
2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the transportation officer who issued the ticket at the time of transmitting the unused ticket for redemption.
3. ***Failure to observe this rule results in any excess cost to the Gov't being the traveler's financial responsibility.***

C. Accompanied Baggage Return as Part of a Troop Movement (Uniformed Members Only). When a member's accompanied baggage is integrated into baggage transported as part of a troop movement but the member is later removed from the movement order, expedited transportation may be used to return/forward that member's accompanied baggage to the member. This expedited transportation must be authorized/approved IAW Service regulations.

3105 EXCESS ACCOMPANIED BAGGAGE

A. General. Excess accompanied baggage:

1. Is accompanied baggage in excess of the weight, size, or number of pieces allowed by the transportation provider to accompany the traveler at no cost, and
2. May include the first piece of accompanied baggage, *if there is a charge for the first piece*.

*B. Traveler Responsibility. The traveler should be financially prepared to pay for excess accompanied baggage (pars. 1015-C2h, 2000-D and 2125).

C. Authorization/Approval. An AO may authorize/approve reimbursement for excess accompanied baggage.

D. Expense Reimbursement (See App G)

1. Reimbursement Allowed. Examples of situations in which excess accompanied baggage may be necessary (ICW official travel) are:

- a. Family size; and/or
- b. A traveler with a disability/special needs (i.e., ambulatory/respiratory aids); and/or
- c. Professional article(s)/material/equipment for use by an individual required for official duties are not available at the TDY/Contingency Operation Site/next PDS location as determined by the Service's Secretarial process determination. *An individual traveler may be reimbursed only for carrying articles/material/equipment needed by that traveler.*

2. Reimbursement Not Allowed. *Excess accompanied baggage reimbursement is not for:*

- a. Pets; and/or
- b. Costs incurred ICW official travel when a traveler purchases an airline ticket to accommodate circuitous travel due to personal convenience travel, and/or
- c. Professional article(s)/material that are/is available or are/is not necessary at the TDY/next PDS location per the Service's Secretarial Process determination, and/or
- d. The traveler's preference, personal convenience or if contrary to the Gov't's interest.

E. Transportation Charges. Excess accompanied baggage charges that have been authorized before travel may be:

1. Included in Gov't procured transportation documents, and/or
2. Reimbursed to the traveler, and/or
3. Paid for with a MCO.

3110 UNACCOMPANIED BAGGAGE (UB)

UB is also commonly referred to as “Hold Baggage” by some Services/Agencies.

A. General

1. Definition. See App A, definition of baggage.
2. HHG Weight Allowance. UB weight is part of the traveler’s authorized HHG weight allowance.
3. Weight Limitation. The maximum weight of UB transported by any mode, at Gov’t expense is 2,000 lbs. (net).
4. Weight Limit Example: Traveler’s HHG weight allowance is 18,000 lbs. (net). The Service/OCONUS PDS imposes an admin weight limit – which is 4,500 lbs. The traveler opts to transport 800 lbs. of UB 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 3,700 lbs. (net) of HHG of the administrative weight limit (including up to 200 lbs. (net) of additional UB that may be transported by an expedited mode) may be transported to the OCONUS PDS.
5. Excess UB. When the total weight of UB transported exceeds 2,000 lbs. (net), excluding the weight of PBP&E, the cost of transporting the excess UB weight is the traveler’s financial responsibility.

B. Expedited UB Shipments

1. Authorized Transportation. UB transportation is authorized by an expedited transportation mode when necessary to enable the traveler to carry out assigned duties and/or to prevent undue hardship to the traveler/dependent.
2. Weight Limit. When the expedited transportation mode is commercial air, a maximum of 1,000 lbs. (net) may be transported. Total UB NTE 2,000 lbs. (net), including up to 1,000 lbs. (net) by an expedited transportation mode, may be transported at Gov’t expense if authorized IAW Service regulations.

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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: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.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. See [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.

<u>TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$150 Lodging - \$99 M&IE - \$51		<u>TDY Location Per Diem w/AEA</u> 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	$\$330 + [\$51 \times 75\%] = \$330 + \$38.25 =$		\$368.25
11 & 12 Aug	$\$330 + \$51 = \$381/\text{day} \times 2 \text{ days} =$		\$762.00
13 Aug	$\$51 \times 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).			
<u>TDY Location 'A' Per Diem w/o AEA</u>		<u>TDY Location 'A' Per Diem Rate w/AEA</u>	
Maximum Per Diem - \$221		AEA authorized NTE \$332.00 (\$221 x 150% = \$331.50 = \$332)	
Lodging - \$150, M&IE - \$71		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.

<u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$146 Lodging - \$99, M&IE - \$47		<u>CONUS TDY Location Per Diem w/AEA</u> 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.

<u>CONUS TDY Location Per Diem w/o AEA</u> Maximum Per Diem - \$146 Lodging - \$99, M&IE - \$47		<u>CONUS TDY Location Per Diem w/AEA</u> 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 4: TDY

PART D: TRAVEL

4400 GENERAL

A. Mandatory Policy. It is **MANDATORY** policy to use an available DTMO contracted CTO, or GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation. If a DTMO contracted CTO/GSA contracted TMC is not available the traveler must contact the responsible Agency/Service designated official.

B. Transportation

1. When an order directs travel by a specific transportation mode and the directed transportation mode is available but not used, per diem/AEA is payable for actual travel performed NTE the per diem/AEA that would have been paid if the directed transportation mode had been used.
2. When the directed transportation mode is not available, or the order does not specify any transportation mode, per diem/AEA is computed as though the transportation mode actually used was directed.

C. Constructed Travel Computation. Transportation allowances for constructed travel are based on the carrier's:

1. Required check in time, plus travel time from home/office/place travel actually began, and
2. Scheduled arrival time at the terminal plus travel time to home/office/place travel actually ended.

D. Reimbursement Limits. The total per diem/AEA paid must not exceed constructed travel over a usually traveled route by air/surface common carrier, and is more economical to the Gov't.

4405 ACTUAL TRAVEL TIME

When the actual travel time is less than the time allowable under this Part, the actual travel time is used for computation.

4410 STARTING AND ENDING TRAVEL

A. General

1. The order establishes when travel status starts and ends.
2. Ordinarily, a traveler on official travel is not required to travel during unreasonable hours (2400-0600).
3. When travel is between 2400-0600, the only acceptable sleeping accommodations are:
 - a. Ship staterooms, and
 - b. Train sleeping cars.
4. Reclining seats on planes, trains, or buses are not acceptable sleeping accommodations.
5. If a traveler is required to travel overnight (2400-0600) without acceptable sleeping accommodations, arrival should be scheduled to provide an en route rest stop or an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties (pars. 4415-B and 4415-C).

6. A traveler should not be required to use a carrier that requires beginning travel (i.e., leaving home or TDY lodgings and/or arriving at destination) between 2400-0600, if there is a more reasonable schedule that meets mission requirements ([CBCA 3211-TRAV, 30 July 2013](#)).
7. The AO should confirm lodgings are obtainable for the traveler to retire at a reasonable hour and be ready to perform official business as required ([33 Comp. Gen. 221 \(1953\)](#); [61 id. 448 \(1982\)](#)).
8. Transportation should be arranged for the traveler to arrive the day before the TDY actually begins.
9. A traveler should be scheduled for departure in time for an en route rest stop or an overnight rest period at the destination, under the circumstances in pars. 4415-B and 4415-C.
10. A traveler should identify travel requirements in sufficient time (if known) to arrange coach class accommodations.
11. The AO must carefully review requests for first and business class accommodations to determine if mission needs allow for a change in travel dates to support a lower class accommodation.

B. Travel between 0600-2400. Travel should be scheduled between 0600-2400. To prevent travel between 2400-0600, it is reasonable for a traveler to depart the:

1. PDS/home early enough to prevent travel between 2400-0600, or
2. TDY station on the earliest available transportation accommodations the day after completing a TDY assignment, provided the traveler is not required to be at the PDS the morning after TDY completion.

C. Additional Per Diem for Travel between 0600-2400. Additional per diem may be authorized/approved at a TDY location only if the resulting delay in departing the TDY location permits travel between 0600-2400 the day after completing the TDY assignment ([56 Comp. Gen. 847 \(1977\)](#)).

1. Example 1. A traveler completes official TDY duty on Friday afternoon. The traveler could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the traveler from traveling between 2400 and 0600, the AO may authorize or approve departure the next day (in this case, Saturday). The traveler receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the traveler receives 75% M&IE for Saturday. Any additional delayed days are the traveler's financial responsibility.
2. Example 2. A traveler is required to attend a conference that starts at 0800 on Monday morning. If the traveler is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the traveler had departed for the TDY destination on Sunday (75% M&IE plus lodging) ([56 Comp. Gen. 847 \(1977\)](#)). Expenses for any additional early days are the traveler's financial responsibility.

4415 TRAVEL DURING REST HOURS, A REST PERIOD AT A TDY POINT AFTER ARRIVAL, OR AN EN ROUTE REST STOP

A. General. When scheduling flights of 14 or more hours (par. 3520-C11):

1. First choice is to use economy/coach class and arrive the day before the TDY begins, to allow for appropriate rest.
2. Second choice is to use economy/coach class and arrange an en route rest stop (preferably at a no cost point allowed by the airline) with arrival on the day TDY starts.
3. The last and most expensive option is to use business accommodations arriving on the day the TDY starts. *This option should be avoided whenever possible.*

B. En Route Rest Stop/ TDY Point Rest Period

1. Authorizing/approving an en route rest stop or TDY point rest period must be used only when the circumstances warrant, and must not be automatic.
2. The AO must consider each request for an en route rest stop/TDY point rest period individually, and carefully balance good stewardship of scarce resources with the immediacy of mission requirements.
3. See par. 3030 for scheduled travel.
4. See par. 4415-A for rest periods.
5. An en route rest stop/TDY point rest period:
 - a. Must not be provided for official travel for PCS, RAT, emergency leave, R&R, FEML, and personnel evacuations.
 - b. May only be authorized when travel is to the TDY site, unless the AO determines that based on flight availability the traveler cannot rest before reporting back to work, and can only be authorized when necessary in the Gov't's interest and not for the traveler's personal convenience.

C. En Route Rest Stop

1. Travel during Normal Rest Hours. The AO may authorize/approve an en route rest stop when travel must be scheduled:
 - a. To start at, near, or after the end of the traveler's regularly scheduled duty hours; or
 - b. During usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See par. 4410-A regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The AO may authorize/approve a rest stop en route when:
 - a. The origin or destination is OCONUS; and
 - b. Travel is by a usually traveled route; and
 - c. Travel is by less than first/business class accommodations; and
 - d. The scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS (the flight(s) between two duty points), *including scheduled non overnight time spent at airports during plane changes*.
3. Flight Length
 - a. The flight length (14, 20, 30, 40 hours)" alone is not sufficient justification to authorize/approve an en route rest stop.
 - b. When using flight length to justify a rest stop.
 - (1) The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work; and
 - (2) the order must clearly state when the TDY travel was identified and when travel reservations were made..

c. The 14 hour flight time criterion is restricted to TDY travel and may not be used to justify a rest stop for PCS, RAT, Emergency Leave, R&R, FEML, personnel evacuation, or any other transportation.

4. En Route Rest Stop Prohibited. An en route rest stop at Gov't expense is prohibited when:

- a. Travel is authorized by first/business class service.
- b. For personal convenience, a traveler chooses to travel by a circuitous route, causing excess travel time.
- c. A traveler takes leave at a stopover.

5. En Route Rest Stop Location. An en route rest stop:

- a. May be authorized/approved at any intermediate point; and
- b. Should be as near to midway in the journey as authorized carrier scheduling permits; or
- c. Scheduled at a point en route at which the carrier permits free stopovers (if possible).

6. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, NTE 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

7. Per Diem. The rest stop locality per diem rate applies.

D. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (NTE 24 hours) should be provided before the traveler reports for duty when:

1. The scheduled flight time (including stopovers and plane changes) exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS the flight(s) between two duty points, including scheduled non overnight time spent at airports during plane changes.
2. An en route rest stop is not authorized/approved;
3. The traveler is not authorized first/business accommodations; or
4. The traveler is required to travel overnight (2400-0600) (in which case arrival should be scheduled to provide an appropriate rest period (NTE 24 hours) at the TDY point before the traveler is required to perform official duties). See par. 4410-A regarding scheduling an early arrival for a rest period at the TDY point if overnight travel (2400-0600) is involved.

E. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a traveler elects to stay at a TDY station longer than required by the assignment and the AO authorizes/approves the action, per diem/AEA for the additional time may be paid if the:

1. Transportation savings offset the additional per diem/AEA cost, yielding an overall savings to the Gov't; and
2. Delay does not extend the TDY time beyond the time when the traveler is required to be at work at the PDS (B-192364, 15 February 1979; B-169024, 5 May 1970).

4420 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. If travel is by vehicle, authorized travel time is computed under par. 3025-C.

4425 MIXED MODES TRAVEL

Per diem/AEA for travel performed between any two points of a separate leg of a journey (par. 3035), partly by POC and partly by common carrier, is computed IAW par. 3025-E or 4765.

4430 TDY DEPARTURE FROM/RETURN TO TRAVELER'S RESIDENCE, FAMILY RESIDENCE, OR POC GARAGE/STORAGE LOCATION

A. Authorization/Approval

1. TDY travel may be authorized/approved to begin/end at one of the places listed in this par. without requiring the traveler to first report to headquarters/the regular duty place.
2. In authorizing/approving this travel, the AO must consider mission requirements, relative expense, and practicability.

B. Starting/Ending Travel. If to the Gov't's advantage, POC use may be authorized/approved to begin/end at the:

1. Traveler's residence (from which the traveler commutes daily to the PDS),
2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS, or
3. Place near the traveler's residence where the POC is garaged/stored.

C. Cost. *Relative cost should be a consideration.*

D. Example. Traveler's PDS is Alexandria, VA. The traveler resides in Alexandria during the workweek and commutes daily to the PDS. The traveler maintains the family residence in Norfolk, VA. The traveler may be permitted to begin and/or end official travel on TDY at Norfolk, VA.

4435 RETURN TO PDS DURING EXTENDED TDY

A. General

1. For this par. "extended TDY" means directed continuous travel of 3 or more weeks.
2. A traveler on extended TDY (other than deployment) may be authorized to periodically return, in an official travel status, to the PDS/place from which the traveler commutes daily to the PDS, on weekends or other non-workdays.
3. Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the traveler remained at the TDY location.
4. Return to the PDS/place of abode is *not authorized for Coast Guard members*.

B. Authorized Return

1. Transportation expense reimbursement is not authorized for travel to a location (other than the PDS/place from which the traveler commutes daily to the PDS) for personal reasons, (and return to the TDY location). The traveler is authorized per diem related expenses (based on the TDY location per diem rate) and any reimbursable expenses (App G) that would have been allowable had the traveler remained at the TDY location ([B-200856, 3 August 1981](#); and [B-214886, 3 July 1984](#)).

2. Return travel must be authorized/approved and included in the travel order/voucher. ***This travel is an exception to the policy of scheduling travel during regular duty hours.*** Authorized return travel should be performed outside the traveler's regular duty hours or during authorized leave.

3. A traveler who is not authorized/approved to return to the PDS is paid for personal returns IAW par. 4440.

4. An employee, not exempt from the Fair Labor Standards Act overtime provisions, should be given consideration to schedule required travel to minimize overtime payment, including scheduling travel during regular duty hours when necessary (55 Comp. Gen. 1291 (1976)). **(Civilian Employees Only).**

5. Computation Examples **(Civilian Employees Only)**

a. Example 1

An employee is TDY from Location A to Location B (with a per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night.

The employee checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40) on Friday and stays in a Location C hotel Friday and Saturday nights.

The employee pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging on Friday and Saturday.

Even though the per diem rate in Location C is \$196 (\$149/ \$47), the employee is limited to \$122/night for lodging (and lodging tax on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday.

This is because the Location B rate is \$173 (\$122/ \$51) and the employee is being paid per diem that would have been paid (max \$122/ \$51) had the employee remained in Location B.

The employee's lodging tax in Location C each night is limited to \$14.64 per night (12% of \$122).

The employee is reimbursed up to \$29.28 for lodging tax while in Location C.

The employee is not authorized any TDY mileage for driving between Locations B and C.

b. Example 2

An employee TDY from Location X to Base Y (with a per diem rate of \$161 (\$110/ \$51)) at which the employee is staying on the Base at a cost of \$20/night with no charge for room tax and is paid the \$32 PMR based on the use of 1 or 2 Gov't meals daily.

The employee drives to Location Z on Friday night and returns to Base Y Sunday night.

The employee checks out of the Base Y Qtrs on Friday and stays in a Location Z hotel Friday and Saturday nights.

The employee paid \$75 and 12% lodging tax (\$9) for Location Z lodging each night on Friday and Saturday.

Even though the Location Z per diem rate is \$128 (\$79/ \$49) the employee is paid \$75/night for lodging and reimbursement of Location Z lodging taxes (\$18 for both nights) and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (NTE \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Base Y.

The fact that the employee was using Gov't Qtrs and 1 or 2 Gov't meals per day has no effect on the employee's M&IE on days when not using those meals.

The employee is not authorized any TDY mileage for driving between Locations Y and Z.

c. Example 3

An employee TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), at which the employee is staying with a friend and incurring no lodging costs.

The employee drives to Location F on Friday night and returns to Location E Sunday night.

The employee stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9) for Location F lodging each night.

Even though the Location F per diem rate is \$113 (\$70/ \$43), the employee is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the employee is being paid per diem (up to \$110 for lodging plus \$51 for M&IE) that would have been paid had the employee remained in Location E.

The fact that the employee was staying with a friend has no effect on the employee's per diem on days when not staying with the friend.

The employee is not authorized any TDY mileage for driving between Locations E and F.

C. Lodging Retained at TDY Location during Authorized Return

1. Authorization/Approval. The AO may authorize/approve reimbursement for the cost of lodging retained at the TDY site as mission essential considering:

- a. The reasons for retaining the lodging are reasonable and necessary and not strictly for the traveler's convenience;
- b. The traveler's efforts to obtain lodging on a weekly/monthly basis or other long term rental agreement; and

c. When the retained lodging is charged on a daily basis, such factors as the TDY duration, the amount of personal belongings, the establishment's capability to store those belongings, and the traveler's ability to secure a room upon return.

2. Reimbursement

a. If authorized/approved, the cost of lodging retained at the TDY site is paid as a reimbursable expense, NTE the locality per diem lodging ceiling.

b. See App G for reimbursable expenses.

3. Contingency Operation (Uniformed Members Only). See par. 7050 for lodging reimbursement if TDY supports a Contingency Operation.

4. Long Term TDY Flat Rate Per Diem. See par. 4250 for lodging retained at a TDY location while authorized a flat-rate per diem for long-term TDY.

4440 VOLUNTARY RETURN TO PDS OR FOR PERSONAL REASONS

A. General. A TDY traveler may voluntarily return to the PDS/residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods. This par. applies to civilian employees, active duty members, and RC members.

B. Authorized Allowances

1. General. The maximum reimbursement allowable for round trip transportation (by any mode) and per diem/AEA en route is the per diem/AEA and travel expenses allowed had the traveler remained at the TDY location. There is no per diem or AEA while at the PDS.

2. Contingency Operation (Uniformed Members Only). See par. 7050 concerning reimbursement for lodging retained at a contingency operation TDY location during leave away from that location.

C. Allowances Not Authorized

1. No per diem is credited for any day the traveler is in a leave status.

2. Lodging tax is not included in the constructed cost for a CONUS/non foreign OCONUS location as it is a reimbursable expense (App G). Foreign area lodging tax is not a reimbursable expense.

D. Lodging Retained at TDY Location.

1. General. All costs for lodging retained at the TDY location during a voluntary return are the traveler's financial responsibility, except IAW par. 4250.

2. Exception (Uniformed Members Only). IAW pars. 7050 or 7055.

E. Computation. Following are examples of computing per diem and making cost comparisons under this paragraph. There is no requirement for any cost comparison if the command has determined that POC (automobile or motorcycle only) use on TDY is to the Gov't's advantage for TDY to locations within 800 miles (roundtrip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non DoD Services per par. 3210-D).

NOTE: The per diem, TDY mileage, and GMR used in these examples are for illustrative purposes and may not reflect current rates. See par. 2600 for the current TDY mileage rate; par. 2605 for the current MALT rate; and App A for the GMR.

1. Example 1. Per Diem and POC TDY Mileage Computation

A traveler performs TDY (not at a U.S. Installation) and returns to the PDS during the TDY period on the weekend for personal reasons.

The TDY location lodging cost is \$65/night. The maximum per diem rate is \$131 (\$85/ \$46).

AEA is not authorized.

Per diem is not payable for 28 June (actual cost computation) because the traveler is at the PDS.

POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.

The traveler is due \$1,506.75 (constructed cost since it is less than the actual cost for this example).

AEA is not used for this example, but may apply for the actual lodging expense exceeding the maximum per diem lodging rate when authorized/approved by the AO (Ch 4, Part C).

Date	Depart	Arrive	POC Distance
23 June	PDS	TDY Station	325 miles
24 to 26 June		At TDY Station	
27 June	TDY Station	PDS (personal reasons)	325 miles
28 June		PDS	
29 June	PDS	TDY Station	325 miles
30 June to 2 July		At TDY Station	
3 July	TDY Station	PDS	325 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
23 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
24 to 26 June	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
27 June	$\$46 \times 75\% =$		\$ 34.50
28 June	Per diem is not payable at the PDS		\$ 0.00
29 June	$\$65 + (\$46 \times 75\%) =$		\$ 99.50
30 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 3 \text{ days} =$		\$333.00
3 July	$\$46 \times 75\% =$		\$ 34.50
2 round trips of 650 miles (official distance) = 1,300 miles x \$.575/mile =			\$747.50
Actual Cost Total			\$1,681.50
CONSTRUCTED COST			
23 June	$\$65 + [\$46 \times 75\%] = \$65 + \$34.50 =$		\$ 99.50
24 June to 2 July	$\$65 + \$46 = \$111/\text{day} \times 9 \text{ days} =$		\$999.00
3 July	$\$46 \times 75\% =$		\$ 34.50
1 round trip of 650 miles (official distance) x \$.575/mile =			\$373.75
Constructed Cost Total			\$1,506.75

2. Example 2. Per Diem, Discount GMR and POC TDY Mileage Computation

A traveler is TDY at a U.S. Installation at which a Gov't dining facility/mess is available for all meals and the lodging cost is \$6/night. Gov't dining facility/mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$131 (\$85/ \$46). The discount GMR (par. 4200-B1b) is \$10.45 plus \$5 IE for this example.

POC use between residence and TDY station is to the Gov't's advantage and authorized on the order for one round trip.

The member is due \$416.45 (constructed cost since it is less than the actual cost for this example).

NOTE: Gov't dining facility/mess deductions are not made for arrival and departure days (pars. 4065 and 4080). The GMR rate used in the example is for illustrative purposes only – see App A for the current GMR.

ITINERARY			
Date	Depart	Arrive	POC Distance
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14 & 15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles
REIMBURSEMENT (Actual and Constructed Cost Comparison)			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 July	$\$6 + \$10.45 + \$5 \text{ (IE)} =$		\$ 21.45
11 July	$\$46 \times 75\% =$		\$ 34.50
12 July	Per diem is not payable at the PDS		\$ 0.00
13 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
14 & 15 July	$\$6 + \$10.45 + \$5 \text{ (IE)} = \$21.45/\text{day} \times 2 \text{ days} =$		\$ 42.90
16 July	$\$46 \times 75\% =$		\$ 34.50
$2 \text{ round trips of } 370 \text{ miles (official distance)} \times 2 = 740 \text{ miles} \times \$.575/\text{mile} =$			<u>\$425.50</u>
Actual Cost Total			\$639.85
CONSTRUCTED COST			
9 July	$\$6 + [\$46 \times 75\%] = \$6 + \$34.50 =$		\$ 40.50
10 to 15 July	$\$6 + \$10.45 + \$5 \text{ (IE)} = \$21.45/\text{days} \times 6 \text{ days} =$		\$128.70
16 July	$\$46 \times 75\% =$		\$ 34.50
$1 \text{ round trip of } 370 \text{ miles (official distance)} \times \$.575/\text{mile} =$			<u>\$212.75</u>
Constructed Cost Total			\$416.45

3. Example 3. 'Lodging Plus' Per Diem Computation

ITINERARY	
5 Mar (Mon)	Depart PDS
5 Mar (Mon)	Arrive TDY
9 Mar (Fri)	Depart TDY
9 Mar (Fri)	Arrive PDS
11 Mar (Sun)	Depart PDS
11 Mar (Sun)	Arrive TDY
16 Mar (Fri)	Depart TDY
16 Mar (Fri)	Arrive PDS
The traveler's daily TDY lodging cost was \$55, which, when added to the applicable M&IE rate of \$46 equals \$101 which does not exceed the TDY location \$135 (\$89/ \$46) maximum per diem rate.	
CONSTRUCTED COST	
Applying the \$101 per diem rate, which would have been allowable had the traveler remained at the TDY location, the traveler would be authorized a total per diem of \$303 for Friday, Saturday and Sunday (\$101/day x 3 days = \$303).	
ACTUAL COST	
Per diem for the return day to the PDS on Friday 75% x \$46 =	\$ 34.50
Cost of round trip transportation =	\$180.00
Per diem for the travel day to the TDY location (75% x \$46) + \$55 =	<u>\$ 89.50</u>
Total	\$304.00
The actual cost of per diem and transportation (\$304) for round trip travel to the PDS exceeds the constructed cost of per diem (\$303) the traveler would have been authorized if the traveler remained at the TDY location. The traveler is reimbursed \$303.	
Using the same example, in a situation in which an official traveler accompanies another official traveler who is driving a POC, and assuming the same conditions apply, the official traveler driving the POC may be paid the round trip mileage and per diem in the amount of \$304. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying official traveler if the official traveler remained at the TDY location.	
TDY mileage is not paid to the passenger.	
If each traveler's per diem is taken into account, the maximum per diem payable would be \$606 (\$101/day/traveler x 3 days = \$303/traveler x 2 travelers).	
If the round trip transportation cost for the two travelers is \$180, the complete travel cost is payable (i.e., per diem and round trip mileage for the driver traveler and per diem for the passenger traveler equal to \$428). \$34.50 per diem for Friday + \$89.50 per diem for Sunday = \$124	
\$124/person (per diem for Friday and Sunday) x 2 people = \$248 per diem	
\$248 (per diem) + \$180 (transportation for 2 travelers) = \$428	
The driver receives \$304. The passenger receives \$124.	
There is a \$178 savings to the Gov't (\$606 - \$428).	

4. Example 4. TDY Per Diem & POC TDY Mileage Computation (*GOV Not Available*)

A traveler is assigned to a TDY location. The travel order does not require the traveler's daily return to headquarters. The traveler elects POC travel (for personal convenience) from the residence and return to the TDY location each workday, incurring no lodging costs at the TDY location. Time spent on the daily TDY is greater than 12 hours.

NTE the maximum TDY location per diem rate \$144 (\$83/ \$61) may be reimbursed for the round trip between the TDY and PDS locations. The traveler's lodging cost is \$83/day if the traveler remained at the TDY location.

The traveler is due \$528 (actual cost) which is less than the constructed cost.

Day	Date	Depart PDS	Return PDS	POC Distance
Mon	10/15	0600	1830	75 miles one way
Tue	10/16	0600	1830	75 miles one way
Wed	10/17	0600	1830	75 miles one way
Thu	10/18	0600	1830	75 miles one way
REIMBURSEMENT				
PER DIEM AND TDY MILEAGE FOR ACTUAL TRAVEL PERFORMED				
Mon	10/15	75% x \$61 =		\$ 45.75
Tue	10/16	75% x \$61 =		\$ 45.75
Wed	10/17	75% x \$61 =		\$ 45.75
Thu	10/18	75% x \$61 =		\$ 45.75
Four round trips of 150 miles each = 600 miles x \$.575/mile =				<u>\$ 345.00</u>
Per Diem & POC TDY Mileage for Actual Travel Total =				\$528.00
GOV'T'S CONSTRUCTED COST				
Mon	10/15	\$83 + (75% x \$61) =		\$128.75
Tue to Wed	10/16 to 10/17	\$83 + \$61 = \$144/day x 2 days =		\$288.00
Thu	10/18	75% x \$61 =		\$ 45.75
One round trip of 150 miles x \$.575/mile =				\$ 86.25
Constructed Cost Total				\$548.75

5. Example 5. AEA Comparison

ITINERARY		
Sun	10/07	Arrive TDY location (AEA Authorized NTE \$90)
Fri	10/12	Depart TDY location (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY location (same TDY location)
Fri	10/19	Depart TDY location (TDY completed)
Fri	10/19	Arrive PDS
The maximum AEA payable at the traveler's TDY location is \$90/day. This is used in comparing the actual expenses for the round trip travel and what would have been payable if the traveler remained at the TDY location.		
If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidental expenses) and on Sunday after return (lodging)) exceed the official TDY location rate, reimbursement is limited to \$270, i.e., what the traveler would have been paid for remaining at the TDY location.		
If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.		

4445 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A. General. A TDY traveler who travels to a location, other than the PDS/home, for personal reasons on non-duty days (and returns to the TDY location) is:

1. Not authorized transportation expense reimbursement.
2. Authorized only per diem related expenses based on the TDY location per diem rate and any reimbursable expenses (App G) that would have been allowable had the traveler remained at the TDY location.
3. Reimbursed NTE what would have been paid had the traveler remained at the TDY location ([B-200856, 3 August, 1981](#); and [B-214886, 3 July, 1984](#)).

B. Examples

1. General Circumstances. Traveler is TDY from Location A to Location B. Location B per diem = \$173 (\$122/\$51). Traveler drives from Location B to Location C on Friday night. Traveler returns to Location B Sunday night. Traveler checks out of Location B hotel on Friday and stays in Location C hotel Friday and Saturday nights. Location B hotel (actual cost) = \$120 lodging + \$14.40 lodging tax (12%). Traveler pays \$145 lodging + \$18.85 (13% lodging tax) per night in Location C, for Friday and Saturday. Location C per diem = \$203 (\$149/\$54). Traveler is paid NTE the Location B per diem rate of \$173/night (\$122 lodging + \$51 M&IE). Traveler is reimbursed for 2 nights lodging tax at Location C NTE \$29.28 (based on Location B lodging tax rate of \$14.64/ night (12% of \$122)). **Traveler is not authorized TDY mileage for driving between Locations B and C.**

2. Lodging with Friends/Family. Traveler is TDY from Location D to Location E. Location E per diem rate = \$161 (\$110/\$51), Traveler is staying with friends and incurring no lodging cost. Traveler drives to Location F on Friday night and returns to Location E Sunday night. Traveler stays in a Location F hotel Friday and Saturday nights and pays \$75 lodging and \$9 lodging tax (12%) each night. Even though the Location F per diem rate is \$114 (\$70/\$44), the traveler is paid \$75/night for lodging, and reimbursement of Location F lodging tax (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. Traveler is paid \$110 for lodging + \$51 for M&IE based on the maximum per diem for Location E. The fact that the traveler was staying with friends has no effect on the traveler's per diem on days when not staying with friends. **Traveler is**

not authorized any TDY mileage for driving between Locations E and F.

3. Gov't Qtrs and PMR Directed **(Uniformed Members Only)**. Member is TDY from Location X to Base Y (per diem rate \$161 (\$110/ \$51)). Member stays on the U.S. Installation for \$20/night (no tax) and is paid \$34/night (\$29 PMR + \$5 CONUS IE). This amount is based on the order that indicates Gov't Qtrs and the PMR is directed. Member drives to Location Z on Friday night and returns to Base Y Sunday night. Member checks out of the Base Y Gov't Qtrs on Friday and stays in a Location Z hotel Friday and Saturday nights. At location Z the traveler pays \$75 lodging + \$9 (12% lodging tax) each night on Friday and Saturday. Even though the Location Z per diem rate is \$128 (\$79/ \$49), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging tax, and is paid \$34/day for M&IE on Friday and Saturday. This is because the member is paid per diem (\$20 for lodging + \$34 for the PMR based rate of M&IE) that would have been paid had the member remained in Base Y and limited to the Gov't Qtrs cost and PMR + CONUS "IE" since they were directed in the order. *Member is not authorized TDY mileage for driving between Locations Y and Z.*

4450 RETURN TO PDS DIRECTED DURING NON-WORKDAYS

A. General. When the TDY assignment does not require a traveler to remain at the TDY location on non-workdays (including holidays), the AO may require a traveler to return to the PDS for non-workdays provided the conditions below are met.

B. Conditions. The following conditions must be met for an AO to require a traveler to return to the PDS for non-workdays:

1. The expense for round trip transportation and per diem allowance/AEA en route is less than the per diem allowance/AEA that would have been paid if the traveler remained at the TDY location,
2. The last workday at the TDY location, before returning to the PDS, is not adversely affected,
3. The first workday at the TDY location, after returning from the PDS, is not adversely affected, and
4. The travel order states the traveler must return to the PDS for non-workdays.

C. Travel Order **(Civilian Employees Only)**

1. Authorized Return. The AO must state in the travel order if the employee is:

- a. Required to return to the PDS on non-workdays at Gov't expense, or
- b. Authorized to return to the PDS at Gov't expense during extended TDY.

2. Voluntary Return. Specific authority is not required in the travel order to allow the employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

CHAPTER 5

PERMANENT DUTY TRAVEL

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

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- 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
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- 5096 GENERAL**
- A. Scope
 - B. Authorization
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 - B. Dependent Travel Authorized to a Designated Place
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- 5102 PERSONAL OCONUS SITUATIONS, INCLUDING DEPENDENT TRAVEL IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS**
- A. General
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5106	TRAVEL AND TRANSPORTATION FOR A DEPENDENT RELOCATING FOR PERSONAL SAFETY A. General B. Definitions C. Restriction D. Authority E. Reimbursement

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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

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<u>Paragraph</u>	<u>Title/Contents</u>
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5140	<p>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</p> <ul style="list-style-type: none"> 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
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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
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Section A5: HHG

Subsection A5a: General

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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
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5184	RECRUIT'S CIVILIAN CLOTHING
5186	STORAGE
5188	AUTHORIZED TRANSPORTATION LOCATIONS
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	C. Member Married to Employee/Member
	D. Unaccompanied Tour Administrative Weight Limitation Policy/Request
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5206	EXCESS CHARGES
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	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
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Paragraph Title/Contents**Subsection A5c: Transportation**

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 - 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
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 - B. UB and/or PBP&E
 - C. Gov't-procured Transportation
 - D. Personally-procured Transportation and NTS
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 - B. Authority
 - C. Allowable Costs
 - D. Weight Limit
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- 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

<u>Paragraph</u>	<u>Title/Contents</u>
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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
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Subsection A5e: Storage In Transit (SIT)

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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
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<u>Paragraph</u>	<u>Title/Contents</u>
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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

<u>Paragraph</u>	<u>Title/Contents</u>
5282	CALLED/ORDERED TO ACTIVE DUTY <ul style="list-style-type: none">A. Called/Ordered to Active Duty for Training of 140 or More Days at One Duty StationB. Called/Ordered to Active Duty for Training for Fewer Than 140 Days at One Duty StationC. Called/Ordered to Active Duty (for other than training) for More than 180 days at One Duty StationD. Called/Ordered to Active Duty (for other than training) for 180 or Fewer Days at One Duty StationE. Recalled to Active DutyF. Commissioned or Appointed from the Ranks to Officer StatusG. Commissioned from Service Academies
5284	PCS WITH TDY EN ROUTE, PCS WHILE ON TDY, OR PCS FOLLOWING TDY PENDING FURTHER ASSIGNMENT <ul style="list-style-type: none">A. PCS with TDY En Route or while on TDYB. PCS Following TDY Pending Further Assignment
5286	COURSE(S) OF INSTRUCTION OF 20 OR MORE WEEKS AT ONE LOCATION <ul style="list-style-type: none">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 ConclusionC. 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 <ul style="list-style-type: none">A. AuthorizationB. Transportation from the Designated Place and/or NTS
5290	ORDERED TO A CONUS HOSPITAL <ul style="list-style-type: none">A. GeneralB. From CONUS Duty Stations or HospitalsC. From OCONUS Duty Stations or HospitalsD. Transportation to Another LocationE. Hospitalization Completion
5292	ORDERED FROM PDS TO AWAIT AN ORDER, DETAIL, ASSIGNMENT, OR SEPARATION <ul style="list-style-type: none">A. Ordered from CONUS PDSB. Ordered from an OCONUS PDSC. 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 <ul style="list-style-type: none">A. AuthorizationB. Additional Storage Time

<u>Paragraph</u>	<u>Title/Contents</u>
5296	<p>PCS TRANSPORTATION TO OR FROM SEA DUTY (NOT UNUSUALLY ARDUOUS) OR OCONUS DUTY</p> <ul style="list-style-type: none"> 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	<p>HHG TRANSPORTATION LOCATED IN CONUS WHEN DISCIPLINARY ACTION IS TAKEN AGAINST A MEMBER STATIONED OCONUS</p> <ul style="list-style-type: none"> 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	<p>ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR</p> <ul style="list-style-type: none"> 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	<p>HHG TRANSPORTATION INCIDENT TO AN ALERT NOTICE</p> <ul style="list-style-type: none"> A. General B. Member Not Transferred to Dependent-Restricted OCONUS PDS after Alert Notice Announcement
5304	<p>CADET/MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE ACADEMY</p>
5306	<p>MEMBER REDUCED IN GRADE</p> <ul style="list-style-type: none"> A. Authorization B. NTS C. Former Grade D. Origin and Destination
5308	<p>HHG TRANSPORTATION INCIDENT TO TOUR EXTENSION</p> <ul style="list-style-type: none"> A. Authorization B. Authority Limit

<u>Paragraph</u>	<u>Title/Contents</u>
5310	<p>HHG SHIPMENT INCIDENT TO A COURT-MARTIAL SENTENCE/ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (FOR A MEMBER WITH DEPENDENT(S) STATIONED IN CONUS)</p> <ul style="list-style-type: none"> A. Transportation Allowance B. Transportation Authority C. Transportation Requests D. HHG Destination E. Transportation Reimbursement F. Transportation Time Limit G. NTS Exclusions
5312	<p>HHG TRANSPORTATION INCIDENT TO IPCOT</p> <ul style="list-style-type: none"> A. General B. Tours of Duty
5314	<p>CONSUMABLE GOODS ALLOWANCE INCIDENT TO TOUR EXTENSION/IPCOT</p>
5316	<p>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</p> <ul style="list-style-type: none"> 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
5318	<p>RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY</p> <ul style="list-style-type: none"> A. HOS Authorized B. Transportation to HOS Not Authorized C. Storage D. Member Undergoing Hospitalization/Medical Treatment E. Member Undergoing Education/Training F. Other Deserving Cases G. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing before Selecting a Home H. Recalled to Active Duty before Selecting a Home I. Recalled to Active Duty after Selecting a Home J. Member on the TDRL Who Is Discharged or Retired K. Member Dies after Retirement/Release L. Member Ordered Home to Await Disability Retirement

<u>Paragraph</u>	<u>Title/Contents</u>
5320	SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY
	A. General
	B. Storage
	C. Separation or Relief from Active Duty to Continue in the Service
	D. Separation or Relief from Active Duty upon Expiration of Enlistment or Prescribed Term of Service
	E. Relief from Active Duty for an RC Member Called/Ordered to Active Duty for less than 20 Weeks, or less than 6 Months for Initial Active Duty for Training
	F. Member Required to Vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon Separation or Relief from Active Duty
	G. Time Limit
	H. Member Ordered Home to Await the Results of Disability Proceedings
	I. Member Serving in CONUS Who Has No Dependent and Is Separated from the Service under other than Honorable Conditions
	J. Enlisted Member Ordered to a College
	K. Recalled to Active Duty after Separation from the Service or Relief from Active Duty

Section A6: POV Transportation and Storage

Subsection A6a: CONUS POV Transportation

5322	GENERAL
	A. POV Transported by the Gov't
	B. POV Transported by Member
5324	MEMBER POSSESSES MORE THAN TWO VEHICLES
5326	RESTRICTIONS
	A. Unauthorized POV Transportation
	B. Commercial Travel at Gov't Expense
	C. Gov't Procured Transportation
	D. Mileage/MALT
	E. POV Storage
	F. POV Left in CONUS While Member is Stationed at an OCONUS PDS
5328	COST REIMBURSEMENT EXAMPLES
	A. Example 1
	B. Example 2

Subsection A6b: OCONUS POV Transportation

5330	GENERAL
	A. Scope
	B. POV Transportation Allowances
	C. Authorization
	D. POV Shipment Information
	E. PBP&E Shipment not Allowed
5332	ELIGIBILITY
5334	NUMBER OF POV's AUTHORIZED TO BE SHIPPED AT GOV'T EXPENSE

<u>Paragraph</u>	<u>Title/Contents</u>
5336	POV SIZE LIMIT <ul style="list-style-type: none">A. Vehicle Weight LimitB. Excess Vehicle WeightC. Excess Cost CollectionD. Car Ferry TransportationE. Combining POV Weight Limitations when Member Married to Member
5338	CARE AND STORAGE <ul style="list-style-type: none">A. Gov't ResponsibilityB. POV not Claimed
5340	SHIPMENT METHODS <ul style="list-style-type: none">A. Gov't/Commercial TransportationB. Personally Procured Transportation
5342	POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS
5344	TRANSPORTATION AUTHORIZED <ul style="list-style-type: none">A. From Old to New PDSB. To First PDSC. Upon Separation/RetirementD. Related Shipment/Transportation
5346	TRANSPORTATION NOT AUTHORIZED <ul style="list-style-type: none">A. POV Transportation when Transportation to the New PDS Is Not PermittedB. Subsequent Transportation
5348	RESTRICTED POV TRANSPORTATION
5350	PORTS/VPCS USED <ul style="list-style-type: none">A. GeneralB. Designation of PortsC. Alternate Ports/VPCsD. Transshipment from a Designated Port/VPC
5352	POV TRANSPORTATION TO/FROM PORTS <ul style="list-style-type: none">A. POV Transportation from Old to New PDS Incident to a Unit Move Involving an OCONUS PDSB. POV Transportation between OCONUS Port/VPC and OCONUS PDS
5354	TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP <ul style="list-style-type: none">A. GeneralB. POV Delivery/Pick-up Separate from PCS TravelC. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route InvolvedD. POV Pick-up Accomplished as Part of Member's PCS Travel and No TDY En Route InvolvedE. POV Delivery or Pick-up from a Designated POV Port/VPC Accomplished as part of TDY En Route
5356	POV PURCHASED IN A NON-FOREIGN OCONUS AREA <ul style="list-style-type: none">A. RestrictionB. Exception

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5358	RENTAL VEHICLE REIMBURSEMENT WHEN MOTOR VEHICLE TRANSPORTED AT GOV'T EXPENSE ARRIVES LATE <ul style="list-style-type: none">A. GeneralB. Designated Delivery DateC. Mandatory Expense ReimbursementD. Reimbursement LimitationsE. Examples
5360	REPLACEMENT POV SHIPMENT <ul style="list-style-type: none">A. GeneralB. ConditionsC. Limitations
5362	POV TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES <ul style="list-style-type: none">A. Official and Personal SituationsB. 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/PortC. Incident to Alert NoticeD. PDS EvacuationE. Member Officially Reported as Dead, Injured, Ill, Absent for more than 29 Days in a Missing Status, or upon DeathF. POV Transportation for Dependent(s) Relocating for Personal Safety
5364	EXCESS COST COLLECTION
5366	POV TRANSPORTATION TIME LIMITATION <ul style="list-style-type: none">A. Incident to Separation from Service or Relief from Active DutyB. Incident to Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation PayC. Incident to PCS
5368	TRANSPORTATION INCIDENT TO DIVORCE <ul style="list-style-type: none">A. POV Legally Awarded to Former SpouseB. ConditionsC. End of Transportation Authority
5370	FACTORS AFFECTING POV TRANSPORTATION <ul style="list-style-type: none">A. POV Transportation May Be DeferredB. ErrorC. Order Amended, Modified, Canceled or RevokedD. Transportation before an Order Is Issued

Subsection A6c: POV Storage

5372	CARE AND STORAGE <ul style="list-style-type: none">A. Gov't ResponsibilityB. Member ResponsibilityC. LimitationsD. Additional POVs
5374	DEFINITION

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5376	GENERAL <ul style="list-style-type: none">A. GeneralB. Scope
5378	ELIGIBILITY <ul style="list-style-type: none">A. GeneralB. StorageC. PCS Order Effective Date
5380	STORAGE IN LIEU OF SHIPMENT <ul style="list-style-type: none">A. GeneralB. Limitations
5382	TRANSPORTATION REIMBURSEMENT TO/FROM A STORAGE FACILITY <ul style="list-style-type: none">A. GeneralB. Gov't-procured Transportation Available to and/or from Storage FacilityC. Gov't-procured Transportation Not Available to and/or from Storage FacilityD. Delivery/Pick-upE. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is InvolvedF. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is InvolvedG. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route
5384	STORAGE FACILITIES USED <ul style="list-style-type: none">A. Designated Storage FacilitiesB. Personally-procured POV Storage
5386	FACTORS AFFECTING POV STORAGE <ul style="list-style-type: none">A. Order Amended, Modified, Canceled, or RevokedB. Storage before an Order is IssuedC. Time Limitation
5388	RESTRICTIONS <ul style="list-style-type: none">A. Vehicle SizeB. Combining POV Size Limitation when Member Married to MemberC. Other Excess Storage Costs
5390	CONTINUED POV STORAGE <ul style="list-style-type: none">A. Continued POV Storage for Active Duty MembersB. 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
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Paragraph Title/Contents**Subsection A6d: POV Transportation ICW Early Return of Dependent(s) (ERD)**

- 5394 POV TRANSPORTATION ICW ERD**
- A. OCONUS Dependent Transportation Authorized
 - B. Dependent Currently at an Appropriate Destination – an Order Is Not Issued
 - C. Ex-Family Member Travel Incident to Divorce/Annulment
 - D. Dependent Return to OCONUS Areas Authorized
 - E. Authority on the Next PCS

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- 5396 SCOPE**
- A. General
 - B. Mobile Home Definition
 - C. Additional Allowances
 - D. Limitations
 - E. Constructed Gov't Cost
- 5398 ELIGIBILITY**
- A. General
 - B. Acquisition
 - C. Mobile Home Used as Residence
 - D. Mobile Home Condition
 - E. Authorized Movement
- 5400 FUNDS ADVANCE**
- 5402 GEOGRAPHIC LIMITATIONS**
- A. Origin/Destination Points
 - B. Appropriate Port
 - C. Border Crossing Point
 - D. Cost Limitation
- 5404 TRANSPORTATION**
- A. Definition
 - B. Member Married to Member
 - C. Member Married to Employee
 - D. Single Member/Concurrent Travel Performed
 - E. Dependent(s) Travel to/from a Designated Place/Selected Point in CONUS or Alaska
 - F. Return from a PDS neither in CONUS nor Alaska
 - G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement
 - H. Delayed/Deferred Mobile Home Transportation
- 5406 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION**
- A. Authorized Transportation
 - B. Reimbursement
 - C. Transportation Arrangements
 - D. Paying the Carrier
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5410	GOV'T PROCURED TRANSPORTATION <ul style="list-style-type: none"> A. Arrangements B. Gov't's Cost Obligation C. Written Agreement of Financial Responsibility D. Allowance Limitations E. Routing F. Costs Allowed G. Costs Not Allowed
5412	TRANSPORTATION 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 <ul style="list-style-type: none"> A. General B. Transportation C. Additional Moves--Member Reported as Missing for more than 1 Year D. Death of a Member E. Time Limit Extension
5416	EXCESS TRANSPORTATION COSTS FOR A SEPARATED MEMBER, DECEASED MEMBER, OR HEIRS OF A DECEASED MEMBER <ul style="list-style-type: none"> A. General B. Gov't Financial Responsibility C. Transportation Arrangements D. Authorized Circumstances
5418	MOBILE HOME TRANSPORTATION FOR SHORT DISTANCE MOVES <ul style="list-style-type: none"> A. General B. Reimbursable Expenses C. Non-reimbursable Expenses D. Cost Constraints E. Ownership

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	G. Mobile Home Transportation from a Prior PDS
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5422	STORAGE IN TRANSIT (SIT)
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	B. SIT Time Limits
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	D. Another PCS Order Is Issued after the Member Arrives at the New PDS
5424	MOBILE HOME TRANSPORTATION ICW EARLY RETURN OF DEPENDENT(S) ERD
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	B. Member Assigned to Full PCS Weight Allowance Area
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5430	GENERAL PET INFORMATION
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Section A9: Temporary Lodging

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	B. TLE Authorized
	C. TLE Not Authorized
	D. Time Limitations
	E. Temporary TLE Increase
	F. Temporary Qtrs
	G. Reimbursement
	H. TLE Computation Examples
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5436	OCONUS TEMPORARY LODGING ALLOWANCE (TLA)

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	C. Household Relocation Incident to Alert Notification
	D. DLA when a Member Married to Member Couple Is Transferred to a New PDS
	E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence
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	L. Member without Dependents Assigned to Two Crew Nuclear Submarine (SSBN)
	M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status
	N. In Place Consecutive Overseas Tour (IPCOT)
	O. Early Return of Dependents
	P. Member Who Has No Dependents and Is Assigned to a Ship
	Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation
	R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs
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5446	PARTIAL DLA ELIGIBILITY
	A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience
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5448	DETERMINING AMOUNT PAYABLE
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5450	FISCAL YEAR LIMITATION ON PAYMENT OF DLA
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	C. Employee Married to Uniformed Service Member
	D. Travel Order Issuance
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	B. PCS Allowance Eligibility
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5504	ELIGIBILITY AND ALLOWANCES TABLE
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	I. Table 7: Transfer between OCONUS Official Stations
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5506	PCS ORDER
5508	FUNDS ADVANCE
	A. HHG Transportation and SIT Using the Commuted Rate Method
	B. HHG Non-Temporary Storage (NTS)
	C. Temporary Quarters Subsistence Expenses (TQSE)
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5510	PCS COUNSELING
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5512	REASSIGNMENT/TRANSFER ADVANCE NOTICE
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5514	PCS REIMBURSEMENT PROVISIONS
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5518	TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION <ul style="list-style-type: none">A. GeneralB. Employee Married to Employee/MemberC. Time LimitsD. Restrictions
5520	TRAVEL AND TRANSPORTATION REIMBURSEMENT <ul style="list-style-type: none">A. Authorized PCS AllowancesB. Allowance RestrictionsC. Discretionary PCS Allowances
5522	PCS MOVEMENTS <ul style="list-style-type: none">A. GeneralB. Travel and Transportation AllowancesC. Agreements/Service Requirements/Violation AgreementsD. Alternate Origin and/or Destination Limitation

Section B2: Employee Travel and Transportation

Subsection B2a: General

5524	TRAVEL AND TRANSPORTATION OPTIONS
5526	TRAVEL TIME <ul style="list-style-type: none">A. GeneralB. Elapsed Time Is Less than AuthorizedC. Additional Travel Time
5528	REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM <ul style="list-style-type: none">A. Mandatory DoD PolicyB. ReimbursementC. Per DiemD. Transportation in Kind Plus Per Diem
5530	MIXED MODE TRAVEL <ul style="list-style-type: none">A. GeneralB. Mixed Modes Travel Time
5532	PCS TO, FROM, OR BETWEEN OCONUS POINTS <ul style="list-style-type: none">A. GeneralB. When only Land Travel Is InvolvedC. Transoceanic TravelD. Indirect/Circuitous Travel Reimbursement

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- 5534 GENERAL**
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B. PCS Travel Delayed for Reasons Beyond the Traveler's Control
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- 5536 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION IS USED**
A. General
B. Overnight Stop/TDY Site
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- 5538 PARTIAL TRAVEL DAYS**
- 5540 SAME DAY TRAVEL**
- 5542 PER DIEM FOR POC TRAVEL INVOLVING A CAR FERRY**
A. General
B. Transportation Reimbursement
C. Lodging
D. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World
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F. Dependent Per Diem
- 5544 TRAVEL BY COMMERCIAL SHIP**
- 5546 PER DIEM WHEN GOV'T OR COMMERCIAL TRANSPORTATION USED**
A. Example 1
B. Example 2
C. Example 3
- 5548 PER DIEM ALLOWANCE ELEMENTS**
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- 5550 'LODGING PLUS' PER DIEM COMPUTATION METHOD**
A. General
B. Per Diem Computations
- 5552 PER DIEM COMPUTATION**
A. General
B. HHT
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E. Per Diem Computation Examples
- 5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT**

Paragraph Title/Contents**Subsection B2c: Special or Unusual Circumstances**

- 5556 FIRST DUTY STATION TRAVEL ELIGIBILITY**
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 B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS
- 5558 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS**
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 B. Coverage
 C. DoD Component Responsibility
 D. Procedural Requirements
 E. Allowable Expenses
 F. Expenses Not Allowable
 G. Alternate Origin and/or Destination
 H. Funds Advance
- 5560 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION**
 A. General
 B. Placement before Separation
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 D. Agreement Requirement
 E. Employee Transferring to the U.S. Postal Service
 F. Order Issuance
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 H. Example
- 5562 RETURN FROM MILITARY DUTY**
 A. Mandatory Restoration
 B. Travel and Transportation Allowances
 C. Real Estate Expense
 D. Travel and Transportation Allowances
 E. Moving Costs
 F. Travel and Transportation Costs
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- 5564 SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS**
 A. Limitation
 B. Funding Responsibility
- 5566 SHORT DISTANCE TRANSFERS (PCS WITHIN SAME CITY/AREA)**
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 B. Authorization/Approval
 C. Distance Test
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 E. PCS Claims Must Satisfy Conditions

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5568	WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION A. General B. Remote/Isolated Locations C. Designating a PDS as a Remote/Isolated Location D. Criteria for Designating a PDS as a Remote/Isolated Location
5570	TDY STATION BECOMES PDS
5572	SEPARATION TRAVEL FROM OCONUS DUTY A. Eligible Employee B. Separation Travel and Transportation Allowances C. Separation Travel and Transportation Allowances Loss D. Limited Separation Travel and Transportation Allowances E. Employee Not Eligible F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity
5574	LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT A. Applicability B. Eligibility Criteria C. Authorization/Approval D. Allowable Expenses E. Expenses Not Allowable F. Origin and Destination G. Time Limits for Beginning Travel and Transportation H. Funds Use

Section B3: Dependent Travel and Transportation

Subsection B3a: General

5576	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 K. House Hunting Trip (HHT)
5578	ELIGIBILITY A. General B. Dependent Age and Travel Eligibility
5580	AUTHORIZATION A. General B. Travel and Transportation Allowances

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5584	TIME LIMITATION <ul style="list-style-type: none">A. GeneralB. Transfers without a Break in ServiceC. Locally Hired EmployeeD. Return for Separation
5586	FUNDS ADVANCE
5588	TRANSOCEANIC TRAVEL <ul style="list-style-type: none">A. Transportation ModeB. Air Travel Medically InadvisableC. Travel by Oceangoing Car Ferry
5590	EMPLOYEE TRANSFERS <ul style="list-style-type: none">A. To and Within CONUSB. To and Between OCONUSC. From OCONUS

Subsection B3b: Per Diem

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5594	PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED <ul style="list-style-type: none">A. GeneralB. Examples

Subsection B3c: Early Return Of Dependent(s) (ERD)

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<u>Paragraph</u>	<u>Title/Contents</u>
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5600	TRAVEL AND TRANSPORTATION LIMITATIONS <ul style="list-style-type: none">A. AuthorizationB. ReimbursementC. Receipt Requirements
5602	RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT <ul style="list-style-type: none">A. GeneralB. Time Limitation

Section B4: POC Use on Permanent Duty Travel

5604	POC USE <ul style="list-style-type: none">A. Use of One or Two POCsB. Use of More than Two POCs
5606	MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT) <ul style="list-style-type: none">A. GeneralB. Authorized Traveler(s)C. Reimbursable Expenses
5608	POC USE TO AND FROM TRANSPORTATION TERMINAL OR PDS <ul style="list-style-type: none">A. GeneralB. Traveler Driven to the Transportation Terminal
5610	PARKING, TOLLS AND OTHER COSTS
5612	TRANSOCEANIC TRAVEL BY POC <ul style="list-style-type: none">A. GeneralB. Transoceanic Travel by Privately Owned Boat
5614	AUTOMOBILE USE <ul style="list-style-type: none">A. GeneralB. MALT
5616	PRIVATELY OWNED AIRPLANE <ul style="list-style-type: none">A. GeneralB. Nautical MilesC. Mileage RateD. Travel TimeE. Reimbursement Computation
5618	PRIVATELY OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER) <ul style="list-style-type: none">A. Operation CostB. Expenses

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- 5620 PRIVATELY-OWNED MOTORCYCLE**
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C. Reimbursement Computation
- 5622 PRIVATELY OWNED BOAT**
- 5624 COMPUTING POC TRAVEL REIMBURSEMENT**
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B. Reimbursement Computation Example for One Car
C. Reimbursement Computation Example for Two POCs
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Section B5: HHG

Subsection B5a: General

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- 5628 ELIGIBILITY**
- 5630 AUTHORIZED TRANSPORTATION**
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- 5632 RE-TRANSPORTATION OF THE SAME HHG**
- 5634 TRANSPORTATION EXPENSES**
A. Gov't-paid Expenses
B. Employee-paid Expenses
- 5636 LOSS OR DAMAGE CLAIMS**
- 5638 EMPLOYEE WITH AN EMPLOYEE OR UNIFORMED SERVICE MEMBER
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A. General
B. Examples
- 5640 HHG TRANSPORTATION AND STORAGE DOCUMENTATION**
A. Form and Voucher Preparation
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- 5642 SERVICES**
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- 5644 TRANSPORTATION UNDER A PCS ORDER**
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B. HHG Transportation to and between OCONUS PDSs
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- 5646 PRESCRIBED WEIGHT ALLOWANCES**
- A. Maximum Weight Allowance
 - B. Baggage Allowances
 - C. Uncrated or Van Line Shipments
 - D. Employee Financial Responsibility
 - E. Transportation of HHG and PBP&E
- 5648 ADMINISTRATIVE WEIGHT LIMITATION**
- A. Policy
 - B. Exceptions
 - C. Transportation from a Weight Restricted Area
- 5650 NET WEIGHT DETERMINATION**
- A. Crated Shipments
 - B. Uncrated Shipments
 - C. Containerized Shipments
 - D. Constructed Weight
- 5652 EXCESS CHARGES**
- A. Gov't Responsibility
 - B. Employee Responsibility
 - C. Prescribed Weight Allowance
 - D. Erroneous Advice
 - E. Employee Payment
 - F. Excess Weight Status
 - G. HHG Weighed Twice
 - H. Excess Weight beyond Employee Control
 - I. Weight Additive Articles

Subsection B5c: Transportation

- 5654 FACTORS AFFECTING HHG TRANSPORTATION**
- A. Combining Weight Allowances when Employee Married to Employee Couple
 - B. Improper Transportation
 - C. Items of Extraordinary Value
 - D. Mobile Home Allowances
 - E. HHG Transportation before an Order Is Issued
 - F. Time Limitation
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- 5656 TRANSPORTATION METHODS**
- A. HHG
 - B. UB
 - C. Actual Expense
 - D. Commuted Rate
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 - G. Limitations
 - H. Cost Comparison
 - I. Multiple Transfers

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- 5658 NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS**
- A. Eligibility
 - B. Agreement and Liability Conditions
 - C. Authority
 - D. Exceptions
 - E. Time Limitation
 - F. Storage Place
 - G. Allowable Costs
 - H. Documentation
 - I. Isolated PDS Designation
- 5660 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS**
- A. General
 - B. Eligibility
 - C. Time Limitation
 - D. Personnel Office and Transportation Officer Responsibility for NTS Records
 - E. Forms and Procedures
 - F. Removing HHG from NTS
- 5662 NTS OF HHG FOR A DODDS EMPLOYEE**
- A. Storage between School Years
 - B. NTS of HHG during DoDDS Employee Extended Leave
- 5664 NTS CONVERTED TO SIT**
- A. General
 - B. Conversion Cost
 - C. Additional HHG Storage

Subsection B5e: Storage in Transit (SIT)

- 5666 GENERAL**
- A. Scope
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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 2: MEMBER TRAVEL AND TRANSPORTATION****SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES****5040 TRAVEL WHEN AN ORDER TO ACTIVE DUTY IS RECEIVED AT A PLACE OTHER THAN THAT TO WHICH ADDRESSED**

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

5042 PCS ORDER RECEIVED AT TDY STATION**A. Member Issued a PCS Order while on TDY**

1. A member who receives a PCS order while on TDY, and returns to the old PDS, is paid PCS allowances:
 - a. From the TDY station to the old PDS, and then
 - b. To the new PDS via any TDY station(s).
2. This includes a member who receives a PCS order while at a TDY station designating it as the new PDS *effective immediately* ([57 Comp. Gen. 198 \(1977\)](#)).

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

C. TDY Station Becomes PDS. See par. 4800.

5044 PCS ORDER RECEIVED WHILE ON LEAVE

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

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

Effective 1 June 2014

5046 PCS WITH TDY AT A LOCATION NEAR (BUT OUTSIDE THE LIMITS OF) THE OLD OR NEW PDS

*A. Per Diem Not Payable. Per diem is not payable:

1. At a TDY location ICW a PCS with TDY en route near the old/new PDS; or
2. When a member performs TDY at/near the home port when the PDS is a ship/afloat staff

if the member commutes to the TDY from the Qtrs occupied while attached to the old PDS or the permanent Qtrs the member intends to occupy at the new PDS.

B. Qtrs at the Old or New PDS. Qtrs (residence, suite, room, cubicle, etc.) at the:

1. Old PDS are no longer permanent Qtrs on/after the PCS HHG weight allowance transportation date.
2. New PDS are permanent on/after the date the PCS HHG weight allowance is accepted.

C. Transportation Expenses. Transportation expenses incurred in commuting between the Qtrs at the old/new PDS and the TDY location may be paid under:

1. Ch 3, Part D, when travel is within the area defined in par. 2800-B, or
2. Par. 4785 when travel is from outside the area defined in par. 2800-B.

D. Meals Reimbursement. A member required to procure meals at personal expense outside the PDS limits may be reimbursed for the meal(s) under par. 4230.

E. Travel Outside the TDY Location

1. General. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Ch 4, Part B, are authorized.
2. Exception. A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS.
3. Example. A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to Ft. Belvoir 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem while at Ft. Belvoir (near old PDS) 5-15 August. If the member had departed on 15 June but performed TDY at Ft. Belvoir first, no per diem is payable for the TDY at Ft. Belvoir immediately after detachment if the member commuted from the permanent Qtrs occupied while stationed at the Pentagon ([37 Comp. Gen. 669 \(1958\)](#), [B-138517, 27 February 1959](#), and [B-161267, 30 August 1967](#)).

F. TDY En Route within the Old and/or NEW PDS Limits. See par. 4100-A1.

5048 PCS ORDER CANCELED, AMENDED OR MODIFIED EN ROUTE

A. PCS Order Canceled Returning Member to the Old PDS

1. If a PCS order is canceled, limited PCS allowances are authorized:
 - a. From the old PDS to the location that cancellation notification was received, and

b. For return to the old PDS.

2. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

B. PCS Order Amended/Modified to Name a New PDS or En Route TDY Station

1. If a PCS order is amended/modified naming a new PDS/en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location that the amended order was received to the last-named new PDS.

2. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

5050 PCS INVOLVING A UNIT WITH A HOME PORT OR PDS LOCATION

A. General. PCS allowances for the travel described in this par. may be authorized/approved by the official(s) designated by the Service Concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, and/or personally drive the member's POC.

B. Home Port Changed

1. When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY stations(s).

2. If the unit is at the old home port, the member may be paid PCS allowances from the old home port to the new home port and return to the unit via any TDY station.

3. Travel must begin within 1 year from the home port change effective date, unless the time limit is extended by the Secretarial Process.

4. If a member is on leave from a deployed unit whose home port is changed, PCS allowances accrue from the leave point to the new home port via the old home port, NTE the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port.

5. For dependent and HHG travel and transportation allowances after a home port change announcement, see pars. 5116-F and 5296-I.

C. PCS from a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS from a unit that is away from its home port/PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and/or any TDY station(s).

D. PCS to a Unit when the Unit Is Away from Home Port/PDS. A member, ordered PCS to a unit that is away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).

E. PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date. A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port before/after the home port change effective date, may be paid PCS allowances from the old PDS to the unit via the new home port and/or any TDY station(s) ([60 Comp. Gen. 561 \(1981\)](#)).

F. PCS to a Ship with a Home Port Assignment Effective upon Commissioning

1. A member, ordered PCS to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to:

- a. The old PDS/home port, then to
 - b. The ship's announced home port via any TDY stations, and then to
 - c. The place at which the ship is located.
2. For two-crew ships, both crews may be paid these allowances.
 3. Travel must begin within 1 year from the ship's commissioning effective date ([60 Comp. Gen. 561](#) and [564 \(1981\)](#)).

G. PCS from a Unit Undergoing a Home Port Change. A member, ordered PCS from a unit undergoing a home port change and who detaches after the home port change effective date, may be paid PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) ([60 Comp. Gen. 562 \(1981\)](#)).

H. Travel to Old Home Port/PDS after the Effective Change Date to the New Home Port/PDS

1. A member assigned to a unit ordered to a new home port/PDS, but due to mission requirements is not able to assist with the move of HHG, POV, and/or to accompany dependents to the new home port/PDS prior to the effective change date of the new home port/PDS, is allowed to return from the new home port to the old home port after the effective change date of the new home port to move HHG, a POV, and/or to accompany dependents to the new home port.
2. Travel must begin within 180 days after the home port change effective date and prior to the order expiration date.
3. Requests for travel commencing after 180 days must be authorized/approved through the Secretarial Process.
4. Authority for a member in this subpar. is not applicable to pars. 5116-F and 5296-I.

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

1. A member traveling under pars. 5050-B through 5050-G may be paid PCS allowances for travel via:
 - a. A place other than the old home port to the new home port,
 - b. The old home port to a place other than the new home port, or
 - c. A place other than the old home port to a place other than the new home port.
2. Allowances must not exceed those payable for travel between the locations authorized in this par.

5052 TRAVEL TO/FROM A DESIGNATED PLACE

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

1. The new PDS via the designated place,
2. The designated place via any TDY station(s) and then to the new PDS, or
3. Any TDY station(s) via the designated place and then to the new PDS.

**Part A: Uniformed Members Only/Sec 2c: Member Travel and Transportation
(Special or Unusual Circumstances)**

B. Limitation.

1. A member may not be paid PCS allowances for round trip travel between a TDY station and a designated place.
2. On a subsequent PCS that results in dependent relocation, the member may be paid PCS allowances for travel from the old PDS to the:
 - a. New PDS via any TDY station(s) and/or the designated place, or
 - b. Authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place. ***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

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

1. In moving dependents,
2. Dependents with HHG shipment, or
3. Dependent transportation by POC.

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

1. HHG, and/or
2. Personal Effects, and/or
3. Member's/Dependent's POC.

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**

1. A unit member who is required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS.
2. The member is authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. 3025-A) as if the travel had been performed by Gov't procured transportation.

B. OCONUS PDS to CONUS PDS

1. A unit member who is required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit:
 - a. May escort dependents from the designated place to the new PDS; and

b. Is authorized round trip PCS allowances between the new PDS and the designated place.

2. Allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. 3025-A) as if the travel had been performed by Gov't-procured transportation.

5056 MEMBER ORDERED PCS FROM A PDS FROM WHICH DEPENDENTS HAVE BEEN EVACUATE

A. General. A member, ordered PCS from a PDS that dependents were evacuated under par. 6020 or 6090, may be paid PCS allowances for travel from the old PDS to:

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

B. Limitations

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

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

1. Assist in the transportation of dependents and/or HHG, and/or
2. Pick up personal items, and/or
3. Personally drive the member's POC.

5058 MEMBER UNABLE TO TRAVEL WITH ORGANIZATION

A member, unable to travel to the new home port/PDS with member's organization, for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in Ch 5, Part A2a.

5060 PCS TO HOSPITAL

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

5062 MEMBER DIES WHILE EN ROUTE TO THE NEW PDS

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

5064 DIRECTED TRAVEL OVER OTHER THAN A USUALLY TRAVELED ROUTE

When ordered to travel over a route involving a higher cost to the Gov't on an order that is amended/modified while en route, a member is authorized allowances over the ordered route.

5066 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAYA. General1. Travel in CONUS.

a. A member on active duty, who:

(1) Is separated from the Service or relieved from active duty in CONUS under conditions other than those in par. 5066-A5, pars. 5066-B and 5066-C, and par. 5068-A1;

(2) Has a break in service of at least 1 calendar day; and

(3) Actually travels

is authorized travel and transportation allowances from the last PDS to the HOR or PLEAD, as the member elects.

b. See par. 5206-I for excess cost information and par. 5320-A for authorized HHG transportation.

c. A member traveling to/between any/different location(s) is authorized allowances for travel performed NTE the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

a. Is separated from the Service or relieved from OCONUS active duty under conditions other than those in par. 5066-A5, pars. 5066-B and 5066-C, and par. 5068-A1; or

b. Is authorized travel allowances under par. 5066 to an OCONUS HOR or PLEAD; and

c. Has a break in service of at least 1 calendar day; and

d. Actually travels

is authorized travel and transportation allowances under par. 5018.

3. Travel to Processing Station of Choice

a. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOR/PLEAD from the last PDS, on a case by case basis (IAW Service policy).

b. If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity as determined by the Service. See par. 1015-C2f.

c. The member is authorized per diem/AEA appropriate for the processing station away from the PDS while undergoing separation processing. ***NOTE: NOAA's Marine and Aviation Operations and***

*Commissioned Personnel Centers are processing stations for NOAA.*4. Order Received at a Leave Location

- a. When a member receives a discharge certificate/separation order at a place the member traveled at personal expense on authorized leave, the member is authorized travel and transportation allowances under par. 5066-A1 or 5066-A2, whichever applies, from the member's last actual or constructed place of duty and not from the place the member received the discharge certificate/separation order.
- b. For definition of last duty station, see App A.

5. Member Serves Less Than Prescribed Period of Servicea. Limitations. A member:

- (1) Separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- (2) Whose period of active duty service at separation or relief from active duty is less than 90% of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, must be provided only:
 - (a) Transportation in kind (no per diem) by the least expensive transportation mode available, or
 - (b) An amount NTE the Gov't's cost of such transportation.

b. Exceptions. The limitations above do not apply to a member in the following categories:

- (1) Retired for physical disability or placed on the TDRL (without regard to length of service) under [Chapter 61, 10 USC](#). See par. 5068-A1.;
- (2) Retired with pay for any 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 break of more than 90 days (see par. 5068-A1) ([B-160488, 14 February 1967](#));
- (3) Separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- (4) Separated from the Service or released from active duty because the time period the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions; or
- (5) Discharged under [10 USC §1173](#) for hardship.

B. Separation from the Service or Relief from Active Duty to Continue in the Service

1. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not authorized travel and transportation allowances.
2. The prohibition above does not deny PCS allowances when the member is transferred on a PCS order in conjunction with reentry into or continuance in the Service.
3. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a prior period of service continuation. See [45 Comp. Gen. 661 \(1966\)](#).

C. Discharge from the Service under other than Honorable Conditions. See par. 7635.

D. Time Limitation

1. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty.
2. If completion of travel before the 181st day imposes a hardship on the separated member, a time limit extension may be authorized/ approved for a specific additional period of time by the Secretarial Process. See par. 5000-B6.

E. Member Ordered to a Place to Await Disability Proceedings Results

1. A member who is:

- a. Found unfit by a physical evaluation board to perform the duties of the member's grade,
- b. Not authorized a HOS move under par. 5068, and
- c. Ordered for the Gov't's convenience to a place to await disability proceedings completion,

is authorized travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the initial physical evaluation board results.

2. Upon final disposition of disability proceedings, the member is authorized travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program, is authorized travel and transportation allowances to the college.

5068 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY

A. General

1. Travel to HOS Authorized

a. A member on active duty is authorized travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- (1) Retired for physical disability or placed on the TDRL (without regard to length of service);
- (2) Retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days ([B-160488, 14 February 1967](#));
- (3) Separated with severance/separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days; or
- (4) Involuntarily released from active duty with readjustment/separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days.

b. A member may select a home:

- (1) Any place in the U.S.;
- (2) The HOR outside the U.S. (see par. 5066-A) or the place outside the U.S. from which the member was initially called/ordered to active duty ([53 Comp. Gen. 963 \(1974\)](#), [54 id. 1042 \(1975\)](#)); or
- (3) Any other place. **NOTE: Allowances paid in this case must not exceed those payable had the member selected a home at a CONUS location specified by the member.**

2. Travel to HOS Not Authorized. A member on active duty is authorized travel and transportation allowances based on the member's selection of PLEAD/HOR under par. 5066-A when the member:

- a. Is retired without pay;
- b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability; or
- c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.

3. Travel to Processing Station of Choice

- a. The Service may authorize/approve (by the Secretarial Process), a member to select the processing station at which the member is to be released from active duty to travel to the HOS from the last PDS, on a case by case basis (IAW Service policy).
- b. If authorized/approved to separate at the member's choice of processing stations, the member is authorized travel and transportation allowances NTE the amount payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station as determined by the Service. See par. 1015-C2f
- c. The member is authorized per diem/AEA appropriate for the processing station away from the PDS while undergoing retirement/ release to inactive duty processing. **NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.**

B. Time Limitations

1. General. Except as in pars. 5068-B2, 5068-B3 , and 5068-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date

- (1) A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. 5068-B1, is authorized travel and transportation allowances to a HOS from the last PDS.
- (2) Travel completion must be within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process. See par. 5000-B6.

b. During the 1-Year Period after the Active Duty Termination Date

(1) A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. 5068-B1, is authorized travel and transportation allowances to a HOS from the last PDS.

(2) Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period.

(3) A longer time period may be authorized/approved by the Secretarial Process. See par. 5000-B6.

3. Member Undergoing Education or Training.

a. A member, who on the active service termination date:

(1) Is undergoing education/training to qualify for acceptable civilian employment, or

(2) Begins such education/training during the period specified in 5068-B1, as extended by par. 5068-B2 (if applicable)

is authorized travel and transportation allowances to a HOS from the last PDS.

b. Travel must be completed within 1 year after the education/training is completed, or 2 years from the active service termination date, whichever is earlier; and

c. The extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process. See par. 5000-B6.

4. Other Deserving Cases

a. An extension of the 1-year time limit in par. 5068-B1 may be authorized/approved by the Secretarial Process for a period NTE six years when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit.

b. A time limit extension also may be authorized/approved by the Secretarial Process for a period NTE six years if it is in the Service's best interest, or substantially to the member's benefit and not costly or otherwise adverse to the Service.

c. These extensions are authorized/approved for the specific period of time, NTE six years, that the member anticipates is needed to complete the move.

d. If additional time beyond the 6-year limit is required because of a member's certified on-going medical condition, the member may request a further extension (see par. 5000-B6) using the Secretarial Process. See [B-126158, 21 April 1976](#).

e. Delayed travel authorized in par. 5068-B4 must be incident to the member's separation from the Service. See [B-207157, 2 February 1983](#).

C. Recalled to Active Duty before Selecting a Home

1. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the authority for travel and transportation allowances to a HOS from the last PDS.

2. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. 5068-B.

D. Recalled to Active Duty after Selecting a Home. A member, recalled to active duty after traveling to a HOS, is authorized travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Member on TDRL Who Is Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay/retirement for any reason (including transfer to the Fleet Reserve/Fleet Marine Corps Reserve), is authorized no additional travel and transportation allowances other than those paid under par. 5068-A or 5068-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the Gov't's convenience, is ordered to a place to await further orders ICW disability retirement, is authorized travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is authorized travel and transportation allowances to the HOS under the retirement order or other order if issued ([32 Comp. Gen. 348 \(1953\)](#)).

CHAPTER 5: PERMANENT DUTY TRAVEL

PART A: **UNIFORMED MEMBERS ONLY**

SECTION 5: HHG

SUBSECTION a: GENERAL

5168 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances.

5170 ELIGIBILITY

A member is authorized HHG transportation and/or NTS when the member is ordered to perform a PCS move.

5172 AUTHORIZED TRANSPORTATION

A. General. Subject to this par. , a member ordered on a PCS is authorized HHG transportation (par. 5172-J); dependent transportation (par. 5074); and mobile home transportation (par. Ch 5, Part A7).

B. Transportation Cost

1. The Gov't's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. 5200) in one lot between authorized places at the Gov't 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS.
2. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).
3. HHG authorized locations are in par.:
 - a. 5198 for PCS, and
 - b. 4575, for TDY.

C. Former PDS. A "former PDS" in par. 5172 includes an individual's HOR.

D. Subsequent HHG Transportation. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of orders if the HHG:

1. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and
2. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

E. Example

1. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS order was 8,000 lbs. The member actually transported 6,000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.
2. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 lbs.

3. The member may ship NTE 8,000 lbs. at Gov't expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. 5206.

F. SIT. HHG transportation includes SIT unless specifically prohibited (par. 5236).

G. Mobile Home Allowances. Mobile home allowances are IAW par. 5208-D and Ch 5, Part F.

H. Unaccompanied Baggage (UB)

1. UB weight is part of the member's authorized HHG weight allowance, and NTE the following:

a. Active Duty Members with Command Sponsored Family Member(s). UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in App W, whichever is less).

b. Unaccompanied Active Duty Members Normally Assigned to Furnished Gov't Qtrs. UB is authorized NTE 10% of the member's authorized weight allowance (or the administrative weight limit shown in App W, whichever is less).

c. Unaccompanied Active Duty Members not Normally Assigned to Furnished Bachelor Enlisted Qtrs or Bachelor Officer Qtrs. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in App W, whichever is less).

2. UB is part of the administrative HHG weight limitation as reflected in App W. PBP&E and authorized medical equipment are not counted against the UB or HHG administrative weight allowances.

3. Transportation expenses of UB in excess of the authorized weight limit are the member's financial responsibility.

4. UB transportation by an expedited mode is limited IAW par. 5210-B.

I. Transportation Prohibition. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.

J. Delivery Out of Storage. Delivery out of storage is authorized at Gov't expense, regardless of time in storage as long as the member's order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

5174 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

5176 TRANSPORTATION EXPENSES

A. Gov't-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).

2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).

3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.

4. SIT NTE 90 days, as applicable (par. 5240).

B. Member-paid Expenses. The member is financially responsible for all transportation costs as a result of:

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (App A -- Household Goods);
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5210-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5208-C;
5. Special services requested by the member (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov't due to the member/member's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. The relocating member is financially responsible for reimbursing the Gov't for all HHG-related costs incurred for excess weight if the shipment is overweight.

5178 LOSS OR DAMAGE CLAIMS

HHG loss or damage claims are submitted IAW Service regulations.

5180 MEMBER MARRIED TO DOD CIVILIAN EMPLOYEE

See par. 5106-J for HHG transportation for a DoD civilian employee married to a member when both are authorized HHG shipments to the same new PDS.

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

See the [USTRANSCOM website](#) for excess cost computation, using the 'Best Value' methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG,

5184 RECRUIT'S CIVILIAN CLOTHING

A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 lbs. of civilian clothing to the HOR.

5186 STORAGE

SIT is part of HHG transportation (par. 5236). NTS may be authorized/approved as an alternative to HHG transportation of any/all of a member's HHG.

5188 AUTHORIZED TRANSPORTATION LOCATIONS

Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
 - a. From Qtrs to packing/crating facility and/or to place of storage;
 - b. From packing/crating facility to Qtrs, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;

- c. From packing/crating facility to place of storage;
 - d. To carrier's station from Qtrs, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
 - a. Incoming carrier's station to place of storage;
 - b. Place of storage to outgoing carrier's station;
 - c. Incoming carrier's station to outgoing carrier's station.
 3. Destination from:
 - a. Carrier's station to Qtrs and/or place of storage;
 - b. Place of storage to Qtrs.

5190 TRANSPORTATION OF REPLACEMENT HHG ITEMS

When a member's original HHG shipment is destroyed/lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member ([B-229189, 9 December 1988](#)). The member's full weight allowance is authorized for the replacement shipment.

5192 REQUIRED MEDICAL EQUIPMENT

Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC):

1. May be shipped in the same manner as HHG and UB but will not be weight constrained nor chargeable to the maximum authorized weight allowance or PBP&E allowance.
2. *Does not include a modified POV*, and
3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized medical care under Title 10, USC.

5194 HHG TRANSPORTATION NOT ALLOWED

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (par. 5282-B);
2. On leave;
3. Who is AWOL; a deserter/straggler; dropped/dismissed; transferred as a prisoner to a place of detention; or in confinement, except as in pars. 5298-A, 5298-B (par. 5102-B8), and U310;
4. Serving in CONUS, who has no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. 5298-A, 5298-B (par. 5102-B8), and 5310);

5. Under an order to a course of instruction of less than 20 weeks (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (par. 5282-B);
- *7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. 5296-K, and when assigned to Foreign Service Schools under par. 5286-A (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS); and/or
8. Transferred between PDSs in proximity to, or activities at, the same PDS, except as in par. 5260-B ([57 Comp. Gen. 266 \(1978\)](#)).

5196 FUNDS ADVANCE

Except for USPHS, advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the member elects. Advance payment is authorized of:

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. 5210D4.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. 5210-D5a.
3. 60% of the monetary allowance under par. 5210-D5b.

5198 AUTHORIZED LOCATIONS AND AUTHORIZED LIMITS RELATED TO PCS

A. General

1. A member may transport HHG between any locations.
2. The Gov't's expense *is limited to* that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or legal heir's home, whichever results in a lesser cost to the Gov't.
3. This also applies to a member on a PCS order from an administratively weight restricted area. See par. 5206-II.

4. Examples

- a. Example 1. A member has a PCS order to an unaccompanied OCONUS PDS. The member transports UB (part of the PCS HHG weight allowance) to the new PDS, HHG to the new PDS, and HHG to a designated location. Since the new PDS, and the designated location are authorized points to which HHG may be transported, the 'One Lot' rule does not apply provided the total HHG shipped in the three shipments do not exceed the member's maximum HHG weight allowance. However, if the weight of the three shipments exceeds the member's authorized PCS weight allowance, par. 5206.
- b. Example 2. A member has a PCS order from one CONUS location to another. The member transports HHG to the new PDS and HHG to the member's parents' house. Since the member's parents' house is not an authorized location the one lot rule applies and the member is limited to the cost of the member's maximum PCS HHG weight allowance transported in one lot from the old to the new PDS.
- c. Example 3. Incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation cost to Key West, FL, from Fargo, ND, is compared to the transportation cost of

the member's maximum PCS HHG weight allowance (less the weight of any UB/HHG moved between PDSs) from Detroit, MI. However, if the *weight* of the two shipments (from Fargo and Norfolk) exceeds the member's authorized PCS *weight* allowance, par. 5206.

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

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
1. Entrance in the Service – Initial Reporting See par. 5280-A.	9, 14, 16, 10
2. Member reenters the service within 1 year of discharge/release from active duty under honorable conditions. See par. 5280-B.	From 5, from 6, 9, 10, 14, 18, 21, 23, , 27
3. Called/ordered to active duty for 140 or more days at one duty station (other than for reasons listed under par. 5280-B). See par. 5282-A.	9, 10, 14, 16, 17
4. Recalled to active duty. A member released from active duty already authorized HHG transportation to a HOS. See par. 5282-E.	5, 9, 12, 14 (“if recalled after selecting a HOS”), 19
5. Commissioned/appointed from an enlisted grade to become an officer. See par. 5282--F.	9, 18 (“incl. where commissioned or appointed if place is first PDS as commissioned or warrant officer”), 10, 23,
6. Commissioned from a service academy. See par. 5282-G.	9, 10 (“to first PDS” - reference for restriction), 11 (“from Academy”), 16
7. A PCS with TDY/deployment en route. See par. 5284-A.	1 for 8 only, 2 for 8 only, 4 for 8 only, 5, 6 at TDY for 8, 9, 23
8. Course(s) of instruction of 20 or more weeks at one location. See par. 5286.	5 (“place of storage”), 6, 9, 10, 14, 18, 21
9. Upon release from a course of instruction of 20 or more weeks at one location. See par. 5286.	5 (“from place of storage”), 9, 11 or 15 (“upon release from active duty”), 23 (“if retained on active duty”)
10. CONUS area where HHG transportation is prohibited; or dependents are not permitted to join member within 20 weeks. See par. 5288.	5, 9, 18, 25
11. When restriction from CONUS area lifted or ordered PCS to an unrestricted PDS. See par. 5288.	From 5, 9, 23, 26
12. Ordered to a CONUS hospital from a CONUS PDS, CONUS TDY location, or another CONUS hospital. See pars. 5290-B and 5290-D.	5 (“place of storage”), 9, 18, 19, 21
13. Ordered to a CONUS hospital from an OCONUS PDS or OCONUS hospital. See pars. 5290-C and 5290-D.	5, 9, 22
14. Completion of CONUS hospitalization and restoration to duty; separated from the service; relieved from active duty; placed on the TDRL; or retired (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve). See par. 5290-E.	9, 18, 19 (“to authorized destination”), 21
15. Ordered from a CONUS PDS to await order, detail, assignment, or separation. See par. 5292-A.	5, 9, 18 (“upon receipt of order”), 23
16. Ordered to CONUS from an OCONUS PDS to await order, detail, assignment, or separation. See par. 5292-B.	5, 9, 18 (“to ordered place”), 23 (reference for restrictions)
17. Ordered from an OCONUS PDS to CONUS or a non-foreign OCONUS area for separation processing with HOS authorized. See par. 52928-C.	5, 6, 9, 13, 18 (reference for restrictions), 22 (“only from designated place/location to processing if HOS is same location”)

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
18. Ordered on PCS to a PDS in the storage vicinity. See pars. 5294.	From/to 5, 9
19. Ordered to an OCONUS PDS where HHG transportation is permitted. See par. 5296-A1.	5, 9, 18 and 20 (reference for combination of transportation restriction), 21, 23
20. Ordered to an OCONUS PDS where HHG transportation is authorized within 20 weeks of member's port-reporting month. See par. 5296-A2.	5 ("for duration of OCONUS assignment" and "HHG for OCONUS PDS may be placed in NTS until transported"), 9, 20, 23 (when authorized)
21. Ordered to an OCONUS PDS where HHG transportation is not authorized until 20 or more weeks after member's port-reporting month. See par. 5296-A3.	5 ("until transported to OCONUS PDS or for duration of OCONUS assignment"), 9, 20, 25, 28 ("if qualified"), and then to 23 when authorized
22. Ordered from shore duty to sea duty (except unusually arduous sea duty). See par. 5296-B.	5, 9, 18 ("to the unit's home port; or the ship, afloat staff, afloat unit or home port for UB") ("When the home port is OCONUS, par. 5296-A1, 5296-A2, or 5296-A3; or par. 5296-D also applies")
23. Ordered from a CONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances (par. 5296-C)	5, 9, 20 ("or non-foreign OCONUS area if dependent transportation authorized; or foreign OCONUS location where dependent transportation has been authorized"), 23 ("to OCONUS PDS in an amount authorized and later from OCONUS PDS to member's new PDS")
24. Ordered from an OCONUS PDS to an OCONUS PDS where HHG transportation is prohibited or restricted, to unusually arduous sea duty, or duty under unusual circumstances. See par. 5296-D.	From/to 5, 9, 18, 20, 21 ("or place of storage"), 23 ("to OCONUS PDS in an amount authorized and later when restriction lifted and if authorized"), 25, 29
25. Ordered from sea duty or OCONUS duty to a CONUS PDS. See par. 5296-E.	9, 18, 19 ("except for limitations noted under pars. 5296-C and 5296-D, member is authorized HHG transportation from the designated place, location, or NTS where HHG were transported under pars. 5296-A 5296-B, 5296-C, and 5296-D, or 5296-H"), 23
26. Ordered from sea duty to OCONUS shore duty PDS. See par. 5296-F.	(Pars. 5296-D and 5296-E for limitations to the following) 5 ("but not NTS to NTS"), 9, 18 ("to new or specified location"), 19 ("from prior specified location or place of storage"; "authorized without cost limitation to new OCONUS PDS")
27. Ordered from sea duty to sea duty – home ports identical. See par. 5296-G1.	HHG transportation is not authorized except for cases under pars. 5296-D and 5296-E.
28. Ordered from sea duty to sea duty – home ports not identical. See par. 5296-G2.	5, 9 ("except where restricted –pars. 5296-D and 5296-E"), 18 (or home port), 21, 23 (or home port), 30
29. Ordered to/from ship, afloat staff, or afloat unit deployed away from home port. See par. 5296-H.	"only UB transportation to/from deployed ship without regard to distance"
30. Unit home port officially changed. See par. 5296-I.	If not arduous sea duty, same as par. 5296-G2. If arduous sea duty, on the home port change effective date is authorized HHG transportation to designation authorized for dependents and/or NTS.
31. Unit home port change officially announced. See par. 5296-J.	5, 9 ("regardless of time left in tour"), 23
32. Local short distance moves (1) incident to reassignment or PCS; (2) moving to/from Gov't Qtrs or privatized housing; (3) vacating local economy Qtrs; (4) involuntary tour extension. See pars. 5260, 5242, and 5264.	9 ("weight allowance does not apply")
33. Separation from the service or relief from active duty except for discharge with severance/separation pay. See pars. 5320-A and 5320-B.	5 ("or authorized place of storage"), 6 ("very limited"), 9, 18, 21, 30

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
34. Separation/relief from active duty to continue in the service. See par. 5320-C.	5, 9. HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.
35. Separation/relief from active duty upon expiration of enlistment/prescribed term of service. See par. 5320-D.	If on following day the member reenters Service at station at which separated or relieved with no change of PDS, no eligibility for HHG transportation or NTS.
36. Member required to vacate Gov't/Gov't-controlled Qtrs or Privatized Housing upon separation/relief from active duty. See pars. 5320-F and 5320-G.	5, 6, 9 ("Weight limit not applicable to short distance move. Within PCS weight limit to place elected under par. 5066")
37. Member ordered home to await the results of disability proceedings. See par. 5320-H.	9 (to the "home or specific location to await results. Then to the final separation point, less the cost to waiting point")
38. Member serving in CONUS who has no dependent and is separated from the service under other than honorable conditions. See par. 5320-I.	HHG transportation & NTS not authorized
39. Enlisted member ordered to a college. See par. 5320-J.	From/to 5 ("or from authorized place of storage"), 6, 9, 11, 15 ("and/or college also"), 18, 21, 30
40. Recalled to active duty after separation from the service/relief from active duty. See par. 5320-K.	5, 9 and authorized locations depending on the PCS order. Upon separation following recall, pars. 5320-A and 5320-B for authorized places.
41. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS authorized. See par. 5318-A.	To/from 5, 6 ("limited"), 9, 13, 18, 21, 26
42. Retirement, placement on TDRL, discharge with severance or separation pay, or involuntary release from active duty with readjustment/separation pay – HOS NOT authorized. See par. 5318-B.	5 ("or from authorized place of storage"), 6, (limited) 9, 11, 15, 18, 21, 30
43. Member required to vacate Gov't/Gov't-controlled Qtrs/privatized housing before selecting a home. See par. 5318-G.	9 ("not limited on short move") ("move from temporary to selected home is within the PCS weight limit")
44. Recalled to active duty before selecting a home, then reverts to retired status under honorable conditions. See par. 5318-H.	5, 9, 13
45. Recalled to active duty after selecting a home, then reverted to retired status under honorable conditions. See par. 5318-I.	9, 13 ("previous HOS") or 15 ("whichever member chooses – HOS or PLEAD")
46. A member on the TDRL discharged or retired. See par. 5318-J.	5, 6, 9 and 13 if still authorized from originally being put on TDRL
47. Member dies after retirement or release, after selecting a home but before HHG transportation. See par. 5318-K1.	9, 13 ("or place selected by dependents NTE member's maximum PCS HHG weight allowance in one lot to HOS")
48. Member dies after retirement or release, before selecting a home. See par. 5318-K2.	9, 13 ("NTE dependents' choice")
49. Member ordered home to await disability retirement. See par. 5318-L.	9 ("to the home or specific location; may re-transport to retirement location NTE PDS to HOS" less the cost to waiting point)
50. HHG transportation under unusual/emergency circumstances. See par. 5278.	9 ("contingent on dependent transportation" in par. Ch 5, Part A3d)
51. Member serving in CONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5310.	9 ("directly related to dependent transportation" in par. 5148), 31
52. Member serving OCONUS who has no dependents and is separated from the service under other than	9, 11, 15

Order Type And JTR References	HHG Authorized Locations And Weight Allowance (Footnote Explanations Follow Summary)
honorable conditions. See par. 5298-B.	
53. Member serving OCONUS who has dependents and is separated from the service under other than honorable conditions. See par. 5298-B.	9 (“may provide”), 11, 15, 18 (“or former OCONUS PDS”), 19, 31
54. Early Return of Dependents from a foreign area -- due to official situations in par. 5146. See par. 5276-A1.	To/from 5, 9 (“within authorized allowance or admin wt. limit”), 22, 31
55. Dependents Return to Member’s OCONUS PDS when authorized due to official situations under par. 5146-A3. See par. 5276-A2.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported
56. Early Return of Dependents from an OCONUS PDS due to national interest. See pars. 5100 and 5276-B.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
57. Dependents Return to Member’s OCONUS PDS when national interest reasons no longer exist. See pars. 5100 and 5276-B.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported”
58. Early Return of Dependents from an OCONUS PDS due to personal situations under pars. 5102 and 5102. See par. 5276-C1.	To/from 5, 9 (“within authorized allowance or admin wt limit”), 22, 31
59. Dependents do not travel to OCONUS PDS. See par. 5276-C2.	To/from 5, 9 (“within authorized allowance or admin weight limit and NTE the cost from the OCONUS PDS to the dependents’ location”), 22, 31
60. Death of Dependents in OCONUS Areas. See par. 5276-C3.	5 (“up to prescribed weight limit”)
61. Dependent Return Authorized to OCONUS Areas – Custody Agreement Change or Other legal Arrangements. See par. 5276-C6a. Member Serves an IPCOT. See par. 5276-C6b.	“To the OCONUS PDS up to the <i>cost</i> from the place where the HHG were previously transported under either par. 5276-C6a or 5276-C6b”
62. Early Return of Dependents from an OCONUS PDS - Disciplinary Action Taken Against Member Stationed OCONUS; or Member discharged under other than honorable conditions. Order authorizing dependent transportation under pars. 5102-B8a through 5102-B8h. See par. 5276-C8.	9, 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”), 19, 31
63. Early Return of Dependents from an OCONUS PDS - Member Sentenced to Confinement with/without Discharge. Order authorizing dependent transportation under par. 5102-B8i. See par. 5276-C8.	“HHG transportation may not be authorized for a distance greater than from the member’s last/former OCONUS PDS to the HOR/PLEAD.” NTS not authorized. 11 or 15, 18 (“OCONUS”) or 21 (“OCONUS”)
64. Authorization following confinement without discharge. See par. 5276-C9.	If transported under par. 5276-C8: 23 (“NTE from HOR/PLEAD to the new PDS”) If not transported under par. 5276-C8: From 19 (“to the new PDS based on the grade held on the PCS order effective date to the new PDS”)

Footnotes	HHG Authorized Location/Weight Allowance
1	From PDS to TDY
2	From TDY to TDY
3	From Last TDY to Old PDS
4	From Last TDY to New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (“When a Member is Ordered from a TDY Station to a New PDS or when a TDY Station Becomes a New PDS, These Shipments Are in Addition to PCS Weight Allowance.” Par. 4515)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or Place from which Called/Ordered to Active Duty For Training
15	To PLEAD or to Place from which Called/Ordered to Active Duty For Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	Place HHG Last Transported at Gov’t Expense
20	Any CONUS Point Selected by Member
21	From Any Previous PDS
22	From Any Authorized Location(s)
23	To New PDS
24	Not Used
25	To CONUS Designated Place
26	From CONUS Designated Place
27	Any Place to Which HHG were Transported at Gov’t Expense
28	To OCONUS Non-Foreign Designated Place
29	From OCONUS Designated Place
30	From a Previously Designated Place
31	To a Designated Place or if Dependents Foreign Born, to the Native Country in which the Dependents Will Reside (or Are Residing)
32	From a Designated Place or if Dependents Foreign Born, from the Native Country in which the Dependents Were Residing

CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: UNIFORMED MEMBERS ONLY****SECTION 5: HHG****SUBSECTION b: HHG WEIGHT***Effective for an order issued on/after 1 October 2007***5200 PRESCRIBED WEIGHT ALLOWANCES****A. Higher Weight Allowance Authorization**

1. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs.) of a member below pay grade O-6, but only on a case-by-case basis;
2. No general policy statements are permitted; and
3. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

B. Authorized PCS Weight Allowances. Except as provided in pars. 5202 and 5208-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade <i>NOTES 1 & 3</i>	With Dependents 2	Without Dependents
Officer Personnel		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
Enlisted Personnel		
E-9	15,000 <u>4</u>	13,000 <u>4</u>
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

NOTES:

1. Includes a Uniformed Service regular and an RC member, and an officer holding a temporary commission in the U.S. Army/Air Force.

2. For this table, a member "with dependents" is a member who has a dependent eligible to travel at Gov't expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

- a. The death(s) of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at Gov't expense,

the member has the weight allowance of a member "with dependents".

3. A Uniformed Services member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or
- b. Before reversion,

whichever is greater.

4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:

- a. 17,000 lbs. with dependents or,
- b. 14,000 lbs. without dependents,

for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.

5202 ADMINISTRATIVE WEIGHT LIMITATION**A. General**

1. **Factors.** Establishing an administrative weight allowance is ordinarily based on the following factors:
 - a. HHG are supplied at the PDS, or
 - b. There is extremely limited space for HHG in Gov't Qtrs/private sector housing, and
 - c. There is limited storage for excess HHG.
2. **Item Allowances**
 - a. Item allowances (within the weight allowances table in this Part), are Service-established for specific locations using par. 5202-A5 weight allowances.
 - b. Uniformity of allowances among the members of all Services (by grade and dependency status) is paramount. Services must coordinate.
3. **Administrative Weight Locations.** Specified administrative weight limitation locations are subject to implementation in Service regulations.
4. **HHG Transportation/NTS.** An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.
5. **Administrative Weight Allowance Restrictions Not Applicable.** Par. 5202-E is usable when established administrative weight allowance restrictions do not apply to a member or location for a particular PCS move.

B. Gov't-Owned Furnishings Provided. On a PCS to/from an OCONUS PDS designated as an administratively weight limited location in App W because Gov't-owned furnishings are provided for Qtrs, a member is limited to HHG transportation to the PDS of the amount listed in App W, inclusive of the amount transported as UB IAW par. 5172-H.

C. Member Married to Employee/Member

1. In all PCS situations, each member is individually authorized UB transportation, PBP&E, and required medical equipment (par. 5192).
2. If both spouses are members or one is an employee and one is a member, the following situations apply if one or both of them is ordered to a location with an administrative weight allowance reflected in App W:
 - a. **Both Members Currently Assigned to the Same PDS or Nearby PDSs, and New Orders are to the Same PDS or nearby PDSs.** When both members are currently assigned to the same PDS or nearby PDSs in the same area at which they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs at which they will jointly occupy a residence, they are limited to one administrative weight allowance based on the higher ranking member's weight allowance.
 - b. **Both Members Currently Assigned to the Same PDS or Nearby PDSs, but New Orders are to Different PDSs.** When both members are currently assigned to the same PDS or nearby PDSs at which they jointly occupy a residence, but new orders are to different PDSs at which they will occupy separate residences, each member is individually authorized an administrative weight allowance.
 - c. **Members Currently Assigned to Different PDSs, but New Orders are to the Same or nearby PDSs.** When both members are currently assigned to different PDSs and occupy separate residences, but the new

orders are to the same or nearby PDSs at which they will jointly occupy a residence, each member is individually authorized an administrative weight allowance.

d. Member Married To Employee. If one spouse is a member and the other a Gov't civilian employee, the member's administrative weight allowance is based on the higher PCS HHG weight allowance. See par. 5648-A for the Gov't civilian employee spouse.

D. Unaccompanied Tour Administrative Weight Limitation Policy/Request

1. Requests for unaccompanied tour location-based (no Service-based) administrative weight limitations should be:
 - a. Coordinated locally,
 - b. Sent to the Secretarial Process authority of the requesting Service for consideration/coordination (IAW Service procedures), and
 - c. Sent for final review/determination by PDTATAC MAP/CAP.
2. See App W for the list of locations authorized to have administratively reduced weight limits.
3. Each request must specify the:
 - a. Location,
 - b. Proposed administrative weight standard (e.g., 10% or 1,000 pounds), reason(s) for the HHG weight allowance reduction,
 - c. Effective period for the decreased weight allowance, and
 - d. Service(s) affected by the request (required).
4. If there are multiple Services at a location, all services are equally affected. NTS authority applies for HHG that may not be transported.
5. Locations with administratively reduced HHG weight allowances not reflected in App W are invalid.

E. Exceptions

1. General. Administrative weight limitations do not apply to:
 - a. Shipments from non-foreign OCONUS areas to any location there is no administrative weight limitation;
 - b. A member with a weight allowance of less than 2,500 lbs.; or
 - c. A member on duty as a U.S. Defense Attaché.
2. Gov't Furnishings Unavailable. When a Gov't furnishings item, ordinarily provided at a new PDS, is unavailable, the administrative weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase.

a. A member's request to increase the administrative HHG weight allowance, *upon departure from the OCONUS PDS at which an administrative weight limit was prescribed*, may be authorized/approved through the Secretarial Process in the following circumstances:

- (1) The member is assigned to a COT from an unrestricted weight area to an administratively HHG weight limited area;
- (2) The member extends a tour for one year or longer within the same weight limited area;
- (3) Upon departure from an administratively weight-limited area if additional furnishings were acquired through marriage after the member was assigned to the weight limited area (***NOTE: A member who acquires a dependent, after the PCS order effective date to an administratively weight-limited OCONUS PDS, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that PDS.***); or
- (4) Circumstances exist that would cause undue hardship if the administrative weight limit was enforced.

b. The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. 5200.

F. Additional HHG at Member's Expense. The Gov't may transport additional HHG at the Gov't rate; but, the member is responsible for the excess weight transportation cost.

5204 NET WEIGHT DETERMINATIONA. General

1. The weight allowances are the actual weights of unpacked and uncrated HHG.
2. The weight allowances do not include accompanied baggage transported free of charge or as excess accompanied baggage.
3. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded.
4. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. 5204-B, 5204-C, or 5204-D.

B. Gov't-arranged Move

1. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is Gov't-arranged, allowance is made for interior packing materials (usually paper, cardboard 'barrels', furniture wrappings, etc.) weight.
2. The HHG modified net weight is determined by subtracting 10% from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents.
3. The net weight minus 10% for the interior packing materials now becomes the modified net weight.

C. DPM Transportation1. Standard Overseas Shipping Boxes. When:

a. HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Gov't owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20% from the difference between the loaded container gross weight and the empty container stenciled weight.

b. Only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50%.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50% from the weight upon which transportation charges are based.

D. UB. When the Gov't arranges transportation, and the net weight of UB is unknown, the weight is determined by subtracting 50% from the gross weight shown on the shipping documents. When the UB shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. 5204-B, 5204-C, or 5204-D, the weight is 7 lbs. per cubic foot for all shipments.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. 5204-B and 5204-C, the appropriate official may deviate from these allowances.

5206 EXCESS CHARGESA. Gov't Responsibility

1. The Gov't may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's weight allowance and collect reimbursement from the member.
2. A Service must be repaid for the cost of transporting a member's HHG in excess of the prescribed weight allowance, unless an increased weight allowance (NTE 18,000 lbs.) has been specifically authorized.
3. The Secretary Concerned or the Secretarial Process, at Service discretion may authorize a higher weight allowance (NTE 18,000 lbs.) for a member below pay grade O-6, but only on a case-by-case basis.

B. Member Responsibility

1. General. The member is still financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the member and/or the AO providing transportation funds were not notified by the TO of the weight status (CBCA 2076-RELO, 5 October 2010).
2. Transportation. The member is financially responsible for all transportation costs as a result of:
 - a. Exceeding the authorized weight allowance;
 - b. Transportation between other than authorized locations;
 - c. Transportation of articles that are not HHG (See App A1 for HHG);

- d. Transportation in more than one lot (other than a UB shipment authorized under par. 5210-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5208-C);
- e. Member-requested special services, i.e., increased valuation liability cost; and
- f. Transportation related costs that are Gov't-incurred due to the member's/member's agent's negligence (i.e., attempted pickup and/or delivery charges). See [DoD 4500.9-R \(DTR, Part IV\), Chapter 401](#).
- C. Prescribed Weight Allowance. See par. 5200 for prescribed weight allowances.
- D. Erroneous Advice. Erroneous advice, or lack of advice, by/from a Gov't agent does not create an entitlement to reimbursement of, or shipment of HHG in excess of the weight allowed by statute.
- E. Member Payment. Payment from the member for excess charges is IAW finance regulations.
- F. Excess Weight Status. When an excess weight status is known/suspected (e.g., based on observations made during a pre-move survey) prior to transportation, the TO should notify the member and the AO providing transportation funds.
- G. NTS
1. The Gov't's maximum obligation for NTS is the storage cost of the difference between the member's prescribed weight allowance and the HHG weight transported incident to the same PCS order.
 2. If the HHG weight in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the Gov't may pay the costs associated with the excess weight storage if requested to do so by the member.
 - *3. Excess weight storage costs are the member's financial responsibility (pars. 1015-C2h, 2000-D and 2125).
- H. HHG Transportation in Excess of Authorized Weight Allowance
1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (i.e., nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. 5206-J, must be prorated on the basis that the member pays the portion of the excess net weight ICW the total net weight transported. For example, if a member with a weight allowance of 8,000 lbs. transports 8,500 lbs. of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.
 2. Multiple Shipments Made on a PCS Order
 - a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment that results in the least excess cost to the member.
 - b. Member Assigned to/from Administratively Weight-restricted Area
 - (1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS
 - a- When there is an administrative weight restriction:
 - 1- Multiple shipments to/from that area, and
 - 2- Weight in excess of the administrative weight allowance is transported to/from the OCONUS area,

the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member.

-b- Excess costs are computed on the overseas and transoceanic portions of the transportation.

(2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

I. HHG Transportation other than between Authorized Locations

1. General

a. A member may have HHG transported between any locations.

b. The Gov't's expense (other than from a previous PDS or other authorized point to the new PDS, other authorized location or home of legal heir) is limited to that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or home of the legal heir, whichever results in a lesser cost to the Gov't.

c. This also applies to a member on an order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense

a. When HHG are transported to a designated place at Gov't expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the member's maximum PCS HHG weight allowance from the designated place to the new PDS.

b. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the member's maximum PCS HHG weight allowance (less the weight of any other HHG transported at Gov't expense) from Detroit, MI.

c. Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.

J. Transportation of Unauthorized Articles

1. Non-HHG articles (see App A1 for HHG) must be transported apart from authorized HHG.

2. The member should arrange for separate transportation.

3. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles.

4. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. 5206-H.

K. HHG Transportation with Special Routing or Services Provided.

1. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services.
2. Subject to pars. 5206-B2, through 5206-J and upon the member's/heirs' (of a deceased member) written request and agreement to pay any additional cost, the member/heirs may:
 - a. Turn over the HHG to a transportation officer for transportation at different times to the same destination;
 - b. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
 - c. Have transportation between any points, limited to the cost in par. 5206-I. However, it must not be applied to HHG if the member is not authorized a HOS move;
 - d. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authority under a PCS order, including separation and retirement ([61 Comp. Gen. 180 \(1981\)](#)).

L. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. 5200. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: **UNIFORMED MEMBERS ONLY******SECTION 5: HHG****SUBSECTION d: NON-TEMPORARY STORAGE (NTS)****5212 GENERAL**

- A. General. NTS is all storage other than SIT (see par. 4565-B). See App A, non-temporary storage (NTS).
- B. Authority. NTS may be authorized/approved by the official designated by the Service concerned in facilities determined to provide best value to the Gov't.
- C. Allowable Costs. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See App A, non-temporary storage (NTS).
- D. Weight Limit. The total HHG weight transported, plus the HHG weight in NTS (at Gov't expense on the same PCS order) should not exceed the weight allowance in par. 5200.
- *E. Excess Weight. If the HHG weight in NTS, plus the HHG weight transported on the same order, exceeds the weight allowance, the member is financially responsible for the excess cost (pars. 1015-C2h, 2000-D and 2125).
- F. Excess Weight Charges
1. At the member's request, the Gov't may pay the total transportation cost and other charges applicable to any excess weight that exceeds the member's HHG weight allowance and collect reimbursement for the excess cost from the member.
 2. Payment for the shipment, and collection from the member, for excess charges are IAW Service regulations (par. 5206).
- G. Personally-Procured NTS. See par. 5210-D.

5214 PLACE OF NTS

- A. General. Except as otherwise provided in par. 5212, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Gov't.
- B. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.
- C. NTS Authorized while HHG Are in Transit. HHG, en route to a destination under a prior order at the time another order is issued which authorizes the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

5216 NTS AS AN ALTERNATIVE TO TRANSPORTATION

- A. General. A member is authorized NTS (IAW par. 5212) as an alternative to transportation of any of the member's HHG when storage is in the Gov't's best interest.

B. Limitation. NTS ***must not be authorized*** as an alternative to the transportation under par. 5298-A incident to return of dependents under par. 5102-B8.

C. Circumstances. With the above exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is authorized NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process.

D. Authorized Location. The place of NTS is an authorized origin point from which transportation may be made when a member later becomes authorized HHG transportation.

5218 NTS OF HHG CURRENTLY IN SIT

When HHG are in SIT on the date another order is issued under which NTS is authorized, the authorized period of NTS begins on the latter order effective date (par. 5254 or 5256).

5220 WITHDRAWAL OF HHG FROM NTS AS AN ALTERNATIVE TO CONTINUED STORAGE

A. General

1. A member, whose HHG were placed in NTS, is authorized to withdraw any/all HHG from storage in lieu of continued NTS.
2. No further transportation or storage of the withdrawn HHG is authorized before another PCS order is issued, except as otherwise provided in this Part ([45 Comp. Gen. 771 \(1966\)](#)).

B. Limitation. The HHG withdrawn must be for use by the member/dependent(s) in establishing or augmenting a place of residence.

C. Withdrawal Cost. Withdrawal, a short distance move, unpacking, and uncrating are at Gov't expense.

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

1. NTS in pars. 5222-A1a and 5222-C applies to a member assigned to:
 - a. Gov't/Gov't-controlled Qtrs or privatized housing in CONUS, and
 - b. OCONUS Gov't/Gov't-controlled Qtrs if specifically authorized in Service regulations.
2. Neither the weight allowance in par. 5200 nor the 18,000-pound limit imposed by [37 USC §406\(b\)\(1\)\(D\)](#) applies to par. 5222-A.
3. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under par. 5222-A.
4. See pars. 5320-F or 5318-G, respectively, for authority for a short distance move when a member is required to vacate Gov't/Gov't-controlled Qtrs or privatized housing incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service.
5. See par. 5262 for a short distance move incident to assignment/termination of Gov't/Gov't-controlled Qtrs or privatized housing under other circumstances.

B. Moving to and from Gov't Qtrs

1. Authorized. A member is authorized NTS of HHG that cannot be accommodated in assigned Gov't Qtrs for moves directed by competent authority on the basis of a Service requirement, such as:

- a. Assignment to Gov't Qtrs to use idle housing facilities (par. 5232-D21);
- b. Vacating Gov't Qtrs (i.e., order, unfit for occupancy, some unusual Service operational requirement) (par. 5232-D22); or
- c. Reassignment to Gov't Qtrs when the conditions, addressed in par. 5222-C, have been rectified or alleviated (par. 5232-D21).

2. Not Authorized

- a. NTS is not authorized incident to Gov't Qtrs assignment for the member's convenience or morale.
- b. If a member voluntarily vacates Gov't Qtrs for personal reasons or convenience, neither Gov't funded NTS of the HHG moved from the Gov't Qtrs, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the Gov't Qtrs, is authorized.
- c. NTS must not be authorized under par. 5222-A when Gov't Qtrs assignment termination is incident to the advance return of dependents and HHG under par. 5298-B or early return of dependents and HHG under par. 5102-B8.

3. Handling Out Delivery and Unpacking. The Gov't pays the cost for handling out delivery and unpacking of HHG moved to the member's local residence that are in NTS because they could not be accommodated in Gov't Qtrs.

C. Moving to and from Privatized Housing

1. Authorized NTS. A member is authorized NTS of HHG that cannot be accommodated in assigned privatized housing for moves directed by competent authority on the basis of a Service requirement, such as:

- a. Assignment to privatized housing to use idle housing facilities (par. 5232-D21);
- b. Vacating privatized housing (e.g., order, unfit for occupancy, some unusual Service operational requirement) (par. 5232-D22); or
- c. Reassignment to privatized housing when the conditions, addressed in par. 5222-C, have been rectified or alleviated (par. 5232-D21).

2. NTS Not Authorized

- a. NTS is not authorized incident to privatized housing assignment for the member's convenience or morale.
- b. If a member voluntarily vacates privatized housing for personal reasons or convenience, neither Gov't funded NTS of the HHG moved from the privatized housing, nor continued NTS of the HHG previously placed in NTS as being in excess to what could be accommodated in the privatized housing, is authorized.
- c. NTS must not be authorized under par. 5222-A when privatized housing assignment termination is incident to the advance return of dependents and HHG under par. 5282-B or early return of dependents and HHG under par. 5102-B8.

3. Handling Out Delivery and Unpacking. The Gov't pays the cost for handling out delivery and unpacking of HHG moved to the member's local residence that are in NTS because they could not be accommodated in privatized housing .

D. Moving from Gov't-controlled Qtrs

1. NTS of HHG is authorized within the time limits in par. 5232-D23:

a. When a member occupying Gov't-controlled Qtrs is directed by competent authority to vacate the Gov't-controlled Qtrs:

(1) Because the Gov't-controlled Qtrs are found to be unfit for occupancy, or

(2) To meet an unusual Service operational requirement, or

b. ICW a short distance move between the Gov't-controlled Qtrs and the NTS facility incident to vacating and reoccupying the Gov't-controlled Qtrs, or

c. Between the NTS facility and Gov't Qtrs if such Qtrs were occupied in lieu of reoccupying the vacated Gov't-controlled Qtrs.

2. If vacating the Gov't-controlled Qtrs is for a temporary period, the member is authorized a combination of a short distance move under par. 5262 and NTS under par. 5222-A.

E. Incident to Vacating Local Private Sector Housing

1. Member Is Directed by Competent Authority to Vacate Local Private Sector Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local private sector housing ([52 Comp. Gen. 293 \(1972\)](#)). See par. 5264-A for authority for a short distance move in such situations.

2. Member Vacates Local Private Sector Housing Incident to an Involuntary Tour Extension.

a. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change local private sector residences on the local economy ([51 Comp. Gen. 17 \(1971\)](#) and [59 id. 626 \(1980\)](#)).

b. NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order.

c. A short distance move from NTS to Gov't or local private sector housing, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour.

d. See par. 5264-B for authority for a short distance HHG move to other local private sector housing from which the member is to commute daily to the PDS.

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

A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

5226 SUCCESSIVE NTS AUTHORIZATION PERIODS

A member, whose HHG are in NTS when another order authorizing NTS is received, is authorized continued storage until the termination of authority under the latter order.

5228 ORDER AMENDED, MODIFIED, CANCELED OR REVOKED

See par. 5256 for NTS authority when an order is 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. A member, separated from the Service or relieved from active duty and authorized HHG transportation to the HOR/PLEAD under par. 5320 is authorized NTS, unless prohibited in par. 5320. See par. 5320-B1 for NTS time limitations.

B. Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay. A member, or a dependent in the event of the retiree's death, who is authorized HHG transportation to a HOS, is authorized NTS of HHG for a period NTE 1 year from the date of active duty termination. The authority and circumstances in par. 5318-C apply for extending the 1-year storage limit.

5232 TIME LIMITS.

A. General. NTS authority is based on the member's status IAW the following table.

B. Authority Duration. The authority begins on the date the order is issued and continues as long as the situation exists. When authority termination in one situation is followed by the beginning of another NTS situation, the NTS period is continuous.

C. SIT. See par. 5236 for authorization for SIT for periods after NTS authority termination.

D. NTS Status Table

<u>Situation</u>	<u>Storage Termination</u>
1. PCS with TDY en route (par. 5284).	1. The member's departure date from the last TDY station to proceed to the new PDS.
2. Assignment by a PCS order or when called/ordered to active duty to pursue a course of instruction of 20 or more weeks (par. 5286).	2. The member's departure date from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. 5288).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. 5290).	4. Termination date of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await an order, detail, assignment or separation (par. 5292).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. 5224).	6. Member's reporting not later than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the storage place vicinity (par. 5294) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an	7. Ninety days after the member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or

Situation	Storage Termination
intermediate station as applicable.	restricted, whichever applies (par. 5294 for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. 5296-A and 5216).	8. Member's reporting not later than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any par. 5296-B condition.	9. Member's detachment date in CONUS, or the reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a ship designated as operating OCONUS continuously for 1 year or more or assigned to staff duty ICW such ship (par. 5296-D).	10. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. 5296-F).	11. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. 5264-B).	12. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order.
13. Separation from the Service or relief from active duty (par. 5320).	13. As prescribed in par. 5320-B1.
14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. 5318).	14. As prescribed in par. 5318-C.
15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. 5276-C3).	15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. 5300).	16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
17. Member dies while entitled to basic pay (par. 5316-D3a).	17. One year after date of death. If the member described in par. 5316-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.
18. Officially reported as absent for a period of more than 29 days in a missing status (par. 5316-D3b).	18. One year from date of official missing status report, unless further extended through the Secretarial Process (par. 5000-B6).
19. Member is declared dead while in a missing status (par. 5316-D3c).	19. One year after date of official notice of death.
20. Member is returned to active duty from a missing status (par. 5316-E).	20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
21. HHG are stored as an alternative to transportation (par. 5216).	21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
22. Assignment or reassignment of Gov't Qtrs or privatized housing (par. 5222-B).	22. Date member is ordered to relinquish Gov't Qtrs/privatized housing.

Situation	Storage Termination
23. Assignment to Gov't Qtrs or privatized housing is terminated or member is required to vacate Gov't Qtrs or privatized housing temporarily (par. 5222-B).	23. Date member is subsequently assigned to Gov't Qtrs, privatized housing or to other Qtrs under a Service's jurisdiction, is authorized to return to previously vacated or similar Gov't Qtrs/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate Gov't-controlled (par. 5222-C).	24. Date member is authorized to reoccupy these Gov't-controlled Qtrs, is assigned Gov't Qtrs/privatized housing, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
25. Installation of Gov't owned furniture and appliances that displace similar privately owned items in Gov't Qtrs/Gov't-controlled Qtrs, privatized housing (par. 5222).	25. Date member is ordered to relinquish the Qtrs.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time NTE the member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. 6050)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the OCONUS PDS vicinity is authorized.

5234 NTS CONVERTED TO SIT

A. General. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to SIT, in whole or in part if the member is authorized transportation/NTS, under an order.

B. Conversion Cost. The conversion is at Gov't expense. ***However, any storage costs accruing for periods in excess of 180 days are the member's financial responsibility.***

C. Additional HHG Storage. Unless otherwise provided in par. 5244, no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART A: UNIFORMED MEMBERS ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION a: CONUS POV TRANSPORTATION***Effective 1 June 2014***5322 GENERAL****A. POV Transported by the Gov't**

1. POV transportation within CONUS may be authorized for member/dependent(s) use when:
 - a. A change in a ship's homeport is authorized, or
 - b. An eligible member ordered on a PCS between CONUS PDSs:
 - (1) Is physically unable to drive (a dependent's inability to drive does not satisfy this criteria), or
 - (2) There is insufficient time (par. 5012) for the member to drive and report to the PDS as ordered.
2. The remaining provisions in this section do not apply to these circumstances.
3. See Ch 5, Part A6b for allowances for a POV transported by the Gov't for a homeport change and the member is unable to drive.

B. POV Transported by Member

1. An eligible member with dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs, may be authorized transportation for one POV from the old CONUS PDS to the new CONUS PDS provided that the:
 - a. Member and/or eligible dependent(s) possess more than one POV to be relocated to the new PDS,
 - b. Member and dependents then travel at one time in one POC, and
 - c. Gov't's transportation cost for the POV to be shipped does not exceed the remainder of the 'MALT Plus' for driving two POCs to the new PDS (see example, par. 5328).
- *2. The member is financially responsible for all excess costs/additional expenses associated with POV transportation (par. 1015-C2h, 2000-D and 2125). ***If the POV transportation cost exceeds the reimbursement limitation the member is financially responsible for the cost difference to transport the POV.***
3. MALT and cost reimbursement are separately authorized for driving the second vehicle.

5324 MEMBER POSSESSES MORE THAN TWO VEHICLES

Reimbursement for driving a third (or subsequent) vehicle (when already driving a vehicle and transporting a vehicle):

1. Requires authorization/approval, if determined to be appropriate, to drive the third (or subsequent) vehicle,

and

2. Must go through the Secretarial Process IAW par. 5154-B.

5326 RESTRICTIONS

A. Unauthorized POV Transportation. A member must not be authorized POV transportation at Gov't expense if the member has:

1. No dependents,
2. No dependents *eligible* for transportation at Gov't expense, or
3. No dependents being relocated incident to the PCS.

B. Commercial Travel at Gov't Expense. A member who is authorized POV transportation is *not authorized* commercial travel at Gov't expense for the member and/or dependents ICW the PCS.

C. Gov't Procured Transportation. The member must personally procure all POV transportation. *Gov't procured transportation is not authorized.*

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

E. POV Storage. POV storage at Gov't expense is *not authorized* in lieu of POV transportation.

F. POV Left in CONUS While Member is Stationed at an OCONUS PDS. There is no authority to transport a member's POV from a CONUS location at which the member left the POV while stationed overseas, to the new CONUS PDS, unless that POV was stored at Gov't expense because it could not be transported to the OCONUS PDS. See par. 5378.

5328 COST REIMBURSEMENT EXAMPLES

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

A. Example 1. This example is based on a member, spouse, and two dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

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

Member, Spouse, and 2 Children, Perform Concurrent Travel in One POC				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days (\$1,032)	+	2,665 miles x \$.23/mile (\$612.95)=	\$1,644.95
Spouse	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
1 st Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
2 nd Child	\$96.75/day x 8 days (\$774) = (75% of the member's per diem)			\$ 774.00
TOTAL				\$3,966.95

Part A: **Uniformed Members Only**/Sec 6a: POV Transportation and Storage
(CONUS POV Transportation)

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

Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.23/mile (\$612.95) =	\$1,644.95
Spouse	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.23/mile (\$612.95) =	\$1,644.95
1 st Child	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child	\$96.75/day x 8 days (\$774) =			<u>\$ 774.00</u>
TOTAL				\$4,837.90

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

Reimbursement Limitation to Drive One POC and Transport One POV	
Based on the above steps the funds available to the member for transporting one POV are limited to the cost of the member and spouse with 2 children performing non-concurrent travel in 2 POCs (\$4,837.90) minus the cost of the member, spouse and 2 children, performing concurrent travel in 1 POC (\$3,966.95).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
2. Reimbursement limitation is \$4,837.90 (Step 2) - \$3,966.95 (Step 1) =	<u>\$870.95</u>
3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500 - \$870.95 =	\$ 629.05

- B. **Example 2.** This example is based on a member married to member couple, and two other dependents (both age 12 or older) traveling across CONUS. The cost to transport a POV (for illustration purposes only) = \$1,500.

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

Member, Member, and 2 Children, Perform Concurrent Travel in One POC (See par. 5164)				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days (\$1,032)	+	2,665 miles x \$.23/mile (\$612.95) =	\$1,644.95
Member 2	\$129/day x 8 days (\$1,032)			\$ 1,032.00
1 st Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			<u>\$ 774.00</u>
TOTAL				\$ 4,224.95

Part A: **Uniformed Members Only**/Sec 6a: POV Transportation and Storage
(CONUS POV Transportation)

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

Member, and Spouse with 2 Children, Perform Non-Concurrent Travel in Two POCs				
	<u>Per Diem</u>		<u>MALT</u>	<u>Total</u>
Member 1	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.23/mile (\$612.95) =	\$1,644.95
Member 2	\$129/day x 8 days = \$1,032	+	2,665 miles x \$.23/mile (\$612.95) =	\$1,644.95
1 st Child 75% of Mbr 1 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
2 nd Child 75% of Mbr 2 Per Diem	\$96.75/day x 8 days (\$774) =			\$ 774.00
TOTAL				\$4,837.90

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

Reimbursement Limitation to Drive One POC and Transport One POC	
Based on the above steps the funds available for transporting one POV are limited to the cost of 1 member traveling with 1 child and 1 member traveling with 1 child performing non-concurrent travel in 2 POCs (\$4,837.90) minus the cost of both members and 2 children, performing concurrent travel in 1 POC (\$4,224.95).	
MALT and cost reimbursement for driving the second vehicle are separately authorized per par. 5322-B3.	
1. Cost to transport POV = (The \$1,500 amount shown is for illustration purposes only.)	\$1,500.00
2. Reimbursement limitation is \$4,837.90 (Step 2) - \$4,224.95 (Step 1) =	<u>\$612.95</u>
3. Total out of pocket expense for the member to 'drive one & ship one' is \$1,500-\$612.95 =	\$887.05

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 (pars. 1015-C2h, 2000-D and 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. Examples1. 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 (pars. 1015-C2h, 2000-D and 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 STORAGEA. 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 (pars. 1015-C2h, 2000-D and 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 (pars. 1015-C2h, 2000-D and 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/HHGto the new PDS for the member's use, cannot exceed the Gov't's '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](http://ustranscom.com).

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. RESERVED

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 pars. 1015-C2h, 2000-D and 2125.

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 B: CIVILIAN EMPLOYEES ONLY****SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION****SUBSECTION c: EARLY RETURN OF DEPENDENT(S) (ERD)****5596 TRANSPORTATION**

A. General. A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination.

*B. Excess Costs. The employee is financially responsible for costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence (pars. 1015-C2h, 2000-D and 2125).

C. Authority. Early return travel may be authorized when:

1. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and App Q, Part 3. See pars. 5840-C7, 5840-C8, 5840--C9, 5840--C10, and 5624--C11, for exceptions to the PDS service period agreement; or
2. The OCONUS command determines that it is in the Gov't's interest to return the dependent for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

5598 REIMBURSEMENT

A. Limitations

1. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. 5596-C, transportation expenses are the employee's personal financial responsibility.
2. When the employee is eligible for return travel reimbursement, travel expenses are NTE the cost of the dependent travel by the most economical route (including policy constructed airfare (see App A) when contract city pair airfares are not available) from the OCONUS PDS to the actual residence.
3. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.

B. Gov't Transportation. If available, Gov't transportation must be used for ERD travel,

C. Transportation Modes. See Ch 2 for mileage rates and Ch 3 for accommodations, baggage, transportation modes, and transportation requests ICW ERD travel.

D. Receipt Requirements. See par. 2710 and DoDFMR 7000.14-R, Volume 9 for receipt requirements.

5600 TRAVEL AND TRANSPORTATION LIMITATIONSA. Authorization

1. ERD travel under Ch 5, Part B3 must not be authorized more than once during each period of OCONUS service.
2. A dependent's return travel at Gov't expense to the OCONUS PDS is not authorized *except* when incident to RAT. See par. 7065.

B. Reimbursement

1. ERD transportation expenses to the OCONUS PDS are reimbursable when an employee:
 - a. Completes an agreed to period of service,
 - b. Has received unaccompanied one-way dependent transportation to the actual residence, and
 - c. Has RAT at a later date.
2. Reimbursement must not exceed the Gov't's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.

C. Receipt Requirements. See par. 2710 and DoDFMR 7000.14-R, Volume 9.**5602 RETURN OF FORMER SPOUSE/DOMESTIC PARTNER AND/OR OTHER DEPENDENT (FTR § 302-3.227)**A. General. Reimbursement for return travel and transportation allowances to the actual residence (see App A) is authorized:

1. Anywhere in the world for an employee's former spouse/domestic partner and/or former dependent who traveled to the employee's OCONUS PDS as a dependent at Gov't expense.
2. If an individual is no longer a dependent when the employee is eligible for return travel because of divorce/annulment/committed relationship termination.

B. Time Limitation

1. Travel must begin before the end of the employee's current tour of duty.
2. If the employee is serving under a 1, 2, or 3 year tour agreement, travel for a former dependent must begin before the end of the 1, 2, or 3 year tour during which the divorce/annulment/committed relationship termination was finalized.
3. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment/committed relationship termination was finalized.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **CIVILIAN EMPLOYEES ONLY**

SECTION 5: HHG

SUBSECTION a: GENERAL

5626 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances.

5628 ELIGIBILITY

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

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

5630 AUTHORIZED TRANSPORTATION

A. General

1. An employee/appointee, who is authorized a move at Gov't expense is authorized HHG transportation.
2. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

B. NTS. NTS of HHG:

1. May be authorized in lieu of HHG transportation when the employee is assigned to a/an: ([FTR §302-8.1](#))
 - a. CONUS isolated PDS;
 - b. OCONUS PDS to which HHG transportation is limited;
 - c. OCONUS PDS and NTS is in the Gov't's best interest or cost effective to do so; or
 - d. TCS (par. 5902-B3).
2. Is not permitted for a career SES employee for last move home.

5632 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee's control, and
2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

5634 TRANSPORTATION EXPENSES

A. Gov't-paid Expenses

1. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
 - a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
 - b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
 - c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
 - d. SIT NTE 90 days, as applicable. See par. 5672-B.
2. Delivery:
 - a. Out of storage is authorized at Gov't expense, regardless of time in storage within the authorized 1-year period. This includes shipments converted to storage that are the employee's financial responsibility.
 - b. Out of SIT at Gov't expense may be extended for the time period of an extension granted under par. 5908-C.
 - c. Of HHG must be completed within the time limitations in par. 5518.

*B. Employee-paid Expenses. The employee is financially responsible for all transportation costs as a result of (pars. 1015-C2h, 2000-D and 2125):

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (App A -- Household Goods);
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5656 to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5654-C);
5. Special services requested by the employee (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov't due to the employee/employee's agent's negligence (e.g., attempted pickup and/or delivery charges). See [DTR 4500.9-R, Part IV, Ch 401](#); and
7. HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at Gov't expense is IAW par. 5646 or 5648.

5636 LOSS OR DAMAGE CLAIMS ([FTR §302-7.12](#)). HHG loss or damage claims are submitted IAW Service regulations.

5638 EMPLOYEE WITH AN EMPLOYEE OR UNIFORMED SERVICE MEMBER SPOUSE/DOMESTIC PARTNER

A. General. An employee whose spouse/domestic partner is another employee or a uniformed service member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or uniformed member) may also have a PCS order. See [B-202023, 4 December 1981](#) and [54 Comp. Gen. 892 \(1975\)](#).

B. Examples

1. Employee and the Employee's Uniformed Member Spouse/Domestic Partner. An employee and the employee's uniformed member spouse/domestic partner each receive a PCS order. The member's PCS weight allowance is 12,500 lbs per par. 5646-B. The employee's PCS HHG weight allowance is 18,000 lbs net weight per par. 5646-A. Together they may ship 30,500 lbs net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

2. Employee Married to Another Employee. An employee married to another employee couple each receives a PCS order. Each employee's PCS weight allowance is 18,000 lbs net weight per pars. 5500-B1a and 5646-A. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. See [GSBCA 16608-RELO, 3 August 2005](#).

5640 HHG TRANSPORTATION AND STORAGE DOCUMENTATION ([FTR §302-7.104](#))

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

B. Documents

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

2. Documentation

a. If required by financial regulations, the following documentation should be attached to the voucher:

- (1) Individual paid receipts (for \$75 or more) for SIT, packing, hauling, or drayage bill, if applicable;
- (2) Paid carrier's original bill of lading/certified copy; ***NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted;*** and
- (3) An official weight certificate/authenticated weight designation.

b. Constructed weight may be used when:

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

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

5642 SERVICES

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

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

B. Cost Limitation. The total Gov't expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. 5656, from the employee's last PDS (or new appointee's actual residence at the time of appointment) to the new PDS ([FTR §302-7.7](#)).

5644 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Gov't's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the Gov't's cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. 5590-B.

2. Multiple Shipments

a. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same/different OCONUS PDS.

b. The employee is financially responsible for HHG transportation costs that exceed the authorized weight limit.

3. Example

a. An employee with dependents ships 4,000 lbs. net weight of HHG from initial PDS residence and puts the remainder in NTS at Gov't expense.

b. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed.

- c. The employee is authorized a HHG transportation of 4,000 lbs. net weight from the old OCONUS PDS to the new OCONUS PDS.
- d. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 lbs. net weight.
- e. The packing materials are limited up to 2,000 lbs. for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Gov't expense incident to a PCS, separation, or dependent early return (Ch 5, Part B3).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

- (1) The advance return transportation of all or any part of an employee's HHG (at Gov't expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, Ch 5, Part B3 for the dependent's early return.
- (2) The allowable costs of advanced HHG transportation may be reimbursed by the Gov't even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).
- (3) Reimbursement of the employee's transportation costs may not exceed the Gov't's cost to transport the HHG at the time of the employee's actual return travel.
- (4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

- (1) Advance HHG transportation at Gov't expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. 5596-C2, as being in the Gov't's interest.
- (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.
- (3) ***Gov't transportation facilities may not be used ICW the advance HHG transportation.***

c. Employee Returning for Separation

- (1) General. HHG of an employee returning for separation may be transported at Gov't expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.
- (2) Reimbursement
 - (a) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee's HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

(b) When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee's service agreement ([CBCA 1162-RELO, 1 July 2008](#)).

(3) Employee Financial Responsibility. The employee is financially responsible for any excess cost ([63 Comp. Gen. 281 \(1984\)](#)).

(4) PBP&E. PBP&E:

(a) Transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Gov't service ([FTR §§302-7.18](#) and [302-7.403](#); and JTR, par. 5686).

(b) May also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at Gov't expense to the same location designated for dependent evacuation ([5 USC §5725](#)). If it is necessary and practical, HHG may be transported later at Gov't expense from a safe haven location to the evacuated employee's assigned PDS.

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: **CIVILIAN EMPLOYEES ONLY**

SECTION 5: HHG

SUBSECTION e: STORAGE IN TRANSIT (SIT)

5666 GENERAL ([FTR §302-7.107](#)).

A. Scope. SIT:

1. Is short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, destination, and en route locations per the Agency approval.

B. Reimbursement ([FTR §302-7.107-110](#))

1. SIT reimbursement cannot exceed the employee's actual storage costs.
2. Receipts/certified warehouse bill copies are required for individual expenses of \$75 or more IAW DoDFMR 7000.14-R, Volume 9. See par. 2710.
3. The cost of removing HHG from SIT for delivery to temporary lodging is a TQSE expense (see par. 5808-B).

5668 SIT TIME PERIOD RESTRICTIONS

For a PCS move made under an order with an effective date on/after 1 August 2011, the maximum total time limit for SIT is 150 days for CONUS-CONUS shipment and 180 days for OCONUS origin and/or destination HHG shipment ([FTR §302-7.9](#)).

5670 FIRST 60/90 DAYS OF SIT

SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS).

*5672 SECOND 90 DAYS OF SIT ([FTR §302-7.9](#))

*A. General. If additional storage is not authorized/approved, the employee is financially responsible for additional storage expense (pars. 1015-C2h, 2000-D and 2125).

B. Authorization/Approval Request. The employee must request (in writing) an additional SIT period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official.

C. Authorized Situations. Additional SIT may be authorized/approved due to:

1. Serious illness of the employee,
2. Serious illness or death of a dependent,
3. An intervening TDY or long-term training assignment,
4. Non-availability of suitable civilian housing,

5. Awaiting completion of residence under construction,
6. Acts of God, or
7. Other circumstances beyond the employee's control.

5674 ADDITIONAL SIT ([FTR §302-7.9](#))

A. General. PDTATAC will consider the merits of individual requests, on a case-by-case basis, for DoD civilian employees who have relocated and have had unforeseen circumstances beyond their control (e.g., a PCS that is interrupted by an en route TDY assignment). See [CBCA 875-RELO, 9 January 2008](#)).

B. Restrictions

1. Authorization/Approval. Under no circumstances may a Service/Agency authorize/approve SIT at Gov't expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). *Only PDTATAC may authorize/approve extensions of the 150/180-days SIT.*
2. Circumstances. SIT beyond 150/180 days (as applicable) is not authorized:
 - a. For any circumstance in par. 5672-C or
 - b. ICW a TCS order IAW par. 5902.

C. Authority. PDTATAC:

1. May authorize/approve extensions of the 150/180-day SIT period (as applicable) NTE a total of 365 days.
2. Authority is vested IAW GSA Waiver Memo dated 26 March 2014 27. This waiver extends PDTATAC authority to 31 March 2017.

D. Documentation

1. A SIT extension request must be submitted by the employee's DoD Component/command to PDTATAC for determination.
2. Documentation required is the DoD Component's/command's requesting memo, copies of the TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/DoD Component designated official.
3. The requesting memo must indicate the reason(s) for SIT beyond 150/180 days as applicable, scheduled TDY assignment duration, and the additional SIT days required by the employee.

E. Submission Process

1. Extension requests should be submitted via the Service's/DoD Component's Civilian Advisory Panel (CAP) member.
- *2. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the DTMO [website](#) by clicking on the [PDTATAC Contact Information](#).

3. The following options are available to the employee's command to request SIT beyond 150/180 days (as applicable):

*a. Email: From Agency/command through the CAP representative to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.

b. Mail:

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

c. FAX: From the Service/DoD Component/command through the CAP representative to (571) 372-1301.

5676 HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT

A. Multiple Lots. HHG may be transported and stored in multiple lots.

B. HHG Weight Allowance. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

C. Employee Financial Responsibility. If the employee removes items from storage, and the carrier bills the Gov't for that removal, the employee is financially responsible for any excess cost to the Gov't.

5678 SHORT DISTANCE MOVES

SIT is not authorized for local HHG moves when no PCS exists.

5680 FUNDS ADVANCE ([FTR §302-7.105/106](#))

A. General. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.

B. Documentation. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:

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

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION b: OCONUS POV TRANSPORTATION****5702 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/Agency 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. See [FTR §302-9.302](#)
- F. POV Shipment Requirements. The POV must be:
1. In operating order, and
 2. Legally titled and tagged for driving,
- by a licensed employee named on the relocation travel order (FTR §302-9.301).

5704 ELIGIBILITY

- A. Authorized Personnel. Personnel authorized POV transportation are a/an:
1. Employee transferred in the Gov't's interest, or
 2. New appointee, or
 3. Student trainee assigned the first PDS.
- B. Eligibility Determination. Commanding officers/designated representatives:
1. Who assign employees OCONUS, determine employee eligibility for POV transportation at Gov't expense.
 2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD employees.
 3. In CONUS, who assign employees OCONUS must:
 - a. Comply with the eligibility criteria established for the specific OCONUS area, and
 - b. Obtain clearance from the appropriate OCONUS command.

C. Criteria

1. When the employee agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a determination must be made that it is still in the Gov't's interest for the employee to retain the POV at the PDS.
2. A written record of any determination must be filed IAW personnel directives.

D. Conditions. A determination/re-determination that it is "in the Gov't's interest" for the employee to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the employee's and immediate family's convenience.
2. Local conditions make it desirable for the employee to have a POV.
3. POV use by the employee contributes to the effectiveness of the employee's job.
4. The POV type is suitable for local conditions.
5. The transportation cost to/from the PDS is not excessive considering the time the employee has agreed to serve at that PDS.

E. Employees Assigned to Johnston Island

1. An employee may transport one POV at Gov't expense from the port/VPC serving the old PDS to the port/VPC serving Hawaii, if Hawaii is the location the dependents reside during the tour of duty.
2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawaii to:
 - a. The port/VPC serving the new PDS, or
 - b. An alternate port/VPC.
3. The employee is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawaii to the port/VPC from which the POV was originally transported to Hawaii.

5706 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 per Agency/Service determination. See [FTR §302-9.501](#).

5708 POV SIZE LIMIT

*Transportation at Gov't expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Gov't expense, is financially responsible for all costs resulting from the excess POV size (pars. 1015-C2h, 2000-D and 2125).

5710 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 employee 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 employee's expense (pars. 1015-C2h, 2000-D and 2125).

5712 SHIPMENT METHODS

A. Gov't Arranged POV Transportation

1. The transportation officer determines the transportation mode.
2. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

B. Personally Procured Transportation ([FTR §302-9.142](#) [§302-9.207](#))

1. If POV transportation is authorized at Gov't expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee's actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.
2. Employees who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
 - a. The Status of Forces Agreement (SOFA),
 - b. Use of U.S. carriers,
 - c. Import/export processes, and
 - d. Tariffs, customs, etc.
3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

- A. General. POV transportation is not authorized when the employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries.
- B. Exception. The Agency may authorize POV transportation when it is to the Gov't's advantage IAW par. 5704.
- C. Car Ferry. See par. 3700 for oceangoing car ferry use.

5716 TRANSPORTATION AUTHORIZED

- A. General. POV transportation may be authorized when any of the conditions in this par. are met.
- B. CONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:
1. Meets the eligibility criteria in par. 5704, and
 2. Signs a service agreement in par. 5820.
- D. Tour of Duty Completed. POV transportation may be authorized when the employee:
1. Completes a tour(s) of duty at an OCONUS PDS where it was in the Gov't's interest for the employee to have a POV, or
 2. Was assigned to Johnston Island and had a POV transported to Hawaii IAW par. 5704-E, and
 3. Is returning to CONUS through transfer, or upon separation from service after completion of a tour of duty.
- E. Tour of Duty Not Completed. POV transportation may be authorized when the employee:
1. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Gov't's interest for the employee to have a POV, or
 2. Does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii IAW par. 5706-E, and
 3. Is returning, through transfer, for the Gov't's convenience and not at personal request;.
- F. Transfer from OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV to an OCONUS PDS Where it is Not in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was in the Gov't's interest to have a POV, or
 2. Assigned on Johnston Island whose POV was transported to Hawaii IAW par. 5706-E, but
- is transferred to another OCONUS PDS where it is not in the Gov't's interest to have a POV, and the employee requests POV transportation to CONUS;
- G. OCONUS PDS Where It Was Not Initially in the Gov't's Interest to Have a POV Changed to a PDS that is in the Gov't's Interest to Have a POV. POV transportation may be authorized when an employee:
1. At an OCONUS PDS where initially it was not in the Gov't's interest to have a POV, but due to changed circumstances, it is later determined that it is in the Gov't's interest to have a POV there, and
 2. Signs a service agreement IAW par. 5820; or

H. OCONUS PDS Where It Was Initially in the Gov't's Interest to Have a POV Changed to a PDS that is *Not* in the Gov't's Interest to Have a POV

1. POV transportation may be authorized when an employee is stationed at an OCONUS PDS where initially it was in the Gov't's interest to have a POV, and due to changed circumstances the determination is rescinded.
2. The employee may elect either to keep the POV at the PDS or have it shipped back at Gov't expense to the port/VPC serving the actual residence.

5718 TRANSPORTATION NOT AUTHORIZED

POV transportation is not authorized when:

1. An employee is recruited at an OCONUS location for a first PDS duty in CONUS. ***NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Gov't's interest for the employee to have had a POV at the OCONUS PDS (68 Comp. Gen. 258 (1989)).***
 - a. ***Example 1:*** An employee residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.
 - b. ***Example 2:*** An employee residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - c. ***Example 3:*** An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Gov't's interest for the employee to have a POV at the HI PDS.
 - d. ***Example 4:*** An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the Gov't's interest for the employee to have the POV in HI.
2. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. 5704 or par. 5820, unless determined that it is in the Gov't's interest ([CBCA 827-RELO, 4 October 2007](#)).

5720 RESTRICTED POV TRANSPORTATION

A. **General.** Transportation of a POV to an OCONUS area may be restricted or prohibited when:

1. The local Gov't:
 - a. Prohibits POV importation; or
 - b. Applies restrictions on such POV importations;
2. DoD Component regulations prohibit/advise against POV transportation to the PDS involved.

B. **Exception.** This does not apply for an employee, assigned on Johnston Island, who is authorized POV transportation to Hawaii under par. 5704-E.

5722 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. For an employee assigned to Johnston Island, transportation at Gov't expense is to the point authorized in par. 5704-E.

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. A POV may be transported to an alternate designated port/VPC.
2. The Gov't's transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS.
3. For an employee assigned to Johnston Island, the Gov't's transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. 5704-E.
4. When an employee is authorized to return a POV at Gov't expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. 5704-E.
5. The employee may drive/transport the POV to a different port/VPC serving the destination specified by the employee. The Gov't's transportation cost liability is NTE the transportation costs from the port/VPC serving the employee's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).
6. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (App A) when the employee purchases a replacement vehicle from a manufacturer and the POV is shipped to an employee.

5724 POV TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Gov't expense is:
 - a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
 - b. Between appropriate ports/VPCs serving OCONUS PDSs, or
 - c. From the appropriate loading port/VPC serving the employee's last PDS to the unloading port/VPC serving the employee's new PDS. If assigned to Johnston Island, see par. 5704-E.
2. ***Shipment may not be authorized at Gov't expense between CONUS port/VPCs for the employee's convenience.***
3. Transportation at Gov't expense includes port handling charges for readying the POV for:
 - a. Shipment at the loading port/VPC, and
 - b. Use at the unloading port/VPC.
4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD Component must pay the entire cost of transporting the POV from the:

1. Old PDS, or the actual residence at the time of employment, to the port/VPC serving the old PDS or actual residence, and/or
2. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation to the actual residence at time of appointment/assignment to an OCONUS PDS.

5726 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. Employee Pays for POV Transportation to/from Port/VPC. Reimbursement is:

1. Authorized if an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and
2. Limited to the actual cost of having the POV transported between the:
 - a. Employee's old PDS or actual residence at the time of appointment, and the port/VPC,
 - b. Port/VPC and the employee's new OCONUS PDS, or
 - c. Port/VPC and the employee's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

B. Reimbursement when an Employee Chooses to Deliver/Pick up the POV to/from the Port/VPC (FTR §302-9.104)

1. Per Diem Not Allowed. *Per diem is not authorized when an employee/designated representative makes a separate trip to a port/VPC to deliver/pick up the POV.*
2. Status. Administrative Leave and duty status incident to a PCS is addressed in [DoDI 1400.25, Vol. 630](#)
3. Overall Reimbursement Limitation.
 - a. Delivery. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate.
 - b. Pick Up. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.
4. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/ actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:
 - a. Employee's old PDS/actual residence at the time of appointment, to the port/VPC, and
 - b. Port/VPC to the employee's new OCONUS PDS, or
 - c. Port/VPC to the employee's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

5. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate in par. 2605 for one-way travel for the official distance traveled (as appropriate):

- a. To the port/VPC to deliver the POV, and
- b. From the port/VPC after reclaiming the POV.

6. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

- a. From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and
- b. To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

7. Reimbursement Examples. The employee's one-way PCS MALT and transportation expenses are reimbursed NTE par. 5726-B3cost limitations.

a. The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is \$35 from the port/VPC plus a \$3 tip to the driver. **A transportation related tip is reimbursable IAW App G.** Pay the employee \$.23/mile x 200 miles = \$46 PCS MALT and \$38 for between port/VPC and airport transportation = \$84.

b. The employee is PCS'd from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC is \$150 (airfare), taxi from the airport to the port/VPC - \$30 including a \$5 tip is \$185; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x \$.23/mile = \$115. Pay the employee \$300 for the one-way transportation cost of \$185 and one-way PCS MALT of \$115.

NOTE: City-pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

C. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT)

NOTE: PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in App A.

1. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate in par. 2605 from the:

- a. Employee's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the employee travels there to drop off dependents);
- b. Passenger POE (where the employee drops off dependents) to the port/VPC;
- c. Port/VPC where the POV is reclaimed to the passenger POD (if the employee returns there to pick up dependents);
- d. Port/VPC or passenger POD (if the employee returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:

- a. The transportation cost for the employee or the employee and dependents, from the vehicle loading port/VPC to which the employee delivers the POV, to the passenger POE; or

- b. PCS MALT from the POE, at which the employee drops off dependents, to the vehicle loading port/VPC to which the employee delivers the POV, and the employee's return transportation to the POE;
- c. The transportation cost for the employee or employee and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
- d. The employee's transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the employee returns there to pick up dependents.

5728 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 an employee not permanently assigned in that non-foreign OCONUS area at the time of purchase, unless the POV is a replacement at the non-foreign OCONUS PDS.

B. Exception. This par. prohibits only the transportation at Gov't expense incident to the employee's PCS following vehicle purchase.

5730 RENTAL VEHICLE REIMBURSEMENT WHEN POV TRANSPORTED AT Gov't EXPENSE ARRIVES LATE

There is no authority for rental car reimbursement while awaiting POV arrival. Employees should check to see if the POV shipping contract contains rental provisions.

5732 REPLACEMENT POV SHIPMENT**A. General**

- 1. When a POV, transported at Gov't expense to an OCONUS area (or to Hawaii for an employee assigned to Johnston Island) is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize replacement POV transportation.
- 2. Replacement POV transportation may be authorized IAW the par. 5732-B or 5732-C conditions.

B. Emergency Replacement. Emergency POV replacement may be authorized when the reasons for the need of a replacement POV are:

- 1. Beyond the employee's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
- 2. Acceptable to the DoD Component concerned.

C. Non-Emergency Replacement. Non-emergency POV replacement may be authorized when:

- 1. The employee is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration ([B-212338, 27 December 1983](#)); and
- 2. It is in the Gov't's interest that the employee continues to have a POV at the OCONUS PDS.

D. Limitations

- 1. One emergency replacement POV may be transported at Gov't expense within any 4-year continuous service period.
- 2. One non-emergency replacement POV may be transported at Gov't expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

5734 POV TRANSPORTATION UNDER UNUSUAL CIRCUMSTANCES**A. Transfer/Assignment between OCONUS PDSs**

1. If the employee does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Gov't expense provided the maximum amount the Gov't pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawaii for an employee assigned on Johnston Island whose dependents reside in Hawaii.
2. If, due to changed circumstances at a PDS, it is no longer in the Gov't's interest for the employee to have a POV at the PDS, the employee may transport it at Gov't expense to another OCONUS PDS to which the employee is transferred if it is in the Gov't's interest for the employee to have the POV there.
3. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Gov't expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Gov't may not pay more than the transportation cost from the place to which it was last transported at Gov't expense.

B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Gov't's convenience, the Gov't may not pay for POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.

C. Agreement Not Completed and Employee Returns to CONUS for Separation

1. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is separating, the Gov't may not pay the cost of POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov't's interest for the employee to have a POV. In the latter case, the Gov't may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.
2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Gov't may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov't

1. An employee, separating because the agreed minimum period of service is completed or for reasons acceptable to the Gov't, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Gov't expense to the port/VPC serving the employee's actual residence established at the time of appointment or transfer to the PDS.
2. POV transportation may be authorized to an alternate destination anywhere in the world, but the Gov't's POV transportation cost may not exceed the cost from the port/VPC serving the employee's OCONUS PDS to the port/VPC serving the employee's actual residence.
3. Any excess costs are the employee's financial responsibility ([65 Comp. Gen. 468 \(1986\)](#)).

5736 EXCESS COST COLLECTION

*Excess transportation costs, incurred by the Gov't must be collected (pars. 1015-C2h, 2000-D and 2125). This does not apply to POV transportation aboard an oceangoing car ferry.

5738 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POC is authorized as being to the Gov't's advantage, and the employee must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed ([B-170850, 31 December 1970](#));
2. Number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port/VPC on the day the employee arrives to reclaim it, and the employee awaits POV delivery to continue PCS travel, provided, the designated port authority certifies that the employee acted reasonably and prudently in delaying onward travel to await the POV's arrival ([B-179493, 15 January 1974](#)).

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CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 6: POV TRANSPORTATION AND STORAGE****SUBSECTION c: POV STORAGE****5740 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 the traveler's expense) until the POV is delivered to the traveler.
- B. Employee 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. An employee is financially responsible for storage and/or transportation of additional POVs.

5742 STORAGE ICW CONTINGENCY OPERATIONS TCS (CIVILIAN ONLY)

- A. General. The term "contingency operations" under 10 USC §1482a(c)(2) includes humanitarian operations, peacekeeping operations, and similar operations. This definition is in addition to the App A definition of contingency operations.
- B. Eligibility. An employee/dependent is eligible to have one POV temporarily stored at a storage facility if the employee is:
1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and
 2. Eligible for expenses authorized in JTR, Ch 5, Part B15(FTR Part 302-3), and
 3. The head of the agency determines it would be to the Gov't's advantage to authorize storage of a POV.
- C. Limitations
1. Not more than one POV at any given time during the TCS period.
 2. Only one POV may be stored at Gov't expense for the duration of the TCS.
- D. Location. POV storage may be at a place determined to be reasonable by the Agency concerned whether the POV is already located at, or is being transported to, the post of duty ([FTR, §302-9.401](#)).

E. Expenses

1. Allowable expenses for the temporary storage of the POV owned/leased by the employee/dependent that is used for personal use of the employee/dependent include:

- a. Necessary expenses for actual storage,
- b. Readying the POV for storage and for return to the traveler after the emergency has ended,
- c. Local transportation expenses to and from storage, and
- d. Other necessary expenses relating to storage and transportation.

*2. POV insurance costs, while in storage, are the employee's financial responsibility (pars. 1015-C2h, 2000-D and 2125).

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 7: MOBILE HOME TRANSPORTATION****5744 SCOPE**

- A. General. This Part prescribes mobile home transportation allowances for an employee ordered to make a PCS move.
- B. Mobile Home Definition. See App A.
- C. Additional Allowances. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, MALT, and transportation expenses for the employee and dependent(s) ([FTR, §302-10.6](#)).
- D. 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, and
 - c. Unaccompanied baggage/HHGto the new PDS for the employee's use, cannot exceed the Gov'ts 'Best Value' cost to transport the employee's maximum PCS HHG weight allowance (18,000 lbs.) between the old/new PDSs.
 2. 'Best Value' Transportation. Constructed mobile home transportation is always the 'Best Value' transportation cost of the employee's maximum PCS HHG weight allowance between the authorized points.
 3. 'Best Value' Determination. For details on how 'Best Value' costs are determined see the [USTRANSCOM website](#).

5746 ELIGIBILITY

- A. General. An employee, 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 employee's PCS/TCS order effective date;
- C. Mobile Home Used as Residence. The employee certifies that the employee/dependent(s) intend to use the mobile home as a primary residence at the location to which it is being moved ([FTR, §302-10.2](#)).
- D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the employee's (or dependent's/heir's) expense and to the Gov't'S satisfaction to withstand the transportation rigors.
- E. Authorized Movement. The employee is ordered on a PCS between authorized locations (par. 5750).

5748 FUNDS ADVANCE ([FTR, §302-10.300](#))

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) is personally procured using a commercial carrier.
2. The advance is NTE the estimated amount allowable.
3. An advance is not authorized when the Gov't pays the carrier directly ([FTR, §302-10.301](#)).

5750 GEOGRAPHIC LIMITATIONS ([FTR, §302-10.4](#))A. Origin/Destination Points

1. Authorized Origin/Destination Points. An employee may only be authorized mobile home transportation allowances:

- a. Within CONUS,
- b. Within Alaska, and
- c. Between CONUS and Alaska/,
- d. Through Canada en route between Alaska and CONUS,
- e. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),
- f. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
- g. 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.

2. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:

- a. Within CONUS,
- b. Within Alaska,
- c. Through Canada en route between Alaska and CONUS, or
- d. Through Canada between one CONUS point and another.

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 ([FTR, §302-10.3](#))

1. Mobile home transportation is limited to the Gov't's cost to transport 18,000 lbs. of HHG between the old and new PDS, plus 90 days of HHG SIT.
2. Unused mobile home transportation costs may not be used to ship HHG.

5752 TRANSPORTATION**A. General**

1. Scope. The measure for mobile home transportation is the transportation cost of the employee's PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.

2. Example. An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

3. Maximum Allowances. The employee's maximum allowances are determined by using the 'Best Value' methodology for the channel times the maximum weight (18,000 lbs). For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under DP3 business rules at http://www.transcom.mil/j5/pt/dtr_part_iv.cfm.

B. Transportation. Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

C. Employee with Employee Spouse/Domestic Partner

1. Combined Weight Allowances. When both spouses/domestic partners are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum Gov't cost liability to move their mobile home when each employee is authorized:

- a. A mobile home allowance, and
- b. Movement of a mobile home on a PCS order.

2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC calculation.

D. Employee with Uniformed Member Spouse/Domestic Partner

1. Combined Weight Allowances. When one spouse/domestic partner is an employee and the other a uniformed member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the Gov't's cost liability to transport their mobile home.

2. Limitation. Only 90 days of storage of the combined weight may be included in the GCC.

E. Limitations

1. Reimbursement. Reimbursement is NTE what the Gov't would incur for HHG transportation and 90-days of HHG SIT ([FTR, §302-10.1](#)).

*2. Employee Responsibility. The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means (pars. 1015-C2h, 2000-D and 2125).

5754 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. Authorized Transportation. An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. 5746-A may transport a mobile home at personal expense and be reimbursed for transportation costs IAW pars. 5754-E, 5756, and 5650-G).

B. Reimbursement. Reimbursement is NTE the amount in par. 5752-A.

C. Transportation Arrangements. The employee is responsible for making personally procured transportation arrangements for the mobile home.

D. Paying the Carrier. When paying the carrier the employee 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 (i.e., the employee or dependent/heir); and
3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation.
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 employee or dependent/heir.

E. Transportation Costs ([FTR, §302-10.200](#)).

1. Preparation Fees. See par. 5756-E3a for preparation fees allowed as transportation costs.

2. Costs Allowed. Reimbursement is authorized (*NTE the amount in par. 5754-A*) for the carrier's charges for:

- a. Actual mobile home transportation (NTE the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;
- 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 carrier service charges for obtaining such permits; and

d. Pilot (flag) car or escort services, if required by law.

3. Costs Not Allowed ([FTR, §302-10.207](#)). 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 (par. 5754-D);
- 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 employee;
- d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
- e. Storage.

5756 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER

A. Reimbursement. Reimbursement is for actual transportation subject to the limitations in pars. 5754-C, 5754-D, and 5650-B. 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 (FTR, §302-10.204).

1. Reimbursable Costs. In addition to the allowances in pars. 5756, a reimbursable allowance includes costs generally associated with mobile home *preparation* at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. 5752-E for transportation cost limitations.
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 (FTR, §302-10.204). 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 the 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 doublewide 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 POC1. Allowances

- a. When a mobile home is towed by a POC, an allowance of \$.11/mile is paid to cover the transportation costs listed in par. 5754-E (FTR, §302-10.201).
- b. The Service/Defense Agency concerned pays the transportation preparation/resettling costs (par. 5756-E) at the destination ([FTR, §302-10.202\(b\)](#)).
- c. A POC PCS mileage allowance is paid IAW par. 2605 ([FTR, §302-10.201](#)).
- d. Distance computation ([FTR, §302-10 Subpart B](#)) is determined by the DTOD (par. 2650).

2. Preparation Costs Allowed ([FTR, §302-10.204](#)). See par. 5756-E.G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) ([FTR, §302-10.5](#))

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 ([FTR, §302-10.200\(b\)](#)):

- a. Fuel/oil used for propulsion of the boat;
- b. Pilots/navigators in the open water;
- c. A crew;
- d. Harbor pilot charges;
- e. Docking fees incurred in transit;
- f. Harbor/port fees and similar charges related 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. 5754-E, 5754-E3, and 5756-E; and
3. Must not exceed the amount in par. 5752-A.

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. 5754-E, 5754-E3, and 5756-E. 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. 5752-A.

J. Mobile Home Moved by Overland Towing. Reimbursement:

1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E. and
2. Must not exceed the amount in par. 5752-A.

5758 GOV'T PROCURED TRANSPORTATION

A. Arrangements. The Gov't arranges the employee'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 employee'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 employee 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 employee may not:

1. Receive any other allowances for the transportation involved, and
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 ([FTR. §302-10-207](#)). The employee 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 employee's control;
2. Special handling requested by the employee;
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 employee 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.

H. Denied Payment. When the costs in par. 5758-G are not collectable from the employee's pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee's repayment request must be denied.

5760 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS ([FTR, §302-10.203](#))

The allowances in pars. 5754 and 5756 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

5762 EMPLOYEE DEATH ([FTR, §303-70.302](#))

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at Gov't expense.
2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the Gov't will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the Gov't will move the mobile home, left behind in CONUS, for the dependents/heirs to:
 - a. The actual residence (App A), or
 - b. An alternate destination,

but the allowable expenses cannot exceed the cost of transportation to the decedent's actual residence.

2. Travel and transportation must begin within one year from the date of the employee's death.
3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

CHAPTER 5: PERMANENT DUTY TRAVEL**PART B: CIVILIAN EMPLOYEES ONLY****SECTION 11: SERVICE AGREEMENTS****SUBSECTION e: AGREEMENT VIOLATION****5846 AGREEMENT VIOLATION**

A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.

*B. Individual's Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part (pars. 1015-C2h, 2000-D and 2125).

C. Agreement Violation. A violation includes failure to:

1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
2. Report for duty;
3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
4. Use travel and transportation allowances within a reasonable time after separation.

5848 AGREEMENT VIOLATION PENALTIES ([FTR §302-2.14](#))

An employee/appointee who violates a service agreement (other than for reasons beyond the employee's control and that are acceptable to the Service/Agency) must reimburse the Gov't all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. 5854 and 5856 for agreement violations.

5850 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21); or
2. Duplication of travel and transportation allowances under separate statutes.

5852 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,
2. Who:
 - a. Does not arrive at the new PDS, or
 - b. Upon arrival at the new PDS refuses to perform the mission, or

c. Resigns

is financially liable to reimburse the GOV'T for the PDT allowances paid by the GOV'T, and

3. May be indebted to the GOV'T for travel, transportation, and relocation expenses incurred on behalf of an employee under other circumstances in this Chapter ([CBCA 3804-RELO, 24 June 2014](#)).

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;
2. Ensure that an indebtedness determination is made prior to processing the employee's separation; and
3. Include in the employee's official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer1. Travel and Transportation Allowances Determination

- a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.
- b. A determination must be made prior to processing the employee's separation.
- c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

- a. Provide the employee with a statement of the employee's liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.
- b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee's personnel folder.
- c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the Gov't, the officer must immediately initiate collection IAW appropriate finance directives.

5854 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the Gov't's interest; or
2. Another service agreement being signed incident to a subsequent transfer.

B. Exceptions. The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee's control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. Examples. The employee's financial responsibility to the Gov't for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. **Example 1**. An employee at PDS A is required to serve 12 months.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. After serving 4 months at PDS B, the employee resigns.
 - c. Under these conditions, the employee is indebted to the Gov't for the travel and transportation allowances and cost paid by the Gov't ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.
2. **Example 2**. An employee at PDS A signs a 12-month service agreement.
 - a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
 - b. The employee serves 7 months at PDS B and then resigns.
 - c. The total service at PDSs A and B is 13 months.
 - d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
 - e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

5856 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE

A. Violation during the First Year of Service under an Initial Service Agreement

1. An OCONUS employee, who leaves Gov't service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Gov't for travel and transportation allowances and costs associated with the move to that PDS (see par. 5848) of:
 - a. The employee;
 - b. The employee's dependents;
 - c. HHG including SIT and NTS of HHG;
 - d. A POV; and
 - e. A mobile home.
2. Return travel becomes the employee's financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See [B-184948, 18 November 1975](#).
4. Pars. 5856-A and 5856-B apply to each OCONUS employee.
5. Additional penalty conditions in par. 5856-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons *unacceptable* to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is *not* financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, *except* for charges for NTS of HHG incurred after the end of the first year.
2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.
3. Is *not* authorized to return POV transportation.
4. May *not* be provided Gov't funded commercial transportation.
5. Who has insufficient funds, may be authorized repatriation transportation in par. 7430.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:
 - a. Transportation and per diem for the employee and transportation for the employee's dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;
 - b. Transportation for any of the employee's dependents who traveled between the former PDS and the last PDS without going to the employee's actual residence;
 - c. HHG transportation (including SIT) from the former PDS to the last PDS;
 - d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and
 - e. The MEA paid for a transfer from a former to the last PDS.
2. Unused Allowances Accrued under a Prior Agreement
 - a. The employee is authorized:
 - (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.
 - (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.
 - (3) Credit against the employee's financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Gov't

service.

- b. If the amount of credit is less than the employee's financial responsibility, the difference remains the employee's financial responsibility.
- c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.
- d. If the amount available to be applied to these costs equals/exceeds the costs, the Gov't may procure and pay for such transportation in full.
- e. If the amount available is less than the cost, the Gov't may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.
- f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.
- g. Additional penalty conditions for DODEA teachers are in par. 5856-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

- a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:
 - (1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;
 - (2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and
 - (3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.
- b. If the PDS is different, the employee is:
 - (1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.
 - (2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee's dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from Gov't service. These credits and any remaining liability are computed as in par. 5856-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. 5848), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or Qtrs value repayment responsibility.

5858 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).

B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.
2. The common user tariff rate must be used in computing the AMC transportation cost.
3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.
4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Gov't cost, without tax, for the accommodations furnished under par. 3045. The employee must be allowed appropriate credit for Gov't-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the Gov't

1. An employee's financial responsibility to the Gov't must be based on travel to/from the first PDS following a period of RAT.
2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are *not* the employee's financial responsibility.

G. Return Travel Costs

1. Gov't's Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Gov't's obligation is fulfilled.
2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:
 - a. Is authorized Gov't transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.
 - b. May be authorized repatriation transportation (see par. 7430) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. 7430 are met.
 - c. May provide the transportation and be reimbursed for the Gov't's share upon submission of an appropriate voucher.
 - d. Must furnish receipts for claimed expenses. See par. 2710 and DoDFMR 7000.14-R, Volume 9.
 - e. Is responsible for reimbursement of the Gov't's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. 2415.

H. Sample Statement of Liability/Credit Violation of Renewal Agreement

**SAMPLE STATEMENT OF
LIABILITY OR CREDIT VIOLATION OF RENEWAL
AGREEMENT**

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. 2600 prescribes current TDY mileage rates and par. 2605 prescribes current MALT rate.

EMPLOYMENT HISTORY	
Name, Designation, Grade	Richard A. Rowe, Administrative Assistant GS-9
Official Station	Munich, Germany
Actual Residence	Buffalo, NY
Dependency Status	Single, no dependents
Service Record	Appointed 1 July 1990. Completed initial tour 30 June 1993. Signed renewal agreement 1 July 1993. Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993. Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.
TRAVEL AND TRANSPORTATION ALLOWANCES LIABILITY OR CREDIT	
LIABILITIES	
Round trip rail transportation from Munich, GE, to Frankfurt, GE	\$ 28.00
Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	162.00
Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)	7.00
Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY	52.00
Per diem to and from Munich, GE (tabulate number of days to appropriate rates)	<u>+\$ 16.00</u>
TOTAL	\$265.00
CREDITS	
Rail transportation from Munich, GE, to Frankfurt, GE	\$ 14.00
AMC transportation from Frankfurt, GE, to McGuire AFB, NJ	81.00
Transportation service from McGuire AFB, NJ, to Philadelphia, PA	3.50
Commercial air transportation from Philadelphia, PA, to Buffalo, NY	26.00
Per diem from Munich, GE, to Buffalo, NY	<u>+\$ 8.00</u>
TOTAL	\$132.50
Liability \$265 - Credit \$132.50 = \$132.50 due to the Gov't. There is no further Gov't liability. Statement approved:	
_____ A. B. Person, Civilian Personnel Officer 17 January 2011	
<u>Explanation:</u> The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Gov't for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Gov't expense, the employee is given the credit of \$132.50. Return travel from Munich to Buffalo is at personal expense.	

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. Case No. 1. An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 lbs.) are transported to London at Gov't expense. Total travel and transportation allowances are \$1,500.

Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin, Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 lbs.) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee's daughter, who had remained in the U.S., traveled at Gov't expense to Berlin with the employee, spouse, and son. The employee's dependent parent and HHG (8,750 lbs.) were transported at Gov't expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from Gov't service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

Transportation for self, spouse, and son from London to Washington, DC	\$ 627.00
Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin	944.00
Transportation of dependent parent from London to Berlin	131.00
Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin	7.50
Per diem for spouse, son, daughter, and dependent parent from London to Berlin	6.00
Packing, drayage, and storage of HHG in London	140.00
Crating, drayage, transportation, and unpacking of HHG from London to Berlin	275.00
Miscellaneous Expense Allowance	<u>+\$ 1,000.00</u>
TOTAL	\$3,130.50

(3) Credits

Transportation of self, spouse, son, and dependent parent from London to Washington	\$ 836.00
Packing, crating, drayage of HHG in London	90.00
Transportation, SIT and unpacking of HHG (8,750 lbs.) from London to Washington	1,240.00
Per diem for employee, spouse, son, and dependent parent from London to Washington	<u>+\$ 12.00</u>
TOTAL	\$2,178.00

(4) Liability \$3,130.50 - Credit \$2,178 = \$952.50 due to the Gov't. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 lbs. of HHG are transported to Ankara at Gov't expense. The son remains in Atlanta to attend school and at the end of nine months travels at Gov't expense under the renewal agreement from Atlanta to Ankara.

The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family's arrival. The spouse and son were furnished Gov't transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from Gov't service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

Transportation for spouse and son (Ankara to Atlanta)	\$ 500.00
Transportation HHG (8,700 lbs. gross packed and crated at time of violation) from Ankara to Atlanta	840.00
Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta	<u>+\$ 180.00</u>
TOTAL	\$1,520.00

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is \$1,340. Since the employee was authorized a credit of \$1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Gov't paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.

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CHAPTER 6: EVACUATIONS**PART A: UNIFORMED MEMBERS ONLY****SECTION 1: AUTHORIZED/ORDERED OCONUS MOVEMENTS****SUBSECTION c: SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT AND A DEPENDENT STUDENT****6025 SAFE HAVEN EVACUATION ALLOWANCES FOR A COMMAND-SPONSORED DEPENDENT INCLUDING A DEPENDENT STUDENT**

A. Purpose. A safe haven evacuation allowance is provided to assist a member in meeting the excess costs involved in temporarily maintaining command-sponsored dependents at a place away from the PDS and a dependent student for any period during the evacuation during which the dependent student would have otherwise been residing at the member's PDS. *A member is not authorized any safe haven evacuation allowances in Ch 6, Part A, for a non-command-sponsored dependent who was at the member's PDS.* However, all other dependents listed in par. 6005-B, including a dependent who turned 21 at the evacuated PDS or while at the safe haven/designated place, are authorized safe haven evacuation allowances, even though no longer command-sponsored.

NOTES:

1. Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or a non-foreign OCONUS area is a separately reimbursable travel expense in addition to lodging reimbursement.

2. Tax paid on lodgings while at a safe haven/designated place or traveling in foreign areas is not separately reimbursable. It is part of the per diem rate(s) used to compute the safe haven evacuation allowances. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.

B. General

1. 'Lodgings-Plus' Computation Method Applicability to an Evacuated Dependent. An evacuated command-sponsored dependent and an evacuated dependent student are authorized a safe haven evacuation allowance computed using the 'Lodgings-Plus' computation method for each day they are in an evacuation status. *An AEA described in Ch 4, Part C, does not apply to an evacuation.* The 'Lodgings-Plus' computation method consists of a lodging allowance ceiling and an M&IE allowance. For an explanation of the expense items the safe haven allowance is intended to cover, see App A, per diem definition and Ch 4, Part B. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs, NTE the sum of the daily lodging portion of the locality per diem rate authorized for each dependent there. In general, the 'Lodgings-Plus' computation method described in Ch 4, Part B, applies to an evacuated command-sponsored dependent and a dependent student. *If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.* This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment. Each evacuated command-sponsored dependent and dependent student is authorized the safe haven evacuation allowance M&IE portion even if not authorized the safe haven evacuation allowance lodging portion for any given day. See the computations in par. 6025-G. *Gov't dining facility/mess or open mess availability/use has no effect on safe haven evacuation allowances for a dependent even though the dependent may or does use such facilities without charge.* A safe haven evacuation allowance payable under par. 6025 may be paid in advance as in par. 6001-H.

2. Authority Termination

a. Authority for safe haven evacuation allowances may:

- (1) Be terminated by the Secretarial Process on an individual basis when a member's/dependent(s)' situation does not warrant additional reimbursement assistance; or
- (2) Terminate sooner for other reasons.

b. If not terminated under par. 6025-B2a above, safe haven evacuation allowances authorized in par. 6025 terminate on the date the member detaches/departs from the PDS from which the dependent's evacuation was authorized/ordered except when the:

- (1) Authority for evacuation safe haven evacuation allowances is extended by an Evacuation Allowance Determination issued by the PDTATAC; or
- (2) Member dies (see par. 6005-B5).

c. Safe haven evacuation allowances at a safe haven may not extend beyond the earliest of the:

- (1) 180-consecutive-day period unless extended by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent;
- (2) Date dependents depart the safe haven for the PDS or designated place (or convert the safe haven to a designated place); or
- (3) Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

3. Unexpired Lease. A dependent should avoid signing a long-term lease and a lease without a military clause while at a safe haven and/or a designated place. However, many short-term leases and leases with military clauses require at least 30 days termination notice. If a dependent signs a lease for lodging at the safe haven/designated place and is then authorized to return to the PDS or move to a designated place, reimbursement of the expenses incurred for the unexpired lease period up to 30 days may be authorized. The amount reimbursed may not exceed the amount the evacuated dependent would have received for the safe haven evacuation allowance lodging portion for the unexpired period.

C. Safe Haven Evacuation Allowances while Traveling. While traveling from:

1. The place at which a dependent receives evacuation notification incident to travel to a member's PDS under par. 6020-D or 6025-F to a safe haven or designated place;
2. A member's OCONUS PDS to a safe haven or designated place;
3. One safe haven to another safe haven;
4. A safe haven to a designated place, or;
5. A safe haven or designated place to return to member's OCONUS PDS; the safe haven evacuation allowance payable to a command-sponsored dependent and a student dependent in an evacuation status:
 - a. Age 12 or older is equal to that payable to a member traveling on TDY;
 - b. Under age 12 is NTE one half of the amount payable to a member traveling on TDY.

D. Safe Haven Evacuation Allowances while at Safe Haven

1. Safe Haven Evacuation Allowances Payable. A command-sponsored dependent, and a dependent student in an evacuation status, is authorized safe haven evacuation allowances for 30 consecutive days beginning on the day following the dependent's initial safe haven arrival date. A dependent student in evacuation status who joins the evacuated command-sponsored dependent at the safe haven is authorized safe haven evacuation allowances for any of those 30 days the command-sponsored dependent is authorized safe haven evacuation allowances. The safe haven evacuation allowance is computed as shown in the par. 6025-G examples, in an amount NTE the locality per diem rate for the area concerned. A dependent age 12 and older is authorized the full evacuation allowance amount, while a dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate for the area concerned. The safe haven evacuation allowance rate is increased for a dependent reaching age 12 while located at a safe haven beginning on the twelfth birthday. After the 30-consecutive-day period expires, and unless otherwise authorized/approved in a determination issued by the USD (P&R) for a DoD Service member's dependent and/or the Secretary Concerned for a non-DoD Service member's dependent, the safe haven evacuation allowance rate is computed for NTE 150 consecutive additional days (unless extended for time and/or per diem rate percentage by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent under par. 6025-B2) at:

- a. 60% of the locality per diem rate for the area for a dependent age 12 and older, and
- b. 30% of the locality per diem rate for the area for a dependent under age 12.

A situation may arise in which the reduced safe haven evacuation allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals and IE exceed the reduced rate amount). The specific dependent(s) receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC Chief, requesting an increased safe haven evacuation allowance rate. Requests must contain the actual daily cost figures for lodging, meals and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be forwarded to the Per Diem, Travel and Transportation Allowance Committee by:

- a. Mail : Per Diem, Travel and Transportation Allowance Committee
ATTN: Evacuation Allowances
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000
- b. FAX: (571) 372-1301
- *c. E-Mail: dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil, or
- d. Message: SECDEF WASHINGTON DC//DTMO//.

If the request is granted, PDTATAC issues an Evacuation Allowance Determination specifying the authorized/approved safe haven evacuation allowance amount. The Evacuation Allowance Determination, or request disapproval, is sent directly to the dependent concerned, with a copy to the finance or disbursing office. PDTATAC provides copies of all requests and approvals/disapprovals to the applicable Service representative.

2. Safe Haven Evacuation allowances when Movement to Another Safe Haven Is Directed or Authorized.

Competent authority may direct the movement of a command-sponsored dependent and/or a dependent student between safe havens. Safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to the dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized for any period beyond that authorized in par. 6025-D1.

When a dependent is directed to move between safe havens (e.g., from one OCONUS safe haven to another OCONUS safe haven or to a CONUS safe haven), safe haven evacuation allowances as in par. 6025-D1 for NTE 180 consecutive days begin again on the day following arrival at the new safe haven. If at the dependent's or member's request a dependent is authorized to travel between:

- a. Safe havens (e.g., from CONUS safe haven to safe haven in Japan), or
- b. Locations within the same safe haven (e.g., from Chicago to Baltimore),

the 180-consecutive-day period begun at the first safe haven continues in effect but the locality per diem rate applicable to the new location begins on the arrival date at that location. If travel to the new location is not completed within one day, safe haven evacuation allowances for the travel day(s) are paid under par. 6025-C (except for the arrival day at the new safe haven).

3. Return to Member's PDS Authorized. When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control. Safe haven evacuation allowances may not be authorized beyond the period authorized in par. 6025-D1.

- a. The maximum 180-consecutive-day period authorized in par. 6025-D1,
- b. The date the dependent departs the safe haven for the designated place (or converts the safe haven to a designated place), or
- c. The expiration date, even if in excess of 180 consecutive days, established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

4. Safe Haven Evacuation allowances - Termination when an Evacuated Dependent Is Directed to Move to a designated place. A command-sponsored dependent at a safe haven is expected to comply promptly with the requirement to select a designated place and move thereto if the dependent selects other than the safe haven location as the designated place. The requirement to select a designated place is issued by the USD (P&R) for a DoD Service member's dependent, and by the Secretary Concerned for a non-DoD Service member's dependent. The requirement directing the relocation to a designated place must specify the date on which safe haven evacuation allowances terminate for a dependent ordered to relocate from the safe haven to a designated place. Safe haven evacuation allowances at a safe haven may not extend beyond the period authorized in par. 6025-B2.

5. A Command-sponsored Dependent Is Temporarily Absent from the Member's PDS when an Evacuation Is Authorized or Ordered. A command-sponsored dependent who has established a residence at/in the member's OCONUS PDS vicinity who is temporarily absent from the PDS for any reason (to include a dependent student attending an OCONUS dormitory school away from the member's PDS) when the evacuation is authorized/ordered, is at a safe haven thereat and is authorized the safe haven evacuation allowances for the place at which located beginning on the date return travel to the PDS would have begun had return not been prevented by the evacuation. Competent authority must determine this date from information secured from the dependent or the member, but the date must not be earlier than the date the evacuation from the PDS actually began.

6. A Dependent Student Attending School in the U.S. when an Evacuation Is Authorized/Ordered. When a member, whose PDS has been evacuated, has a dependent student attending school in the U.S. for whom the member is authorized transportation allowances under par. 7155-D, the safe haven location displaces the member's PDS as the dependent student's authorized travel destination. The dependent student is authorized the safe haven evacuation allowances under Ch 6, Part A, for the dependent student who has joined other family members at the safe haven or, being the member's only dependent, is the member's only dependent at the safe haven. See par. 6020-D2. Evacuation allowances are authorized beginning on the date the dependent student would have joined the member OCONUS had it not been for the evacuation. Unless the authority terminates sooner for other reasons under this Part, authorized allowances continue until the dependent student:

- a. Would have otherwise returned under par. 7155-D from the member's PDS,
- b. Departs the safe haven to return to school to resume class attendance there, or
- c. Starts attending classes at school,

whichever occurs earliest.

7. Safe Haven Evacuation Allowances when Away from Safe Haven. Safe haven evacuation allowances continue for a command-sponsored dependent at a safe haven location, and a dependent student at the safe haven location under par. 6025-D6, who is absent from the safe haven for personal reasons, during such absences provided the:

- a. Dependent does not join the member to establish a residence (or occupy the old residence) at the PDS, and
- b. Dependent student (at the safe haven under par. 6025-D6) does not depart the safe haven to return to school to resume class attendance there.

Any excess transportation costs are the dependent's financial responsibility. The locality per diem rate used for safe haven allowances and the payment period while the dependent is away from the safe haven location is the same as though the dependent had remained at the safe haven location during the entire period. If the dependent does not go to the authorized safe haven but goes somewhere else instead without authorization/approval, use the Standard CONUS per diem rate, even OCONUS. Transportation costs are limited to the cost to the authorized safe haven location. If the dependent ultimately goes to the authorized safe haven location or if the location to which the dependent travels is later approved as an authorized safe haven, then the safe haven locality rate is used for the entire time, rather than the Standard CONUS per diem rate.

E. Safe Haven Evacuation Allowances while at a designated place. When a command-sponsored dependent or a dependent student selects a designated place and moves there, or converts the safe haven location to a designated place, the dependent must establish a permanent residence there as soon as practicable. Safe haven evacuation allowances are authorized to offset lodgings, M&IE while locating and establishing such residence. While at a designated place, a dependent who:

1. Moves to a designated place is authorized safe haven evacuation allowances as in par. 6025-D.
2. Converts the safe haven to a designated place, or a dependent student who converted the school location to a designated place, is authorized safe haven evacuation allowances as in par. 6025-D, except for a dependent receiving a reduced safe haven evacuation allowance IAW par. 6025-D1. A dependent continues receiving a reduced safe haven evacuation allowance while looking for a permanent residence.

Safe haven evacuation allowance begins on the dependent's initial arrival date at the designated place or the date their safe haven is converted to a designated place. Safe haven evacuation allowances end at 2400 on the day the dependent first occupies the permanent residence or at 2400 on the 30th day, whichever is earlier. When unusual or emergency circumstances prevent permanent residence establishment, the SECDEF, Secretary Concerned, or a Secretary's designated representative may authorize/approve an additional safe haven evacuation allowance period

as warranted, but safe haven evacuation allowances end at 2400 on the day the dependent first occupies a permanent residence. Determine safe haven evacuation allowances at the designated place as in par. 6025-D for a safe haven. The Secretarial Process may approve safe haven evacuation allowance rates higher (i.e., higher percentages) than those prescribed for periods after 30 days, on a case-by-case basis, when justified by costs for lodging, M&IE.

F. Safe Haven Evacuation Allowances when a Dependent Is En Route to a Member's OCONUS PDS when an Evacuation Is Authorized/Ordered. When a member's OCONUS PDS is authorized/ordered evacuated, a dependent:

1. With a port call for travel to the member's PDS or with official authority to travel to the member's PDS on personally-procured transportation subject to reimbursement by the Gov't (i.e., it was not intended to issue a port call for that dependent's travel);
2. Who has already disestablished the former permanent residence and has moved to temporary accommodations in preparation for performing such travel, and who has been notified of the evacuation; and
3. Who has been requested to remain at the place at which located when notified, pending notification to continue to the member's PDS or to travel to a safe haven or to a designated place;

is authorized safe haven evacuation allowances based on the locality per diem rate for the area concerned, computed as shown in par. 6025-G. The safe haven evacuation allowance period begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or official authority to travel to the member's PDS on personally-procured transportation. The safe haven evacuation allowance continues until 2400 on the date that the dependent receives notification to resume travel or to begin travel to a designated place. If travel to the member's PDS is then authorized, no safe haven evacuation allowances incident to such travel are authorized under Ch 6, Part A. If travel to a designated place is authorized, pars. 6025-C and 6025-D apply.

G. Safe Haven Evacuation Allowance Computations. The following examples illustrate the method used for computing safe haven evacuation allowances:

NOTES:

1. *The locality per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and may not reflect current allowances.*
2. *Tax paid on lodgings while at a safe haven/designated place or traveling in CONUS or in a non-foreign OCONUS area are separately reimbursable travel expenses in addition to safe haven evacuation allowances.*
3. *Tax paid on lodgings while at a safe haven/designated place or traveling in a foreign OCONUS area is not separately reimbursable. It is part of the per diem rate used in safe haven evacuation allowance computation. The value added tax (VAT) relief certificate cost is separately reimbursable if the certificate is used to avoid paying the lodging tax.*
4. *OCONUS locality rates include an amount for laundry/dry cleaning/pressing of clothing cost. CONUS locality per diem rates do not include an amount for laundry/dry cleaning/pressing of clothing cost. There is no authority to reimburse laundry/dry cleaning expenses while at a CONUS safe haven or designated place.*

EXAMPLE 1			
A member's spouse, one child age 12 and one child under age 12 were evacuated from an OCONUS PDS, at which they were command-sponsored, to a CONUS safe haven. The daily actual lodging cost incurred at the safe haven by the three dependents, who shared one room, was \$70 plus \$5.60 for lodging tax (8%). The maximum locality per diem rate was \$127 (\$66/ \$61).			
(a) Determine the maximum daily amount for the first 30 days that may be paid to the member's three dependents as follows. See par. 6025-D1:			
Each dependent age 12 or older is authorized a safe haven evacuation allowance NTE the full locality per diem rate (\$127), which in this case is \$61 for M&IE and NTE \$66 for lodging. Each dependent under age 12 is authorized a safe haven evacuation allowance NTE 50% of the locality per diem rate.			
	M&IE	Max Lodging	Total
Member's spouse:	\$61.00	\$66	\$127.00
Child (age 12 or older)	\$61.00	\$66	\$127.00
Child (under age 12)	\$30.50 (\$61.00 x 50%)	\$33 (\$66 x 50%)	\$63.50
Max daily amount payable for the 3 dependents' costs:	\$152.50	\$165	\$317.50
(b) Determine the actual total daily amount paid for the first 30 days, within the maximum amounts shown in (a), (\$152.50 for M&IE and NTE \$165 for lodging), as follows:			
M&IE:	\$152.50 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)		
Lodging:	\$70 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum (\$165) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily Amount:	\$222.50 (Daily amount that is payable to dependents (within the maximum \$317.50 established in (a) for the three dependents' costs incurred for the first 30 days)		
Lodging Tax:	\$5.60		
Total:	\$228.10 (Actual daily amount (including lodging tax) paid to dependents for the three dependents' costs incurred for first 30 days)		
(c) Beginning on the 31st day safe haven evacuation allowance is computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality <u>per diem rate</u> , unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid starting on the 31st day to the 180th day for the member's three dependents in this example as follows:			
	M&IE	Max Lodging	Total
Member's spouse:	\$36.60 (\$61 x 60%)	\$39.60 (\$66 x 60%)	\$76.20
Child (over age 12 or older)	\$36.60 (\$61 x 60%)	\$39.60 (\$66 x 60%)	\$76.20
Child (under age 12)	\$18.30 (\$61 x 30%)	\$19.80 (\$66 x 30%)	\$38.10
Max daily amount payable for the 3 dependents' costs:	\$91.50	\$99	\$190.50
(d) Determine the actual total daily amount for payment for the 31 st to the 180 th days, within the maximum amounts shown in (c) (\$91.50 for M&IE and NTE \$99 for lodging), as follows:			
M&IE:	\$91.50 (The M&IE in this daily amount is paid to cover M&IE for the three dependents. No itemization or receipts are required.)		
Lodging:	\$70 (This is the actual daily amount (not including lodging tax) paid for lodging by the three dependents, which is less than the maximum (\$99) that may be reimbursed. A lodging receipt is required for this amount.)		
Daily Amount:	\$161.50 (Daily amount that is payable to dependents (within the maximum \$198.50 established in (c) for costs incurred by the three dependents on 31 st to 180 th days)		
Lodging Tax:	\$5.60		
Total:	\$167.10 (The actual daily amount (including lodging tax) paid for the three dependents' costs on the 31 st to the 180 th days)		

EXAMPLE 2			
A member's spouse, two children over age 12 and one child under age 12 were evacuated from a member's OCONUS PDS, at which they were in a command-sponsored status, to a safe haven in a foreign area. The actual daily lodging cost at the safe haven location for one room shared by the spouse and child under age 12 was \$52 (including lodging tax). The actual daily lodging cost for the room shared by the two children over age 12 was also \$52 (including lodging tax). Max locality per diem rate for the safe haven location was \$84 (\$44/ \$40).			
(a) Determine the maximum daily amount for the first 30 days that may be paid to member's four dependents as follows (see par. 6025-D1):			
Each dependent age 12 or older is authorized safe haven evacuation allowances up to the full rate (\$84), which in this case is \$40 for M&IE and up to \$44 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances up to 50% of the rate.			
	M&IE	Max Lodging	Total
Member's spouse:	\$40	\$44	\$84
Child (over age 12)	\$40	\$44	\$84
Child (under age 12)	\$40	\$44	\$84
Child (under age 12):	20 (\$40 x 50%)	\$22 (\$44 x 50%)	\$42
Max daily amount payable for the 4 dependents' costs:	\$140	\$154	\$294
(b) Determine the actual daily amount that is paid for the first 30 days, within the maximum amount shown in (a). (\$140 for M&IE and \$154 for lodging), as follows:			
M&IE:	\$140 (The M&IE in this daily amount is paid to cover cost of meals, laundry and dry cleaning for the four dependents. No itemization or receipts are required.)		
Lodging:	\$104 (This is the actual daily amount (\$52 + \$52) (including lodging tax) paid for lodging by the four dependents, which is less than the maximum (\$154) that may be reimbursed. A lodging receipt is required for this amount.)		
Total:	\$244 (The actual daily amount paid to dependents for costs incurred by the four dependents for first 30 days)		
(c) Beginning on the 31 st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate , unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31 st day to the 180 th day is determined as follows:			
(d) Beginning on the 31 st day safe haven allowances are computed at 60% (for a dependent age 12 or older) and 30% (for a dependent under age 12) of the applicable locality per diem rate , unless otherwise authorized under par. 6025-D1. The maximum daily amount that may be paid for the member's four dependents in this example starting on the 31 st day to the 180 th day is determined as follows:			
	M&IE	Max Lodging	Total
Member's spouse:	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (over age 12)	\$24 (\$40 x 60%)	\$26.40 (\$44 x 60%)	\$50.40
Child (under age 12)	\$12 (\$40 x 30%)	\$13.20 (\$44 x 30%)	\$25.20
Max daily amount payable for the 4 dependents' costs:	\$84	\$92.40	\$176.40
(e) Determine the actual total daily amount that is paid for the 31 st to the 180 th days, within the maximum amounts shown in (c) (\$84 for M&IE and up to \$92.40 for lodging), as follows:			
M&IE:	\$84 (The M&IE in this daily amount is paid to cover cost of meals, laundry and cleaning for the four dependents. No itemization or receipts are required.)		
Lodging:	\$92.40 (The actual daily cost for lodging for the four dependents is \$104 but the maximum that may be reimbursed is \$92.40. A lodging receipt is required for the actual lodging cost.) (See NOTE .)		
Total:	\$176.40 (The actual daily amount paid for the four dependents on the 31 st to the 180 th days)		
NOTE: Since the amount (\$92.40) reimbursed for the dependents' lodging costs is less than the actual amount the dependents paid (\$104), a request may be submitted through the paying office to the PDTATAC for approval of an increase to the maximum lodging allowance for the member's spouse from \$26.40 to \$38. If approval is received, an additional \$11.60/day is payable to cover the lodging costs.			

EXAMPLE 3			
A member, his spouse and one child over age 12 were in a CONUS location on authorized leave (COT or FEML) from 25 July to 15 August when a dependent evacuation was ordered effective 1 August from the member's PDS at which the dependents reside in a command-sponsored status. The member contacted the command at the OCONUS PDS and was directed to return. The member departed the leave point on 3 August. As in par. 6025-D5, the dependent was determined to already be at a safe haven and authorized safe haven evacuation allowances for the place at which located beginning on the date return travel to the member's PDS would have begun had the evacuation not prevented the return. Since the dependent was scheduled to begin travel to the member's PDS on 16 August, the dependent was authorized safe haven evacuation allowances under par. 6025-D1 beginning on that date. The member's spouse and child stayed in the spouse's parents' home. The maximum locality per diem rate for the CONUS location at that time was \$192 (136/ \$56).			
(a) The maximum daily amount that may be paid for the member's two dependents' costs for the first 30 days is determined as follows (see par. 6025-D1):			
Each dependent age 12 years or older is authorized safe haven evacuation allowances NTE the full per diem rate (\$192), which in this case is \$56 for M&IE and NTE \$136 for lodging.			
	M&IE	Max Lodging	Total
Member's spouse:	\$56	\$136	\$192
Child (over age 12)	\$56	\$136	\$192
Max daily amount payable for the 2 dependents' costs:	\$112	\$272	\$384
(b) The actual total daily amount, within the maximum amounts shown in (a) (\$112 for M&IE and NTE \$272 for lodging), that may be paid for first 30 days is determined as follows:			
M&IE:	\$112 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)		
Lodging:	\$0 (No lodging allowance is paid when a dependent stays with a friend or relative (par. 6025-B1)).		
Total:	\$112 (Actual daily amount paid to dependents for two dependents' costs for first 30 days)		
(c) Beginning on the 31 st day safe haven evacuation allowances are computed at 60% (for a dependent age 12 or older) of the applicable locality per diem rate unless otherwise authorized under par. 6025-D1. Determine the maximum daily amount that may be paid for the member's two dependents in this example starting on the 31 st day to the 180 th day as follows:			
	M&IE	Max Lodging	Total
Member's spouse:	\$33.60 (\$56 x 60%)	\$81.60 (\$136 x 60%)	\$115.20
Child (over age 12)	\$33.60 (\$56 x 60%)	\$81.60 (\$136 x 60%)	\$115.20
Max daily amount payable for the 2 dependents' costs:	\$67.20	\$163.20	\$230.40
(d) Determine the actual total daily amount that is paid for the 31 st to the 180 th days, within the maximum amounts shown in (c) (\$67.20 for M&IE and NTE \$163.20 for lodging), as follows:			
M&IE:	\$67.20 (The M&IE in this daily amount is paid to cover cost of M&IE for the two dependents. No itemization or receipts are required.)		
Lodging:	\$0 (No lodging allowance is paid when dependents stay with friends or relatives (par. 6025-B1)).		
Total:	\$67.20 (The actual daily amount paid for the two dependents' costs on the 31 st to the 180 th days)		

EXAMPLE 4				
A member's spouse, one child age 14 and one child age 9 were evacuated from a member's foreign area PDS, where they were command-sponsored, to their CONUS designated place.				
The dependents shared a hotel room at the designated place and incurred a lodging cost of \$150 plus \$18.75 lodging tax (12.5%)/day until they moved into their permanent residence on 10 September. The dependents are authorized safe haven evacuation allowances while traveling to, and while at, the designated place. Safe haven evacuation allowances at the designated place begin on the arrival date at that place (15 August) and continue to 2400 on the day they occupied the permanent residence. See par. 6025-E. The maximum locality rate at the arrival point at the time of travel was \$139 (\$78/ \$61). The maximum locality rate at the designated place was \$207 (\$141/ \$66).				
(a) The maximum safe haven evacuation allowances that may be paid for the member's three dependents for 14 August while they traveled to the designated place and while they remained overnight at the arrival point (par. 6025-E):				
Depart (14 Aug)	Arrive (14 Aug)	Overnight Lodging	Depart (15 Aug)	Arrive (15 Aug)
OCONUS PDS	POE CONUS	CONUS arrival point. Incurred a lodging cost of \$75 plus \$9 lodging tax (12%)	CONUS arrival point	Designated Place
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$139), which in this case is \$61 for M&IE and NTE \$78 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.				
		M&IE	Max Lodging	Total
Member's spouse:		\$61.00	\$78	\$139.00
Child (age 14)		\$61.00	\$78	\$139.00
Child (age 9):		\$30.50 (\$61.00 x 50%)	\$39 (\$78 x 50%)	\$69.50
Max daily amount payable for the 3 dependents' costs:		\$152.50	\$195	\$347.50
(b) Computing safe haven evacuation allowances, as for a member's TDY, within the maximum amounts shown in (a) (\$152.50 for M&IE and NTE \$195 for lodging) for payment for the travel period to the designated place via the CONUS arrival point on 14 August.				
The dependents are authorized 75% of the M&IE for travel on 14 August ($\$152.50 \times 75\% = \114.38).				
M&IE:	\$114.38 (The M&IE in this amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)			
Lodging:	\$75 (This is the actual amount (not including lodging tax the three dependents paid for lodging at the arrival point, which is less than the maximum (\$195) that may be reimbursed. A lodging receipt is required for this amount.)			
Lodging Tax:	\$9			
Total:	\$198.38 (The actual amount (including lodging tax) paid to dependents for the three dependents' costs on 14 August.)			
(c) Determine the maximum daily amount that may be paid to the member's three dependents beginning on the arrival day at the designated place through the day the permanent residence was occupied as follows. See par. 6025-E:				
Each dependent age 12 or older is authorized safe haven evacuation allowances NTE the full rate (\$207), which in this case is \$66 for M&IE and NTE \$141 for lodging. Each dependent under age 12 is authorized safe haven evacuation allowances NTE 50% of the full rate.				
		M&IE	Max Lodging	Total
Member's spouse:		\$66	\$141	\$207
Child (age 14)		\$66	\$141	\$207
Child (age 9):		\$33 (\$66 x 50%)	\$70.50 (\$141 x 50%)	\$103.50
Max daily amount payable for the 3 dependents' costs:		\$165	\$352.50	\$517.50
(d) The actual total daily amount, within the maximum amounts shown in (c) (\$165 for M&IE and NTE \$352.50 for lodging), that may be paid for 27 days (15 August to 10 September) is determined as follows:				
M&IE:	\$165 (The M&IE in this daily amount is paid to cover cost of M&IE for the three dependents. No itemization or receipts are required.)			
Lodging:	\$150 (This is the actual daily amount (not including lodging tax) the three dependents paid for lodging, which is less than the maximum (\$352.50) that may be reimbursed. A lodging receipt is required for this amount.)			
Daily amount:	\$315 (The daily amount that is payable to dependents within the maximum \$352.50 established in (c) for the three dependents' costs for 27 days)			
Lodging Tax:	\$18.75			
Total:	\$333.75 (The actual daily amount (including lodging tax) paid to dependents for the three dependents' costs while at the designated place for 27 days ($27 \text{ days} \times \$333.75/\text{day} = \$9,011.25$)).			

6030 LOCAL TRAVEL ALLOWANCE IN AND AROUND THE SAFE HAVEN AND THE DESIGNATED PLACE

A. Purpose. A local travel allowance is intended to partially offset the expenses an evacuated dependent incurs for required local travel.

B. When Payable. A local travel allowance is:

1. Authorized to be paid when a dependent is receiving safe haven evacuation allowances and has not taken delivery of a POV transported to the designated place under par. 6040.
2. Paid at a rate of \$25/day/family group, regardless of the number of dependents with no receipt required.

C. When Not Payable. *An allowance under par. 6030 may not be paid for any day that reimbursement is received under par. 6040-D for expenses incurred to rent a motor vehicle.*

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CHAPTER 7

SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

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 - E. Number of FEML Trips
 - F. Time Limitation
 - G. Waiver Authority
 - H. FEML Combined with other Travel
 - I. FEML Locations/Destinations
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 - G. Transportation Expenses
 - H. Travel Limitations
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 - M. Effect of EVT on RAT
 - N. EVT Followed by FVT
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 - P. EVT in the Event of an Immediate Family Member's Death
 - Q. EVT for Personal Expense Travel to Visit Sibling who Subsequently Dies
 - R. Incapacitated Parent
 - S. Unusual Personal Hardship
 - T. EVT Table
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 - D. Definitions
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 - B. Eligibility
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 - B. Eligibility Requirements for All OCONUS Areas
 - C. Employee Stationed in AK or HI on 8 September 1982
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 - E. Allowable Travel and Transportation
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 - B. Applicability
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- 7100 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES**
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CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART D: TRAVEL OF AN ESCORT OR ATTENDANT****SECTION 2: NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER****UNIFORMED MEMBERS ONLY**

NOTE: Cadets/midshipmen are not eligible for non-medical attendant allowances.

7205 NON-MEDICAL ATTENDANT FOR VERY SERIOUSLY AND SERIOUSLY WOUNDED, ILL OR INJURED MEMBER

A. General. A Uniformed Service member covered by par. 7205 is a member who:

1. As a result of a wound, illness, or injury, has been determined by the attending physician or surgeon to be 'very seriously wounded, ill or injured' or 'seriously wounded, ill, or injured,' and
2. Is hospitalized for treatment of the wound, illness, or injury or requires continuing outpatient treatment for the wound, illness or injury.

B. Non-Medical Attendant. A non-medical attendant is an individual who is:

1. Designated by the member to be a non-medical attendant for the member, and
2. Determined by the attending physician or surgeon and the military medical facility commander or head to be appropriate to serve as a non-medical attendant for the member and whose presence may contribute to the health and welfare of the member.

Effective 6 January 2015

C. Regulatory Authority

1. General

- a. A non-medical attendant of a member described in par. 7205-A may be provided transportation and per diem under par. 7205 as determined by appropriate authority (see par. 7205-B2).
- b. A non-medical attendant under par. 7205 may not also be a designated individual under par. 7315-B.
- c. The Secretarial Process may authorize/approve transportation and per diem for more than one non-medical attendant in extenuating circumstances.
- d. See par. 1015-C for claims and App E1, par. A2q for ITA authority.
- e. Per Diem authority must not exceed 30 days unless an extension is authorized/approved. If an extension is authorized/approved, the extension must not exceed 30 days beyond the amendment/modification date of the authorization/order such that the long term TDY flat rate per diem in par. 4250 does not apply.

2. Applicability

- a. Uniformed Service 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 the regulations used by the agency or department funding the travel. A civilian employee traveling using DoD funds is issued a DD Form 1610 TDY travel order 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. 7205-D, 7205-E and 7205-F.

D. Transportation

*1. General. One, or a combination, of the following round-trip transportation services between the non-medical attendant's home and the location at which the member is receiving treatment may be provided if the attending physician or surgeon and the military medical facility commander/head exercising military control over the member determines in writing that the non-medical attendant's presence may contribute to the member's health and welfare:

- a. Transportation-in-kind;
- b. Reimbursement for personally procured commercial transportation cost (**CTO use is still MANDATORY**);
- c. Automobile mileage rate (see par. 2600) for the official distance traveled by POC,

Reimbursement for personally procured transportation and/or POC use is NTE the Gov't-procured commercial round-trip air travel cost. Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. 7205-D is subject to par. 5074-B2 for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the cost of Gov't-procured commercial air travel between origin and destination (minus the cost of any Gov't-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7205-D1c.

2. Other Trips. Only one round-trip between the non-medical attendant's home and the location the member is receiving treatment is authorized. However, the non-medical attendant also may be provided transportation, while accompanying the member, from the treatment location to which the round trip was authorized to any other location to which the member is subsequently transferred for further treatment. The transportation authorized includes any local travel necessary to obtain treatment for the member at the member's PDS (see par. 2805). Ex: The attendant lives at Location A, the member is being treated at Location B. While the attendant is with the member the member must go between Locations B and C. The attendant may be reimbursed to travel with the member between Locations B and C. However, the attendant may not be paid to return to Location A and then travel back to Location B or to Location C.

E. Per Diem

1. General. When a non-medical attendant is authorized a round-trip to and from a medical facility at Gov't expense, per diem may be paid for travel to the medical facility, while at the site during visits with a seriously wounded, ill or injured member, while accompanying the member to any other location to which the member is subsequently transferred for further treatment, and for return travel to the non-medical attendant's home. **Comparing costs as in par. 4175 for voluntary trips away from the medical facility site does not apply to par. 7205-E.**

2. Non-medical Attendant Resides at PDS. A non-medical attendant who resides at the member's PDS, which is the location at which the member is receiving treatment, is not authorized per diem while in the local area, but may be authorized local travel IAW par. 2805 for any travel necessary to obtain treatment for the member at the member's PDS. The non-medical attendant may be authorized transportation and per diem while accompanying the member to any other location outside the local PDS area to which the member is subsequently transferred for further treatment.

F. Reimbursable Expenses. The reimbursable expenses listed in App G incurred incident to travel under par. 7220 may be reimbursed. Receipt requirements are the same as those in par. 2710.

G. Funds Advance. An allowance under par. 7205 may be paid in advance (see par. 2300).

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART F: TRAVEL ICW A DEATH*****SECTION 1: TRAVEL ICW THE DEATH OF A MEMBER****UNIFORMED MEMBERS ONLY****7255 GENERAL**

A. Policy. Transportation procedures for the remains of a deceased member and/or a deceased dependent, IAW par. 1015-C2m, are established in the:

1. [DoDD 1300.22, Mortuary Affairs Policy](#), and
2. DTR
 - a. [Part VII, Ch 701](#), and
 - b. [Part VII, Ch 702](#), and
3. Sponsoring Service regulations.

B. Escorting the Remains of a Deceased Member. Per diem allowances for travel and TDY of a member ICW escorting the remains of a deceased member are IAW Ch 4, Part B.

7260 FUNERAL TRAVEL

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony ([37 USC §481f](#))

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

1. General. An eligible relative is authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in par. 7260, means:
 - a. The deceased member's surviving spouse (including a remarried surviving spouse);
 - b. The deceased member's children (including stepchildren, adopted children and illegitimate children) regardless of age;
 - c. The deceased member's parent or parents as defined in [37 USC §401\(b\)\(2\)](#) (par. 7260-D below);
 - d. The deceased member's siblings (one of two or more individuals having one or both parents in common);
 - e. The person who directs the disposition of the deceased member's remains under [10 USC §1482\(c\)](#) (par. 7260-E below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under [10 USC §1482\(c\)](#) to direct the disposition of the remains if individual identification had been made; and
 - f. If no person described in par. 7260-A1a, 7260-A1b, 7260-A1c, and 7260-A1d is provided travel and transportation allowances; then no more than two persons, closely related to the deceased member, who are

selected by the person referred to in par. 7260-A1e. A person provided travel and transportation under par. 7260-A1f is in addition to the person referred to in par. 7260-A1e.

2. Attendant or Escort. An attendant or escort (pars. 7170-A and 7170-B pertain) accompanying an eligible traveler provided travel and transportation allowances under par. 7260-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO; and
- b. There is no other eligible traveler of the deceased member, traveling to the burial ceremony, eligible for travel and transportation allowances under par. 7260-A1 and qualified to serve as the attendant or escort.

3. Allowances Limitations. Allowances under pars. 7260-A1 and 7260-A2 are limited to travel and transportation to attend burial ceremonies of a deceased member at a location determined through the Secretarial Process. Per diem is payable for:

- a. The time necessary to travel to the location concerned, plus
- b. NTE 2 days at that location, and
- c. The time necessary for return travel from that location.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. 7260-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) Transportation in kind,
- (2) Reimbursement for the cost of personally procured commercial transportation,
- (3) Automobile mileage rate (see par. 2600) for the official distance traveled by POC.

Gov't transportation must be used to the maximum extent practicable ICW transoceanic travel. Reimbursement as provided in par. 7260-A4a(2) is subject to par. 5074-B2, for land travel and par. 5082 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel NTE the personally procured commercial transportation cost between origin and destination (minus any used Gov't procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. 7260-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. An eligible family member is authorized per diem computed using the 'Lodging Plus' method in Ch 4, Part B when traveling under par. 7260-A. The per diem payable must not exceed the appropriate rate for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. 2805, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. The authorized traveler(s) is/are authorized reimbursement for the reimbursable expenses (App G) incurred incident to travel under par. 7260. Receipt requirements are the same as those in par. 2710.

e. Definitions. See par. 7260-C.

5. Memorial Service. An eligible relative may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service if that memorial service for a deceased member who dies while on active duty occurs at a location other than the burial ceremony location. This round-trip is in addition to that to the burial ceremony and must be completed within 2 years following the member's death, unless the time limitation is waived by the Service Secretary. Allowances in pars. 7260-A1, 7260-A2, 7260-A3, and 7260-A4 apply to the additional roundtrip. Travel and transportation allowances may be provided under par. 7260-A5 for travel of eligible relatives to only one installation/home port/unit memorial service for the deceased member. The memorial service must be in the CONUS, a non-foreign OCONUS area or the deceased member's last PDS or home port, and may not be in a theater of combat operations.

B. Funeral Travel of the Family of a Member Who Died while a POW or MIA during the Vietnam Conflict

1. General. Par. 7260-B applies to an eligible family member (as defined in par. 7260-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the U.S. ([37 USC §481f](#)).

2. Definition of Eligible Family Member. For purposes of par. 7260-B1, an eligible family member of the deceased member of the armed forces includes the following:

- a. Surviving spouse (including a remarried surviving spouse) of the deceased member,
- b. Child or children, including children described in section [37 USC §401\(b\)\(1\)](#) (par. 7260-G below) of the deceased member,
- c. The parent or parents of the deceased member as defined in section [37 USC §401\(b\)\(2\)](#) (par. 7260-D below),
- d. If no person described in par. 7260-B2a, 7260-B2b, or 7260-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.

3. Allowances. An eligible family member is issued an ITA under App E2, and is authorized transportation and travel allowances, as prescribed therein, for travel from place of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. 7260, the term "burial ceremony" includes the following:

1. An internment of casketed or cremated remains;
2. A placement of cremated remains in a columbarium;
3. A memorial service for which reimbursement is authorized under [10 USC §1482\(d\)\(2\)](#) (par. 7260-F below); and
4. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

D. Definition of "Parent". For par. 7260-A1c and 7260-B2c: [37 USC §401\(b\)\(2\)](#), the term "parent" means:

1. A natural parent of the member;
2. A step parent of the member;
3. A parent of the member by adoption;

4. A parent, stepparent, or adopted parent of the spouse of the member; and
5. 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 five years before the member became age 21.

E. Disposition of Remains. With reference to par. 7260-A1d(1): [10 USC §1482\(c\)](#) states: Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- a. The surviving spouse of the decedent;
- b. Blood relatives of the decedent;
- c. Adoptive relatives of the decedent; and
- d. If no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.

F. Non-Recoverable Remains. For the purpose of par. 7260-C3; [10 USC §1482\(d\)\(2\)](#) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

- (1) presented with a flag of the U.S.; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and
- (2) reimbursed by the Secretary Concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement must be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the U.S. provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of Chapter 10 of Title 37, whichever is later.”

G. Definition of “Child”. For par. 7260-B2b: [37 USC §401\(b\)\(1\)](#), the term “child” includes a/an:

1. Stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);
2. Adopted child of the member, including a child placed in the member’s home by a placement agency (recognized by the SECDEF) in anticipation of the member’s legal adoption of the child; and
3. Illegitimate child of the member if the member’s parentage of the child is established IAW criteria prescribed in regulations by the Secretary Concerned.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION**PART F: TRAVEL ICW A DEATH****SECTION 2: TRAVEL ICW THE DEATH OF AN /EMPLOYEE/DEPENDENT
(FTR Ch 303, Part 303-70)****CIVILIAN EMPLOYEES ONLY**

See Ch 7, Part A3 for Emergency Visitation Travel (EVT).

7265 GENERAL

A. DoD Component Responsibility. Each DoD Component must provide assistance in arranging, and must pay the expenses for, the preparation (par. 7280) and transportation (par. 7285) of the remains of:

1. An employee who dies while:
 - a. On official travel or on a TDY assignment, or
 - b. Performing official duties outside CONUS, or
 - c. Absent from duty IAW par. 7275-B, or
 - d. Reassigned away from the HOR under a mandatory mobility agreement executed as a condition of employment ,or
- Effective 6 January 2014*
- e. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or
 - f. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541);
2. A dependent who dies while residing:
 - a. With an employee performing official duties outside CONUS, or
 - b. Away from the employee's HOR pursuant to a mandatory mobility agreement executed as a condition of employment; and
 3. Transportation costs to return the deceased employee's and surviving dependents' baggage, HHG, and POV to the employee's official station or actual residence while assigned:
 - a. To perform official duties outside CONUS, or
 - b. Away from the employee's actual residence pursuant to a mandatory mobility agreement executed as a condition of employment.

Effective 6 January 2014

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

- a. Performing official travel duties in direct support or directly related to a contingency operation or an operation in response to an emergency declared by the President, or

b. Performing official law enforcement duties (law enforcement officer IAW 5 USC §5541).

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

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

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

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

7270 RESPONSIBILITY

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

1. Inform the decedent's next of kin or legal representative of the allowances under this Part;
2. Render every reasonable assistance in arranging for the preparation and transportation of the remains of the decedent when death occurs ICW par. 7265-A1; and
3. Provide necessary assistance for the return of the decedent's dependent's baggage, HHG and POV IAW par. 7265-A3.

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

7275 DEATH RELATED EXPENSES

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

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

7280 PREPARATION OF REMAINS**A. Employee**

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

B. Employee's Dependent

1. General. When an employee's dependent dies while residing with an employee stationed OCONUS or while in transit to that PDS, if requested by the employee, the DoD Component concerned must furnish mortuary services and supplies on a reimbursable basis when:
 - a. Local commercial mortuary facilities and supplies are not available; or
 - b. The commander determines that the cost of available mortuary facilities and supplies is prohibitive.
2. Reimbursement. Reimbursement for the cost of mortuary services and supplies furnished under par. 7280-B1 are collected and credited to current appropriations available for the payment of these costs.

7285 TRANSPORTATION

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

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

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

1. While Performing Duties OCONUS

a. General. The cost of return transportation of a deceased employee's dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par. 7265-A1. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed or were to be performed, by the most direct route to the decedent's actual residence or to any other place the commander concerned or designee designates. ***The Gov't's cost is NTE the transportation cost to the deceased employee's actual residence.***

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

Effective 6 January 2014

c. Dependent and HHG Transportation. Except for the limitation imposed in par. 7285-C1b, dependent and HHG transportation under this Part is provided to the same extent as in par. 5572, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days may be authorized.

2. While Stationed in CONUS. When an employee stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG except under par. 7285-D. The deceased employee's baggage at the TDY point must be transported to the employee's PDS or actual residence as determined by the employee's dependent(s).

3. Baggage

a. The DoD Component must pay transportation costs to return Gov't property and the deceased employee's personal baggage to the employee's PDS or actual residence.

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

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

4. POV

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

(1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and

(2) At Gov't expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and

(3) When established that the POV at the OCONUS PDS was in the Gov't's best interest.

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

Effective 6 January 2014**D. Dependent(s), Baggage and HHG – Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties**

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

a. While performing official duties at an OCONUS location;

b. Within the AOR of the CDR of USCENTCOM; and

c. In direct support of or directly related to a military operation, including a Contingency Operation (App A) or an operation in response to an emergency declared by the President.

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

a. As a result of personal injury sustained while performing law enforcement duties; and

b. Is either on TDY or at the current PDS.

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

a. Transportation of dependents;

b. HHG transportation NTE 18,000 lbs.;

c. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days; and

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

(1) TDY location to the employee's PDS, if the agency had authorized the use of the employee's POV at the TDY location as advantageous to the Gov't's; or

(2) OCONUS PDS to the employee's former actual residence or alternate destination as approved by

the agency, if employee's POV was authorized at the OCONUS PDS.

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

7290 PER DIEM TERMINATION

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

7295 ESCORT(S) FOR EMPLOYEE REMAINS

A. Authorization. Escort(s) for an employee's remains may be authorized when an employee's death occurs ICW par. 7265-A1a, b, and d.

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

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

D. Escort Travel

1. Gov't Employee. If an authorized escort is a Gov't employee:

- a. A TDY order must be issued for travel and transportation at Gov't expense, and,
- b. Transportation must be arranged IAW par. 2400.

2. Other than Gov't Employee. If an authorized escort is not a Gov't employee:

- a. An ITA should be issued for travel and transportation at Gov't expense IAW App E and App I3, par. G, and,
- b. Transportation
 - (1) Should be provided by the AO through a CTO, or
 - (2) If justified, the least expensive unrestricted *economy/coach* transportation may be arranged directly with the common carrier.

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

7300 PCS EXPENSES

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

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

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. 7300-A, the following expenses must be authorized:

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

7305 PAYMENT OF EXPENSESA. General

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

B. Payment Prohibition when Other Laws Apply

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

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

1. Round trip transportation and associated per diem for one person to escort the employee's remains to the place authorized in par. 7285;
2. Presentation of a U.S. flag to the employee's next of kin;
3. Presentation of a flag equal to the flag presented in par. 7305-C2 to the employee's parents(s), if the person to be presented a flag under par. 7305-C2 is other than the employee's parent.

CHAPTER 7: SPECIAL CIRCUMSTANCES TRAVEL AND TRANSPORTATION

PART X: MISCELLANEOUS SPECIAL CIRCUMSTANCES

7615 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS (UNIFORMED MEMBERS ONLY)

A. Mobile Units

1. Allowances. TDY travel and transportation allowances without a specific travel order ([47 Comp. Gen. 477 \(1968\)](#)) are authorized while away from the PDS for a member on duty with/under training for:

- a. The Air Mobility Command,
- b. Marine Corps Transport Squadrons,
- c. Fleet Logistics Support Squadrons,
- d. Naval Aircraft Ferrying Squadrons, or
- e. Any other unit determined by the Secretary Concerned to be performing duties similar to those performed by such command or squadrons.

2. Approval. A member's commanding officer/designated representative must approve per diem and transportation claims.

B. Duty Aboard Commercial Carriers. A member who performs duty aboard commercial carriers (e.g., military police, train guards, railway car commanders, military train conductors, Coast Guard marine inspectors) while en route are authorized TDY per diem/AEA. ***Mileage is not payable when carriers provide transportation.***

C. River, Harbor, and Flood Control Activities. If meals and/or lodgings are furnished on a floating plant/on shore, the Army Chief of Engineers may prescribe TDY allowances within the maximum per diem/AEA, for a member engaged in river, harbor, and flood control activities.

D. Ship Constructed, Overhauled or Inactivated at Other than Home Port

1. General. A member with dependents is authorized transportation allowances for the member or dependents while on permanent duty aboard a ship being constructed, overhauled or inactivated.

2. Transportation ICW Overhaul/Inactivation

a. If the overhaul/inactivation location:

(1) Is other than the home port, round trip transportation is authorized between that location and the home port.

(2) Becomes the home port round trip transportation is authorized between the new and old home port in lieu of PCS allowances for dependents if, for personal reasons (e.g., necessary dependent medical care not available), the dependent(s) does not relocate to the new home port.

b. The dependent(s) must reside in the vicinity of the original home port (i.e., within the normal daily commuting area).

3. Transportation ICW Construction

- a. If construction is at a location other than the ship's designated future home port or the dependents' residence, round trip transportation is authorized between the construction location and the future home port or the dependents' residence.
- b. A dependent(s) must not reside at the construction location.

4. Authorized Transportation

- a. Authorized transportation is:
 - (1) Transportation in kind,
 - (2) Member/dependent-procured transportation, or
 - (3) The automobile mileage rate for the official distance.
- b. ***Gov't transportation must be used, if practicable.***

5. Reimbursement

- a. Member/Dependent Procured Transportation. Reimbursement for member/dependent procured transportation is IAW:
 - (1) Par. 3045 for overland travel, and
 - (2) Pars. 5018-C4 or 5082 for transoceanic travel.
- b. Mixed Mode Travel. Mixed mode travel reimbursement is IAW par. 5016.
- c. Policy Constructed Airfare. Reimbursement for member/dependent procured travel and transportation at the automobile mileage rate must not exceed the policy-constructed airfare (App A1) for the member between the:
 - (1) Overhaul/inactivation location and the original home port (par. 7615-B), or
 - (2) Construction location and future home port, or location where dependents reside (par. 7615-C).
- d. Dependent Travel (par. 5134). If a dependent travels instead of the member, the family transportation cost is limited to the cost of Gov't procured commercial round trip travel for the member.
- e. Two or More Members Traveling Together by POC. If two or more members travel together by POC, only the POC operator is authorized mileage.
- f. Meals and Lodging. ***Per diem, meal tickets, or reimbursement for meals and lodging are not authorized.***

6. Conditions

- a. The transportation allowance authorization under this par. accrues on the 31st day (and every 60th day thereafter) after the later of the day the:
 - (1) Ship enters the overhaul or inactivation port, or
 - (2) Member is permanently assigned to the ship.
- b. A member must be permanently assigned to the ship for more than 30 consecutive days.
- c. A member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under par. 7615 must begin before the ship departs the construction, overhaul or inactivation location.
- d. If a member elects dependent transportation, then member transportation is not authorized.
- e. Each opportunity may alternate between member or dependent travel.

E. Aerial Surveys. Per diem/AEA is authorized for a member assigned to:

1. Aerial surveys of rivers and harbors, or
2. Gov't projects not pertaining to the Service.

**7620 TRAVEL FOR DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS
(UNIFORMED MEMBERS ONLY)**

A. Disciplinary Action

1. Transportation

- a. General. When a member is ordered to travel for disciplinary action:
 - (1) A GOV should be used, if available; or
 - (2) If a GOV is not available, the member must be directed to use Gov't procured transportation;
 - (3) If Gov't procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or
 - (4) If a POC is used for the ordered travel, the member is authorized the Other Mileage Rate (see par. 2600) for the official distance, and reimbursement for highway, bridge, and tunnel tolls; and reimbursement for parking fees. A cost comparison is not required.
 - b. Limitations. The provisions in par. 3220-B allowing reimbursement up to the directed mode cost does not apply.
2. Meals. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs NTE the meal tickets values in par. 2030.

3. Per Diem

- a. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized as the traveler is not in a travel status performing official business.
- b. See App A1 for the definition of "travel status".
- c. The Service is responsible for scheduling and arranging travel and transportation for disciplinary action travel at Gov't expense.

B. Prisoners and Guards

1. Travel and Transportation of Prisoners and Their Guards

- a. Documents. All travel and transportation documents, including tickets, should:
 - (1) Be in the name of the member in charge "for" the prisoner(s);
 - (2) Be signed, when proper, by the member in charge; and
 - (3) Not be surrendered to the individual prisoner(s) for any reason.
 - b. Transportation
 - (1) When a prisoner is moved on public transportation, the member in charge should obtain Gov't procured transportation for all members and prisoners named in the order.
 - (2) Transportation in kind and accommodations for prisoners and guards, including enclosed room accommodations, when required, should be IAW Service regulations.
 - c. Meals. If cooked meals and/or box lunches are not provided, the member in charge of the movement must secure meal tickets for the prisoner(s) in sufficient quantity to cover the travel involved.
 - d. Reimbursable Expenses. Reimbursable expenses (App G) incurred ICW pars. 7620-A2, 7620-B and 7620-C are payable.
 - e. Reimbursement for Expenses Incurred by Guards on Behalf of a Prisoner, Absentee, Straggler, or Deserter between the Place of Initial Confinement and Initial Delivery to a U.S. Installation
 - (1) Authorized Reimbursement
 - (a) A military guard is authorized reimbursement for transportation, lodging, and meals incurred on behalf of a/an prisoner, absentee, straggler, or deserter who has made no prior arrangements, and lacks funds to purchase necessary items.
 - (b) Transportation reimbursement is authorized for the actual amount of personal funds spent on behalf of the prisoner, absentee, straggler, or deserter.
 - (2) Reimbursement Limitations. Total reimbursement for meals and lodging must not exceed per diem/actual expense allowances for a TDY member.
2. Paroled Prisoners. A prisoner paroled from confinement is authorized transportation in kind to the HOR, or place authorized for residence. *Par. 3220-B, allowing reimbursement NTE the directed transportation mode cost, does not apply.*

3. Prisoners on "Commandant's Parole"

a. Travel upon Release. A prisoner who is released from a disciplinary barracks on "Commandant's Parole", is furnished transportation in kind and meal tickets to the HOR/other authorized destination.

b. Subsequent Travel. If practical and appropriate, a prisoner is furnished transportation in kind and meal tickets, from the HOR/other authorized destination to the location concerned, and for return travel, for official travel required for:

(1) A rehearing that is ordered following travel completion; or

(2) Hospitalization, physical examination, discharge, or other purposes incident to the parole.

c. Actual Transportation Costs and Occasional Meals. If it is impractical to furnish transportation in kind and meal tickets for any of the travel addressed in par. 7620-C, reimbursement is for actual transportation costs (with a NTE ceiling) IAW par. 3045, and for occasional meals (par. 4230).

4. Absentees, Stragglers, and Deserters Moved between U.S. Installations. See Ch 7, Part X.

7625 RECRUITING EXPENSE REIMBURSEMENT (UNIFORMED MEMBERS ONLY)

NOTE: See par. 1220 for PDS work site and TDY parking reimbursement.

A. Allowances. An Armed Forces member permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;

2. Parking fees at itinerary stops;

3. Official telephone calls;

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;

5. Other small, necessary recruiting expenditures; and

6. Personally procured and consumed meals at non Gov't events when:

a. A meal is incidental to the event and the recruiter is required to participate because of assigned duty;

b. Attendance during meal time is necessary to full participation in the business of the function; and

c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential formal purpose.

Except in unusual cases, reimbursements should not exceed \$75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in the JTR (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

B. Recruiting Expense Funds Advance. Service regulations may authorize funds advances.

**7630 ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITION
(UNIFORMED MEMBERS ONLY)**

A. General. This Part applies to Armed Forces members who are authorized to train for, attend, and/or participate in Armed Forces, national and international sports competition IAW:

1. [10 USC §717](#), [37 USC §420](#), *and*
2. [DoDI 1330.04](#) for DoD members (and Coast Guard when operating as a service of the Navy), *or*
3. [COMDTINST 1710.13](#) for Coast Guard members.

B. Policy

1. General. An Armed Forces member may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports (to include qualifying and preparatory events) when authorized under par. 7835.
2. Authorization/Approval. Participation in the Pan American Games, Olympic Games, and activities of Conseil International du Sport Militaire (CISM) and Interallied Confederation of Reserve Officers (CIOR) is authorized/ approved by the Secretary of State.
3. Participation. Participation in other international competitions is contingent upon a Secretary of State determination that U.S. interests are served by participating in each such event.

C. Allowances. An Armed Forces member, who is authorized to attend, train for, and/or participate in the competitions in par. 7630, is authorized TDY travel and transportation allowances.

**7635 MEMBER DISCHARGED FROM SERVICE UNDER OTHER THAN HONORABLE CONDITIONS
(UNIFORMED MEMBERS ONLY)**

A. General

1. Authorized Transportation. For travel under this Part, a member may be provided:
 - a. In-kind transportation by the least expensive common carrier transportation mode available, or
 - b. The Gov't's cost of that transportation.
2. Reimbursement Limitation. Par. 3220-B, allowing reimbursement up to the directed mode cost, does *not* apply.

B. No Confinement Involved. A member, who has not been confined, is authorized transportation allowances in par. 7635 from the place of separation to the HOR/PLEAD, as the member elects. See par. 7635 for transportation to an alternate location.

C. Upon Parole/Release from a U.S. Military Confinement Facility. A former member, discharged from a U.S. military confinement facility, is authorized, upon parole/final release, transportation allowances in par. 7635 (but no per diem), from the place of confinement to the:

1. HOR/PLEAD, as the member elects; or
2. Place authorized by the Service concerned for residence as a parolee.

See par. 7635 for transportation to an alternate location.

D. Upon Parole/Release from an OCONUS Confinement Facility. A former member, discharged OCONUS after confinement in a non-U.S. military confinement facility, is authorized transportation allowances in par. 7635 (but no per diem), from the:

1. Place of release from confinement, or
2. U.S. military facility nearest the place of confinement,

to the POD in the country (including a U.S. territory/possession) of the member's HOR/PLEAD, as the member elects.

E. Transportation Allowances to a Place Other than the HOR/PLEAD. Transportation allowances in par. 7635 may be authorized from the place of separation, or point of parole/release from confinement facilities, to a place other than the member's HOR/PLEAD, when:

1. Authorized/approved by the commanding officer or other competent authority; and
2. The Gov't transportation cost does not exceed the transportation cost to the member's HOR/PLEAD, as the member elects.

F. Upon Parole/Release from CONUS Civil Confinement. A former member, discharged while in CONUS confinement by civil authorities (Federal, State, county, or local), is not authorized transportation.

G. Convicted Personnel Awaiting Completion of Appellate Review

1. Involuntary Leave

a. A member, placed on leave involuntarily while awaiting completion of appellate review of the court-martial sentence to a punitive discharge/dismissal from the Service, may be provided transportation in-kind (but no per diem) to the HOR/PLEAD, as the member elects.

b. The least expensive transportation mode available must be provided or the member may be paid an amount NTE the Gov't's cost of that least expensive transportation.

c. See par. 7635 for transportation to an alternate location.

2. TDY Travel. The member is authorized TDY travel and transportation allowances (including per diem) if:

a. A rehearing is ordered following completion of travel, or

b. Official travel is ordered for hospitalization, physical examination, discharge, or other purposes of an official nature,

3. Member Restored to Duty. If the member is restored to duty, the member is authorized PCS allowances in Ch 5, Part A (including per diem), from the place to which transportation was authorized when placed on appellate leave, to the PDS.

4. Final Separation Travel. When the member travels at Gov't expense to the HOR/PLEAD, or to some other place on a NTE basis, this travel is the final separation travel unless the member is restored to duty. See [63 Comp. Gen. 135 \(1983\)](#).

7640 TDY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION (UNIFORMED MEMBERS ONLY)

- A. Authorized Allowances. A member assigned TDY as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances.
- B. Maximum Per Diem. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the locality per diem allowance.
- C. UN Mission Per Diem Reduction Not Authorized. This par. does *not* authorize a reduction in the UN mission per diem allowance.
- D. Member Assigned PCS. For a member assigned PCS as an observer to any UN Peacekeeping Organizations, see pars. 9230 and 10034.

7645 VOIDED ENLISTMENT (UNIFORMED MEMBERS ONLY)

- A. General. A member, released or discharged from active duty due to a voided enlistment, is authorized to travel from the place of release/discharge to the HOR/PLEAD, as the member elects.
- B. Implementing Regulations. Each Service may issue regulations requiring a member, whose enlistment is voided, to use Gov't or Gov't-procured transportation and meal tickets for travel. When these regulations are not issued, the allowances in Ch 5, Part A are authorized as for a PCS.

7650 SERVICE ACADEMY CADET/MIDSHIPMAN TRAVEL (UNIFORMED MEMBERS ONLY)

A. Travel to and from a Service Academy

1. Upon Entrance to the Academy

a. Person Other than an Enlisted Member

- (1) A person (other than an enlisted member) entering an academy is authorized PCS allowances for officers (Ch 5).
- (2) PCS allowances are authorized for travel performed, NTE allowances for the official distance between the:
- (a) Abode,
 - (b) Home, or
 - (c) School,

that the person certifies was the place from which travel began, and the academy involved.

- b. Enlisted Member. An enlisted member is authorized PCS allowances for an enlisted member (Ch 5).

2. Upon Graduation and Commission

a. Graduate Officer Leaves the Academy

- (1) A commissioned graduate traveling under a PCS order to the first PDS is authorized PCS allowances (Ch 5), including dependents (par. 5110-B), and HHG (par. 5282-G).
- (2) PCS allowances are calculated based on the actual distance traveled, but may not exceed what would have been paid based on the official distance from the academy/home, to the first PDS (via TDY site, if TDY en route) as designated in the order.
- (3) Per diem while TDY en route:
 - (a) Is the same as for a member's TDY, and
 - (b) Applies when an officer departs from an academy pursuant to a PCS order but returns there for TDY en route before reporting to the first PDS.

b. Graduate Officer Remains at the Academy

- (1) Upon graduation and commissioning and before beginning PCS travel, the academy is the PDS for per diem purposes, if an officer:
 - (a) Remains at the academy, or
 - (b) Returns to the academy after graduation leave.
- (2) An Officer is not authorized per diem while at the academy, but if ordered TDY away from the academy, is authorized per diem at the TDY site, for the relevant TDY and travel period.

3. Separation. A cadet/midshipman (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized PCS allowances (Ch 5) for travel from the academy to the abode, home, or proper PDS.

4. Rejected Applicants

- a. A prospective cadet/midshipman (other than enlisted), who travels to an academy, at the Gov't's invitation, to accept an appointment, and is rejected for admission; is authorized PCS allowances for officers (Ch 5).
- b. PCS allowances are authorized for round trip travel performed, NTE allowances for the official distance between the:
 - (1) Abode,
 - (2) Home, or
 - (3) School

that the person certifies was the place from which travel began, and the academy involved ([53 Comp. Gen. 236 \(1973\)](#)).

B. TDY Travel

1. Gov't Qtrs and Gov't Dining Facility/Mess Available. A cadet/midshipman is authorized the same TDY allowances as an officer, except that no per diem is payable at the academy when both Gov't qtrs and a Gov't dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day.
2. Gov't Meal Rate for Cadet/Midshipman. The meal rate for a cadet/midshipman is equivalent to the Enlisted Basic Allowance for Subsistence (BAS) rate. See App A1 definition of "government meal rate".

C. Travel Incident to Nomination and Admission to a Service Academy

1. Active Duty Uniformed Service Member

- a. An active duty member ordered TDY to take preliminary, entrance, or final examinations for admission to an academy, is authorized TDY allowances.
- b. ***Travel and transportation allowances to compete for Congressional nominations is not authorized under the JTR.***

2. Civilian or RC Member Not on Active Duty. Travel and transportation allowances are not payable ICW travel performed for examinations preparatory for admission to an academy, to a:

- a. Civilian, or
- b. RC member not on active duty.

D. Aviation Cadet. An aviation cadet, on active duty traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

7655 ABSENTEE, STRAGGLER, DESERTER, OR MEMBER WITHOUT FUNDS (UNIFORMED MEMBERS ONLY)

A. General

1. Application. Par. 7655-A applies to an absentee, straggler, deserter, or member without funds (*with or without a prior order*) who:
 - a. Surrenders at, or is apprehended and delivered to, a U.S. Installation other than the member's PDS; and
 - b. Is without funds to purchase transportation.
2. Transportation and Meal Tickets. Necessary transportation and meal tickets (or the cash equivalent of meal tickets (par. 2030)) may be furnished for travel to the new PDS/another place directed by competent authority.
3. Reimbursement. Reimbursement, up to the directed mode cost, (par. 3220-B) is not authorized.

B. Member Has a Prior Order

1. Transportation, and Meal Tickets. Transportation and meal tickets (or the cash equivalent of meal tickets) are furnished ICW the prior order.
2. Travel between Old and New PDS. Travel reimbursement between the old and new PDS is IAW Ch 5.

7660 UNIFORMED SERVICES APPLICANTS AND REJECTED APPLICANTS (UNIFORMED MEMBERS ONLY)

A. General

1. Application. This Part applies to applicants and rejected applicants for:
 - a. The Uniformed Services,
 - b. The RCs, and
 - c. Flight training.
2. Applicant for Flight Training. The term "applicant for flight training" includes:
 - a. Civilian applicants for appointment as aviation cadets;
 - b. An RC member not on active duty; and
 - c. An SROTC member.

B. Transportation Authority

1. Gov't Funded Transportation. Transportation at Gov't expense is authorized for an applicant of:
 - a. A Uniformed Service,
 - b. An RC, or
 - c. Flight training.
2. Beginning and Ending Travel
 - a. Beginning Travel. Transportation at Gov't expense is authorized from:
 - (1) The place at which application is made, or
 - (2) Home.
 - b. Ending Travel. Transportation at Gov't expense is authorized to:
 - (1) The place of physical examination,
 - (2) The place of qualifying examination, and/or
 - (3) Other processing and acceptance into the Service.
3. Return Transportation at Gov't Expense. An applicant who is:
 - a. Rejected, or
 - b. Accepted and ordered to return home to await further orders or a reporting date,is authorized return transportation at Gov't expense to home/place of application.

4. PCS Allowances and Reimbursable Expenses. Unless a Service publishes regulations IAW par. 7800-C or 7800-D, PCS allowances (Ch 5, Part A), and reimbursable expenses (App G) are authorized.

C. Gov't Procured Transportation and Meal Tickets

1. Service Requirement. Each Service may publish regulations that require use of Gov't procured transportation and meal tickets (par. 2030).

2. Reimbursable Expenses. App G for reimbursable expenses.

3. Gov't Procured Transportation and Meal Tickets Not Used. If the AO accepts the applicant's reason(s) for not using Gov't procured transportation and meal tickets:

a. The TDY automobile mileage rate is paid for POC travel for personal convenience for the official distance of the ordered travel (par. 4710-C), and/or

b. Reimbursement is provided for occasional meals and qtrs (par. 4530) if meal tickets were not available and meals and/or lodgings were required.

Otherwise the member is reimbursed under par. 3045-B or 5020-B, as applicable.

D. TDY Allowances

1. Each Service may publish regulations that authorize travel and transportation allowances (including per diem/AEA) ICW applicant processing.

2. The appropriate rates, provisions, and deductions for a member performing TDY are applicable.

3. DoD Service regulations must conform to JTR and be reviewed by PDTATAC IAW [DoDD 5154.29](#). Non-DoD Services are encouraged to have their regulations reviewed by PDTATAC.

7665 RETIRED MEMBER CALLED/ORDERED TO ACTIVE DUTY (WITH OR WITHOUT PAY)
(UNIFORMED MEMBERS ONLY)

A. Authorization. A retired member called/ordered to active duty (with or without pay) is authorized RC member travel and transportation allowances in par. 7355.

B. Members Covered. This Part includes a member:

1. On TDRL, and

2. In the Fleet Reserve/Fleet Marine Corps Reserve receiving retainer pay.

C. Members not Covered. This Part does not include a member traveling ICW a periodic physical examination covered by par. 7080.

7800 PRE-EMPLOYMENT INTERVIEW TRAVEL (CIVILIAN EMPLOYEES ONLY)

A. Application

1. This Part applies to an interviewee.

2. As used in this Part, an "interviewee" is an individual being considered for employment by a DoD Component.

B. Policy

1. Unless otherwise stated, the allowances established in this Part are the same as those available to a DoD employee traveling on official Gov't business.
2. A DoD Component is not required to offer all allowances to the interviewee (par. 7800-B).

C. Payment Authority. A DoD Component may pay allowable pre -employment interview travel expenses (par. 7800) for eligible individuals (par. 7800-B).

D. Eligibility

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses.
2. See [5 CFR Part 572](#) for OPM qualification criteria guidelines.

E. DoD Component Responsibilities

1. General. A DoD Component must adhere to general travel order policies and practices in this Volume.
2. Authorization Limitation. Pre-employment interview travel may be authorized only on a trip by trip basis. ***A limited or unlimited open authorization must not be used for pre-employment interview travel.***
3. DoD Component Responsibility to Inform an Interviewee of DoD Travel Policies. A DoD Component:
 - a. Must communicate DoD travel rules and procedures to the interviewee,
 - b. Should ensure the interviewee understands how travel reimbursements are calculated, and
 - c. Should provide assistance to the interviewee with travel voucher preparation.
4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses
 - a. A DoD Component must not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. 5558-E
 - b. Example: A DoD Component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

F. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
2. Travel Agency Use
 - a. Transportation tickets should be provided by the interviewing DoD Component.
 - b. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a CTO/TMC under contract to the Gov't.
3. Contract Carriers Use. An interviewee is a mandatory user of the Gov't's city pair airfares with airlines and Amtrak and is bound by rules outlined in Ch 3, Part A.

4. Liability Notice. The interviewee:

- a. Is accountable for all transportation tickets and Gov't procured transportation documents issued for use in performing pre-employment interview travel.
- b. Must be provided written instructions at the time a travel order is issued explaining the DoD Component's administrative procedures for controlling and accounting for passenger transportation documents.
- c. Is financially responsible for the value of the tickets issued if the interview trip is canceled/rescheduled after tickets/Gov't procured transportation documents are issued.
- d. Is responsible for tickets until they have been used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel order, or issued as a "Notice to Traveler" and attached to the ticket/transportation document when issued to the interviewee.
- e. And the interviewing DoD Component are bound by the same rules that apply to a DoD traveler/ Component (par. 3005).

5. Ticket Exchanges

- a. If the interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application.
- b. The carrier is required to make refund directly to the appropriate DoD Component billing office.
- c. a DoD Component must provide the interviewee with a "bill charge to" address by attaching a copy of the transportation document (or some other document containing this information) to the ticket/travel order ([41 CFR §101-41.210-1](#)).

G. Reimbursement

1. Expense Limitation. A DoD Component may pay to/on behalf of an interviewee the same travel expenses authorized for a DoD employee traveling on official business, *except for the expenses listed in par. 7800-B*.
2. Expense Amount. A DoD Component:
 - a. May pay all or part of pre-employment travel expenses.
 - b. Electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee.
3. Expenses Not Allowed. A DoD component must not pay expenses for:
 - a. Communication services use for purposes other than communication directly related to travel arrangements for the Gov't interview; and
 - b. Hire of a room (App G).

H. Travel Expenses

1. Transportation Expenses. Interviewee transportation by common carrier, other than local public transit systems, must be paid for with a Gov't procured transportation document or a CBA. Common carrier transportation includes air, bus, rail, and other public transit systems.

2. Other Authorized Expenses. The DoD Component must reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

I. Sources Not Allowed

1. GTCC

- a. A GTCC, issued to an individual employee, *may not* be used for pre-employment interview travel.
- b. A CBA may be used to pay the interviewee's allowable transportation expenses.

2. Travel Advances. *The interviewee must not be issued a travel advance.*

3. Travelers Checks. *Gov't contractor issued travelers' checks may not be used for pre-employment interview travel.*

J. Fraudulent Claim. The DoDFMR addresses:

1. Requirements regarding payments when expense(s) are suspected of being fraudulent,
2. AEA denial for an entire day on which a suspected expense is claimed, and
3. Requirements for the traveler to reimburse the Gov't if payment is made before discovery of a suspected falsified expense ([57 Comp. Gen. 664 \(1978\)](#) and [61 Comp. Gen. 399 \(1982\)](#)).

K. Receipt and Record Maintenance. The interviewee should:

1. Keep a record of expenditures chargeable to the Gov't.
2. Retain all receipts until reimbursement claims are settled, even though receipt requirements vary with the reimbursement method. The DoD Component should inform the interviewee of this requirement.

L. Travel Voucher Preparation and Submission

1. Interviewee Responsibility. The interviewee is responsible for preparing and submitting a travel voucher. The DoD Component should assist in the process.
2. Administrative Procedures. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the [DoDFMR, Vol. 9](#).

7805 IPA MOBILITY PROGRAM (CIVILIAN EMPLOYEES ONLY)

A. Temporary Assignment of an Employee between the Federal Gov't and a State or Local Government or Institution of Higher Education Authorized by the Intergovernmental Personnel Act (IPA) Mobility Program. A participant is treated as an "employee" and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. *Assignments solely for training are not to be made using this authority.*

B. Authority. Title [5 USC §§ 3371 - 3375](#) provide authority for the temporary assignment of an employee between the Federal Gov't and:

1. State or local government,
2. Institutions of higher education,

3. Indian tribal governments,
4. Federally funded research and development centers, or,
5. Other eligible organizations.

C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following *may be authorized*:

1. Round trip travel and transportation and per diem IAW Ch 4, Part B (is taxable for an indeterminate period or a period of more than one year) for the employee, or
2. Limited Relocation IAW Ch 5.
 - a. The employee's travel and transportation expenses to and from the assignment location;
 - b. The employee's dependents' travel and transportation expenses to and from the assignment location;
 - c. Transportation and SIT expenses of the employee's HHG and personal effects;
 - d. TQSE at the time the assignment commences and at the time the assignment is completed;
 - e. An MEA; and
 - f. The expenses of NTS of the employee's HHG and personal effects, when the employee is assigned to an isolated location IAW par. 5630-B.

D. Time Limitation. An assignment may be:

1. Up to 2 years in duration, and
2. Intermittent, part time, or full time, and
3. Extended for up to an additional 2 years, when beneficial to both organizations, and
4. Terminated at any time.

E. IPA Mobility Program Allowances. Travel, transportation and related allowances for an employee under the IPA Mobility Program, and dependent, must be IAW [CFR, Part 5, Ch 334](#).

7810 THREATENED LAW ENFORCEMENT OFFICERS (CIVILIAN EMPLOYEES ONLY)

A. Authorization/Approval ([FTR §301-31.1](#)). The DoD Component may authorize/approve transportation and certain subsistence (*not per diem*) expenses to protect a law enforcement/investigative employee and immediate family, when their lives are placed in jeopardy as a result of the employee's assigned duties.

B. Transportation and Subsistence Expenses ([FTR §301-31.5](#)). The DoD Component may pay transportation and subsistence (*not per diem*) expenses when it is determined that a threat against the employee/immediate family member(s) justifies moving them to temporary accommodations at or away from the PDS.

C. Time Limits. The DoD Component must determine how long payments continue based on the specific nature and potential duration of the life threatening situation and the alternative costs of a PCS.

D. PCS Instead of Temporary Accommodations. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the employee, if a PCS is advantageous. Determining factors include the specific nature of the threat, the continued disruption of the family, and the PCS costs.

E. Orders. The DoD Component must establish specific administrative procedures for issuing travel orders and for payment of claims arising from the unique situations covered by this Part.

F. Eligibility ([FTR §301-31.2](#), [§301-31.3](#) and [§301-31.4](#))

1. General. When authorized/approved by the DoD Component, a law enforcement/investigative employee (App A) and immediate family member(s) (App A) are eligible for subsistence and transportation expenses when the employee is in a life threatening situation because of the employee's assigned duties.

2. Extended Family. Based on the nature of the threat, the DoD Component may include other members of an employee's extended family, and the family of the employee's spouse/domestic partner.

G. Temporary Accommodations

1. Location Determination ([FTR §301-31.6](#)). The DoD Component determines if lodging is obtained within the PDS area or at an alternate location.

2. Different Locations for Employee and Family Member(s) ([FTR §301-31.7](#)). Temporary accommodations may be at different locations for the employee and immediate family members.

H. Delegation of Authority. The DoD Component head:

1. May delegate the authority to authorize/approve payment of allowable subsistence and transportation expenses IAW this Part.

2. Must keep the delegation of authority to as high a level as practicable to ensure proper review of the circumstances to take protective action by moving an eligible individual from home.

I. Risk Evaluation

1. General. When a situation occurs that appears to be life threatening, the DoD Component:

a. Must take appropriate action necessary to protect the eligible individual(s), including removal from home.

b. Must immediately inform the DoJ Criminal Division of the threat, IAW DoJ regulations.

c. Must provide the DoJ with the name of each person involved and other pertinent details to determine the degree and seriousness of the threat.

d. Must be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action.

e. Must apprise the DoJ, at 30 day intervals, of the situation for reevaluation/recommendation, and determine if an extension is necessary.

2. Individual Case Assessment. The DoD Component is responsible for deciding each individual case. The decision is based on an assessment of the situation and the advice of the DoJ as to:

- a. Whether or not protective action should be initiated or continued, and
- b. The amount of subsistence and transportation expenses that should be authorized/approved.

J. Transportation ([FTR §301-31.8](#))

1. General. The DoD Component may authorize/approve transportation expense payments to/from a location away from the employee's designated PDS when a situation requires the employee and/or members of the employee's immediate family to be temporarily relocated to a place away from the employee's PDS.

2. Deviation for Security Reasons. Transportation to/from a location away from the employee's designated PDS must be IAW Ch 2 unless the DoD Component specifically authorizes/approves a deviation for security reasons.

K. Subsistence Payments

1. General. Subsistence payments may begin as soon as the DoD Component invokes the provisions of this Part.

2. DoJ Evaluation Period. If the threatened individual is directed to move into temporary accommodations during the DoJ's initial 7 day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual home.

3. Time Limitation ([FTR §301-31.13](#)). The DoD Component may authorize subsistence expense payments up to 60 days. Additional periods may be authorized if the DoD Component determines that an extension is justified.

4. Maximum Allowable ([FTR §301-31.10](#))

a. The DoD Component may pay actual subsistence expenses NTE the maximum allowable amount for the period the employee/family member(s) occupy temporary accommodations.

b. The maximum allowable amount is the maximum daily amount multiplied by the *authorized* number of days the employee/family member(s) occupy temporary accommodations.

5. Maximum Daily Amount. The maximum daily amount is determined by adding the rates in the following table for the employee and each family member authorized temporary accommodations.

If the DoD Component Authorizes:	The employee, or <i>unaccompanied</i> spouse/domestic partner, or other <i>unaccompanied</i> family member may receive:	An <i>accompanied</i> spouse/domestic partner, or a family member who is 12 or older may receive:	A family member under 12 may receive:
Lodging only	The full locality lodging rate	.75 times the full locality lodging rate	.50 times the full locality lodging rate
Full per diem	The full locality per diem rate	.75 times the full locality per diem rate	.50 times the full locality per diem rate

6. Actual Expenses Payment ([FTR §301-31.11](#)). *The DoD Component must not pay a per diem allowance instead of reimbursing actual expenses.*

7. Expenses Covered ([FTR §301-31.9](#))

a. Limitations. Subsistence payments ordinarily are only for lodging costs.

b. Exceptions. Meals and laundry/cleaning expenses may be paid if the:

(1) Temporary accommodations do not have kitchen facilities,

(2) Temporary accommodations do not have laundry facilities, or

(3) DoD Component determines that other extenuating circumstances exist which necessitate payment of these expenses.

L. Itemization and Receipts ([FTR §301-31.12 and §301-31.15](#))

1. Itemization. Actual expenses must be itemized to show the amounts spent daily for:

a. Lodging,

b. Meals, and

c. Other allowable subsistence expense items.

2. Receipts

a. See par.2710 and [DoDFMR 7000.14-R, Volume 9](#) for receipt requirements.

b. Travelers should retain ALL receipts for tax or other purposes.

3. Exceptions. The DoD Component may waive all but essential documentation requirements if documentation compromises the security of any individual involved.

M. Funds Advance ([FTR §301-31.14](#))

1. General. Funds may be advanced for travel and transportation expenses covered in this Part under DoD Component policies and procedures, and IAW Ch 2, Part E.

2. Limitations. Advances must not exceed estimated expenses for a 30 day period computed under par. 7810

3. Reimbursement to the Gov't. An employee must reimburse the Gov't for any portion of the advance disallowed or not spent.

7815 TRAVEL FOR AN EMPLOYEE WITH A DISABILITY/SPECIAL NEED (CIVILIAN EMPLOYEES ONLY)

A. Provisions

1. Rehabilitation Act of 1973, as amended,

2. [29 USC §701](#) et seq., and

3. [5 USC §3102](#) as amended,

B. **Policy.** The provisions in par. 7815-A accommodate an employee with a disability/special need by reimbursing necessary additional travel and transportation expenses incurred in the performance of official travel. *An employee with a special need and an employee with a disability are treated the same.*

C. **Applicability** ([FTR §302-4.100](#) and [FTR §301-13.1](#)). This Part applies to the following individuals with a disability/ special need:

1. Employee, as defined in par. 7815, incident to TDY/PCS ([B-198237, May 15, 1980, 59 Comp. Gen. 461 \(1980\)](#)).
2. Employee as defined in par. 7815, on official travel within the PDS limits ([CBCA 1795-TRAV, 12 March 2010, B-318229, 22 December 2009](#)).
3. Dependent traveling ICW a PCS, per the Agency's determination.
4. Tuition free DoDEA dependent student IAW par. 7165-B.

D. **Limitations**

1. Payment is authorized for additional travel expenses in par. 7815 that are incurred by an employee/ dependent with a disability/special need to provide reasonable accommodations in the performance of official travel.
2. An agency is not authorized to reimburse an employee/dependent with a disability/special need for lodging unless traveling on official business away from the PDS.
3. The agency may choose any accommodation that is effective. Under the [Rehabilitation Act](#), the employing agency is *not* required to provide accommodations that the employee with a disability/special need requests/ prefers.

E. **Definitions.** The terms below are defined for this par.

1. **Disability.** A "disability" means:

- a. A physical/mental impairment that substantially limits one or more major life activities;
- b. A record of such an impairment; or
- c. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is an impairment with an actual or expected duration of 6 or fewer months.

2. **Physical/Mental Impairment.** "Physical/mental impairment" means/includes:

- a. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
- b. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
- c. "Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

3. Major Life Activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

4. Substantially Limits. “Substantially limits” means that the employee is:

- a. Unable to perform a major life activity that the average person can perform; or
- b. Significantly restricted as to the condition, manner, or duration under which the employee can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

5. Has a Record of Such an Impairment. “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

6. Is Regarded as Having Such an Impairment. The employee has:

- a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;
- b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. None of the impairments defined in par. 7815--C, but is treated by the employing agency as having a substantially limiting impairment.

7. Employee with a Special Need. An “employee with a special need” means having physical characteristics not necessarily defined under disability. Such physical characteristics could include the traveler’s weight, height, or a similar characteristic.

F. Allowable Expenses. The following expenses are payable to an employee with a disability/special need when appropriate IAW Agency/ Service regulations:

1. Transportation and per diem authorized under this Part incurred by an authorized attendant accompanying the employee. The attendant does not have to be a member of the employee's immediate family.;
2. Specialized transportation for the employee to, from, and/or at the TDY location;
3. Specialized services provided by a commercial carrier necessary to accommodate the employee's disability/special need;
- *4. Costs incurred as a direct result of the employee's disability/special need for baggage handling ICW public transportation or at lodging facilities. See par. 2830-G, Baggage Handling Tips);
5. Renting and/or transporting specialized assistance equipment, such as a wheelchair, needed in transit or at the TDY location; and
- *6. Use of other than economy/coach class accommodations when necessary to accommodate a traveler with a disability/special need per the Agency’s/Service’s other than economy/coach class travel policy. See par. 2110-J and App P2, Sec C, FAQ #2 for medical justification of ‘other than economy/coach class’ accommodation use.
7. Service of an attendant, when necessary, to accommodate the employee’s disability/special need. See App E1, par. A21 if the attendant traveler is not an employee or member.

G. Personal Assistants for Employees with a Disability/Special Need

1. General. [5 USC §3102](#), authorizes hiring (with or without pay) a/an:

- a. Personal assistant,
- b. Reader, and/or
- c. Interpreter,

for an employee with a disability/special need traveling on official business, for all or a portion of the travel period involved.

2. Travel Expenses. Travel expenses and per diem allowances for personal assistants are the same as those for employees traveling incident to TDY. See the [OPM Training Policy Handbook](#) for further guidance.

H. Specially Equipped Automobile Transportation between CONUS PDSs

1. Provision. Specially equipped automobile transportation between CONUS PDSs is based on [64 Comp. Gen. 30 \(1984\)](#).

2. Transportation/Reimbursement. See par. 5616-C concerning transportation by the DoD component concerned or reimbursement for the transportation cost of a specially equipped automobile by a traveler with a disability/ special need between CONUS PDSs.

7820 TRAVEL OF A CONSULTANT OR EXPERT (CIVILIAN EMPLOYEES ONLY)

A. Authority. [5 USC §5703](#) and [50 USC, App. §2160](#) provide authority for travel expenses and allowances for a consultant or expert who is in an employment status with or without compensation. This Part addresses authorization for transportation, allowances, and expense reimbursement incident to TDY assignments for these individuals.

NOTE: App I3-D and App E1 and E2 for applicable order formats and par. 4050 for per diem.

B. Conditions. An individual serving without pay or at \$1/year is authorized the allowances in pars.7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5. A consultant or expert employed intermittently and paid on a 'daily when actually employed' basis may be paid the allowances in pars. 7820-B1, 7820-B2, 7820-B3, 7820-B4, and 7820-B5 when it is determined to be in the Gov't's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for POC use, for official travel between home or place of business and place of duty assignment outside the area in which home or place of business is located;
2. Transportation expenses for official travel between home or place of business and place of duty when these places are all located in the same metropolitan or geographic area;
3. Travel expenses for recurring round trip travel between home or place of business and place of duty during an assignment when it is administratively determined to be to the Gov't's advantage;
4. Per diem while at a place of duty assignment away from the area in which home or place of business is located;
5. AEA, when justified, as provided in these regulations, except for consultants and experts employed under [50 USC, App. §2160](#).

If more than 130 days of full -time service are performed in any continuous 365-day period, the employment is not

intermittent. When service is not intermittent, there is no authority for per diem or AEA at the regular place of assignment ([B-123282, August 12, 1955, 35 Comp. Gen. 90 \(1955\)](#) and [B-128160, November 1, 1956, 36 Comp. Gen. 351 \(1956\)](#)). However, per diem authorization is not precluded ICW other TDY assignments at places of duty away from the regular duty location.

7825 MISSING PERSONS (CIVILIAN EMPLOYEES ONLY)

A. General

1. Authorized Transportation. Provided the requirements in par. 7285 are met, transportation at Gov't expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:
 - a. Dead,
 - b. Injured/missing for a period of 30 or more days,
 - c. Interned in a foreign country, or
 - d. Captured by a hostile force.
2. Transportation Requirements. Transportation, IAW par. 7285, is authorized provided the employee:
 - a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence,
 - b. Is not part time/intermittently employed,
 - c. Is not native labor hired on an hourly/per diem basis,
 - d. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment ([5 USC §5564](#)).
3. Dependent. For this Part, the term dependent includes a/an:
 - a. Lawful spouse,
 - b. Unmarried child under age 21 years,
 - c. Dependent stepchild,
 - d. Adopted child under 21,
 - e. Dependent that has been designated as such in official records, or
 - f. Individual determined to be a dependent by the DoD Component head/designated representative.

B. Conditions

1. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits (Ch 5, Part B).
2. POV Transportation. One POV may be transported if the vehicle is located OCONUS (Ch 5, Part B).
3. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.

4. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C. Responsibility. The DoD Component commander is responsible for:

1. Administrative determinations,
2. Obtaining authorizations/approvals required, and
3. Issuing travel orders.

7830 JUROR TRAVEL (CIVILIAN EMPLOYEES ONLY)

A TDY order must not be issued when an official/employee is summoned for jury service. When jury service is in a Federal court, travel expenses are payable as jurors under appropriations available to the Gov't judiciary branch. Regulations, of the separate DoD departments, regarding absence from duty and compensation or expense reimbursement apply.

7835 LABOR ORGANIZATION REPRESENTATIVE TRAVEL (CIVILIAN EMPLOYEES ONLY)

A. General. TDY travel and transportation allowances apply when an employee, serving as labor organization representative, performs travel to attend labor management meetings that are certified to be in the Gov't's primary interest. The term "Labor Organization Representative," as used in par. 7835, means a DoD civilian employee specifically designated by a labor organization to represent that organization in dealing with management.

B. Certification. Each order for an employee serving as a labor organization representative to attend labor management meetings must be supported by the certification cited in par. 7835-A, accompanied by a brief explanation of the certification's basis. The following certification standards are that the travel is:

1. Incident to attendance at a meeting which is primarily in the Gov't's interest;
2. Incident to participation in activities such as joint labor management cooperation committees concerning, but not limited to, accident prevention, absenteeism reduction, improving communications, ensuring equal employment opportunity, and maintaining employee productivity and morale;
3. Not for the purpose of engaging in activities covered by [5 USC §7131\(b\)](#), which provides internal labor organization business be conducted only when an employee is in a non-duty status.

CHAPTER 9: STATION ALLOWANCES

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 7: TLA SPECIAL

UNIFORMED MEMBERS ONLY

9195 TLA-SPECIAL

TLA-Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the PDTATAC, Chief.

A. General. The percentage factors (65%, 100%, 35%, and 25%) authorized in par. 9185-E generally are adequate for TLA reimbursement given that TLA is not intended to cover 100% of the costs. However, these percentages, when applied to the locality per diem rate lodging ceiling, may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a forthcoming special event. Examples of one-time special events that may warrant a TLA-Special include:

1. Missile launch,
2. Summit meeting,
3. Strikes,
4. World's Fairs,
5. Conventions, or
6. Natural or man-made disaster (including the disaster aftermath) or
7. Other similar events.

TLA's purpose is to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and is not intended, and must not be allowed to be used, for a member's personal enrichment.

B. Requirements. *Commands must send requests before the fact (i.e., before the days on which the higher rate is needed)* and must include the event dates (the dates for which a TLA-Special is required), hotel prices before and anticipated during the event stated in U.S. currency from at least 5 to 7 different hotels located in the affected area, the number of authorized travelers and dependents' ages, locations affected, recommended lodging amount(s), and documentation indicating the forthcoming special event occurrence ([47 Comp. Gen. 127 \(1967\)](#) & [B-161396, 3 May 1976](#)).

C. Submission Process. Three submission options are available to member's command to request TLA-Special authority in advance of the requested dates.

*1. Email: From the command by email to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil

2. Mail:

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

3. FAX: From the command to (571) 372-1301.

D. Limitations. TLA-Special cannot be approved after the days on which the higher TLA rate is needed have passed regardless of the circumstances. ***No action is taken on a TLA-Special request received after the dates for which the TLA-Special rate is needed.***

1. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA-Special. See par. 9150, ***NOTE 1***.

2. TLA-Special is not paid on behalf of a member who is in a TDY per diem status at the OCONUS home port awaiting arrival of the ship to which assigned. See par. 9160-C2. TLA-Special may be authorized for the accompanying dependents if authorized by the PDTATAC Chief.

3. TLA-Special is terminated the day after the date a member voluntary refuses adequate Gov't Qtrs for personal convenience or reasons (e.g., building or purchasing a home).

E. TLA Examples. The percentages (see par. 9185-E, Step 1) for the M&IE portion of TLA remain at the locality per diem level in all the examples.

NOTE: *Locality per diem rates used in the examples may not be the rates currently in effect and are for illustration purposes only.*

TLA-SPECIAL EXAMPLE 1

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary lodging 1-20 September before moving into a permanent dwelling 21 September. The room rates are anticipated to escalate for some part (or all) of the family's anticipated TLA period due to a national convention.

The lodging expense is \$650 per night for 1-5 September and \$300 per night for 6-20 September. The locality [per diem rate](#) is \$269 (\$186/ \$83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL COMPUTATION FOR 1-5 SEPTEMBER	
<i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE (150% is the 'normal' summary percentage for the four people) Lodging (this is 150% + 75% + 75% + 75%)	150% x \$83 = \$124.50 375% x \$186 = \$697.50
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount, \$650 vs. \$697.50.	\$650.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$124.50 + \$650 = \$774.50. Pay \$774.50/day.	\$774.50/day x 5 days = \$3,872.50
TLA-SPECIAL COMPUTATION FOR 6-20 SEPTEMBER	
1. Determine the maximum rates (given percent x locality rate). M&IE Lodging	150% x \$83 = \$124.50 150% x \$186 = \$279.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$300 vs. \$279.	\$279.00
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$124.50 + \$279.00 = \$403.50. Pay \$403.50/day.	\$403.50/day x 15 days = \$6,052.50

TLA-SPECIAL EXAMPLE 2

A member with 3 dependents (spouse, 2 children (1 under and above 12)) asks the receiving command to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to an international sporting event. The member uses 2 temporary commercial lodging rooms to accommodate the family size.

The commercial lodging rate is \$200/night (including tax) for each room which does not contain facilities for preparing and consuming meals. The locality [per diem rate](#) is \$269 (\$186/ \$83).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL COMPUTATION WHEN MULTIPLE ROOMS ARE USED	
<i>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	160% x \$83 = \$132.80 375% x \$186 = \$622.5
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$400 vs. \$622.50.	\$400
3. Add Step M&IE to selected Step 2 lodging amount, \$132.80 + 400 = \$532.80. Pay \$532.80/day.	\$532.80/day x 5 days = \$2,664

TLA-SPECIAL EXAMPLE 3

A member married to member couple, each under a PCS order to the same OCONUS PDS, asks the receiving command(s) to request TLA-Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to a national holiday. The members shared temporary commercial lodging facilities.

The commercial lodging rate is \$200/night (including tax) which does not contain facilities for preparing and consuming meals. Each member's lodging cost is \$100, half the room rate. The locality [per diem rate](#) is \$180 (\$125/ \$55).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-SPECIAL COMPUTATION FOR A MEMBER MARRIED TO MEMBER COUPLE W/O DEPENDENTS SHARING TEMPORARY LODGING FACILITIES		
<i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$100 because a member w/o dependent is limited to 65% of the lodging.</i>		
	MEMBER 1	MEMBER 2
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$55 = \$35.75 65% x \$100 = \$65	65% x \$55 = \$35.75 65% x \$100 = \$65
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount for each member of \$65 vs. \$100.	\$65	\$65
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$35.75 + \$65 = \$100.75. Pay \$100.75/day.	\$100.75/day x 5 days = \$503.75	\$100.75/day x 5 days = \$503.75

TLA-SPECIAL EXAMPLE 4

A member without dependents departing the OCONUS PDS asks the receiving command to request TLA-Special for five days because lodging rates are expected to increase beyond the locality lodging per diem rate due to a national holiday.

The temporary commercial lodging rate is \$225/night (including tax) which does not contain facilities for preparing and consuming meals. The locality [per diem rate](#) is \$270 (\$195/ \$75).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA-Special lodging per diem reimbursement is limited to \$146.25/night for five days based on 65% of the temporary ceiling lodging rate of \$225.

TLA-SPECIAL COMPUTATION FOR A MEMBER W/O DEPENDENT	
<i>PDTATAC issued a determination that TLA-Special is not authorized for 100% of temporary lodging rate of \$177 because a member w/o dependent is limited to 65% of the lodging.</i>	
1. Determine maximum rates (given percent x locality rate). M&IE Lodging	65% x \$75 = \$48.75 65% x \$225 = \$146.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of \$225 vs. \$146.25.	\$146.25
3. Add the Step 1 M&IE to the selected Step 2 lodging amount, \$48.75 + \$146.25 = \$195. Pay \$195/day.	\$195/day x 5 days = \$975

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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)	* National Security Agency /Central Security Service (NSA/CSS)	Joint Professional Military Education Colleges
	Office of Economic Adjustments (OEA)	Defense Intelligence Agency (DIA)		
U.S. Court of Appeals for the Armed Forces	* Defense Health Agency (DHA)	Defense Legal Services Agency	Pentagon Force Protection Agency (PFFA)	Uniformed Services University of the Health Sciences (USU)
	Washington Headquarters Services (WHS)	Defense Logistics Agency (DLA)		

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. \$10.45/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. \$13.85/day.

C. Effective Date(s). The discount and standard Gov't meal rates above are effective from 1 January 2015 to 31 December 2015.

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 \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](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, Anathath, 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 E: INVITATIONAL TRAVEL

PART 1: INVITATION TO TRAVEL

A. To Whom and when Invitational Travel is Applicable

1. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or ICW, official DoD activities. The person must:

- a. Not be employed by the Gov't,
- b. Be only Intermittently employed by the Gov't as a consultant or expert (***NOTE: This does not include a contractor's employee traveling in the performance of the contract.***) and paid on a daily when actually employed basis under [5 USC §5703](#),
- c. Be serving without pay or at \$1 a year, or
- d. Be a volunteer covered by [10 USC §1588](#). See par. A2r.

Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for a DoD employee on TDY, except as provided by par. A2m below for spouse/dependent invitational travel. 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. Seepar. 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 E: INVITATIONAL TRAVEL

PART 2: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION (ITA)

The sample format below may be used as a guide (for all DoD Services) to prepare an ITA. *Use of the sample format is not mandatory. Refer to JTR, par. 1225, App E1 (pars. A1 and B) for ITA eligibility determination. An exception or waiver to JTR authority is invalid IAW par. 1000-C.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ Travel Authorization Number _____

Address _____

Date Approved _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____

(Date)

for the purpose of _____

for approximately _____ days.

A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web based communication are not sufficient to accomplish travel objectives.

Upon completion, you are funded to return to the origin point.

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

The authorizing/order issuing official has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

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

To arrange transportation call: (____) _____

If you purchase transportation from a travel office (travel agency) not under contract to the Gov't, reimbursement is limited to the Gov't's cost on a constructed basis, for transportation that would have been arranged by a (Contracted) Commercial Travel Office (CTO) if available. If the contract between the Gov't and the CTO does not permit the CTO to arrange transportation for a traveler who is not a Gov't employee, reimbursement for transportation may not exceed the least expensive coach/economy air accommodations unless otherwise permitted in Joint Travel Regulations (JTR), par. 3500.

(a) Accommodations selected must be the least costly unrestricted coach/.economy service that permits satisfactory accomplishment of your mission, and

(b) U.S. carriers must be used for all commercial foreign air transportation if service provided by a U.S. carrier is available; *otherwise reimbursement for the cost of transportation is not allowed.*

* You are authorized to travel by privately owned conveyance (POC) since it's to the Gov't's advantage. Reimbursement is at the rate of \$.575/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization.

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

Receipts: Ticket stubs/itinerary copies are required to substantiate your transportation cost. A receipt is required for each expense item of \$75 or more plus any applicable tax.

You are paid per diem to cover your expenses for lodging, meals, and incidental expenses. Room tax at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands is a reimbursable expense (JTR, App G). Foreign area room tax is included in the total lodging cost and is not a reimbursable expense. While traveling under this Invitational Travel Authorization, you are authorized a per diem equal to the daily cost you pay for lodging limited to a ceiling, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable locality per diem rate prescribed on the Defense Travel Management Office homepage: <http://www.defensetravel.dod.mil/site/perdiem.cfm/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. JTR, Chapter 4, Part B, for applicable rules.

Applicable Per Diem Rates:

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

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

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

Actual Subsistence Expense Allowance (AEA) Authorized:

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

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

The [JTR](http://www.defensetravel.dod.mil/site/travelreg.cfm) is available on the [Defense Travel Management Office website](http://www.defensetravel.dod.mil/site/travelreg.cfm) at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Address any inquiries regarding this travel to: _____

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

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APPENDIX E: INVITATIONAL TRAVEL

PART 3: GOV'T CONTRACTOR/CONTRACTOR EMPLOYEE'S TRAVEL

A. Travel of Gov't Contractor/Contractor Employee. This Part directs Gov't contractors and contractor's employees to other resources for travel and transportation information. The JTR may not be used as official contractor travel regulations as they apply to DoD civilian employees and contain provisions, the use of which is illegal by a contractor. *Gov't contractor and contractor employee travel costs are governed by the rules in the [Federal Acquisition Regulations \(FAR\) §31.205-46](#). For these reasons, a contractor is not eligible for an Invitational Travel Authorization (ITA) in the execution of a contract.* See [DoDI 3020.41](#) for information regarding contractors.

B. Gov't's Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Gov't rates for the Gov't's travel and transportation programs listed below to a contractor working on the Gov't's behalf. A contractor's employee must contact the contracting agency or the Gov't Contracting Office Representative (COR) regarding the use of the Gov't's travel and transportation programs for official travel. A Gov't Contractor Official Travel Letter of Identification signed by the authorizing Gov't's contracting officer (par. C) may induce a vendor to extend rates, reserved for Gov't employees, to the contractor and its employees.

1. Contract City Pair Air Passenger Transportation Program and Other Gov't Fares. Use of GSA contract city pair air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation, [DTR 4500.9-R, Part I, Chapter 103](#). Use of other airfares reserved for Gov't employees on official business is governed by the airlines' fare structures and rules. *A Gov't contractor is not eligible to participate in the GSA city pairs program for air passenger transportation services.*

2. Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Gov't business at the vendor's discretion.

3. Lodging Programs. GSA (i.e., FedRooms) and Services' lodging programs may voluntarily offer discount rates to contractors who are on official Gov't business at the vendor's discretion.

4. Car Rental Program. The DTMO negotiates special rate agreements with car rental companies. These rates are available to all Gov't employees and uniformed personnel while traveling on official Gov't business. Some commercial car rental companies may voluntarily offer similar discount rates to Gov't contractors at the vendor's discretion.

C. Gov't Contractor Letter of Authorization/Identification. See [DoDI 3020.41](#) for information regarding contractors.

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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
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		
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, <i>not dependents</i>)	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
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
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				X

REIMBURSABLE OFFICIAL TRAVEL EXPENSES	Uniformed Members		Civilian Employees	
	PCS	TDY	PCS	TDY
(Civilian Employees Only)				
Lodging tax in CONUS and non-foreign OCONUS areas only	X	X	X	X
*Merchant surcharge - GTCC <i>or</i> personal charge card (ICW official travel) (Uniformed Members Only)	X	X		
*Merchant surcharge - GTCC only (ICW official travel) (Civilian Employees Only)			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 Q: OCONUS TOUR LENGTHS/TOURS OF DUTY

PART 1: DoD MEMBERS

NOTE: For NOAA, see App Q2.

- A. **Tour Length Establishment.** A tour length is established IAW [DoDI 1315.18](#), par. E.3.1.
- B. **Tour Length Change.** Submit a tour length change proposal IAW [DoDI 1315.18](#), par. E.3.1. *Do not submit a tour length change proposal to PDTATAC.*
- C. **Tour Length Exception.** The tour length for a DoD member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for HI and AK which are 36/36) unless the Military Departments provide conclusive evidence that a specific tour must be shorter. See [DoDI 1315.18](#), par. E.3.1.1 (12 January 05).
- D. **Reserve Component Exception.** RC members authorized PCS allowances IAW pars. 7355-E2b or 7355-F2b for an overseas assignment are not required to serve the established tour length for the country or overseas area where assigned IAW OSD/OEPM 29 August 2013 email.
- E. **Tour Lengths.** The following are OCONUS tour lengths *for a DoD member only (other than a DoD Attaché):* [DoDI 1315.18](#), par. E3.1.1 (12 January 05):

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
All OCONUS Duty Stations Not Listed Below	36	24		
Afghanistan				
Kabul (Personnel assigned to SAO)	N/A	12	08-10-07	11
Alaska (except as indicated)	36	36		1
Adak	N/A	12		
Clear	N/A	12		
Eareckson	N/A	12		
Fort Greely	24	12	05-01-04	
Galena	N/A	12		
King Salmon	N/A	12		
Marine Corps Security Forces	24	12		
Albania				
Tirana	24	12		
Algeria	24	12	12-07-04	
American Samoa	N/A	12		
Argentina	36	24		
Armenia				
Yerevan (Personnel assigned to ODC)	24	18	07-06-06	10
Aruba	24	18		
Australia (except as indicated)	36	24		
Exmouth	24	24		
Learmonth	24	15		
Woomera	24	15		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Austria	36	24		
Azerbaijan				
Baku (Personnel assigned to ODC)	24	18	07-06-06	10
Azores (See Portugal)				
Bahamas				
Andros Island	24	24		
Bahrain	24	12		14
Bangladesh	24	18		
Belgium (except as indicated)	36	24		
Bertrix	N/A	12		
Belize	24	18	09-17-04	
Benin	24	12		
Bermuda	36	24		
Bolivia	24	18		
Bosnia-Herzegovina				
Banja Luka	24	18	06-30-08	15
Sarajevo (Personnel assigned to ODC)	24	18	07-06-06	10
Botswana	24	12		
Brazil	36	24		
British Indian Ocean Territory				
Diego Garcia Island	N/A	12		
Bulgaria				
Sofia	24	12		
Burkina Faso	24	12		
Cambodia (except as indicated)	N/A	12		
Phnom Penh (Personnel assigned to NAMRU-2)	24	12	06-21-10	
Canada (except as indicated)	36	24		
Newfoundland and Labrador	24	12		
Argentia	24	12		
Goose Bay	24	12		
Chad	24	12	05-02-08	12
Chile	36	24		
Columbia	24	18		
Commonwealth of the N. Mariana Islands (incl. Saipan)	24	12		
Costa Rica	36	24		
Crete (See Greece)				
Croatia				
Zagreb	24	12		
Cuba				
Guantanamo Bay	30	18	04-05-07	2
JTF-GTMO	24	12	04-05-07	2

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Marine Barracks	24	12		
Curacao (See Netherlands Antilles)				
Cyprus (except as indicated)	24	18		
Akrotiri	24	12		
Czech Republic				
Prague	36	24		
Vyskov	24	12	08-11-11	16
Democratic Republic of Congo (formerly Zaire)	24	12		
Denmark (except as indicated)	36	24		
Kalaallit Nunaat (formerly Greenland)	N/A	12		
Diego Garcia (See British Indian Ocean Territory)				
Djibouti				
Djibouti City (Personnel assigned to SAO)	24	12	04-11-07	11
Dominican Republic	36	24		
Ecuador	36	18		
Manta	N/A	12		
Egypt (except as indicated)	24	18		
Beni Suef	N/A	12		
Cairo (ETSS personnel only)	N/A	12		
Ismailia	24	12		
Jiyanklis New	N/A	12		
Sinai	N/A	12		
El Salvador	N/A	12		
Personnel assigned to SAO	24	18		
England (See United Kingdom)				
Eritrea	24	12		
Estonia				
Tallinn	24	24		
Ethiopia				
Addis Ababa (Personnel assigned to SAO)	24	12	04-11-07	11
France	36	24		
Georgia				
Tbilisi	24	18		
Germany (except as indicated)	36	24		
Donaueschingen	24	12		
Geilenkirchen	36	36		
Ghana				
Accra (Personnel assigned to ODC)	24	18	03-19-07	11
Gibraltar	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Greece (except as indicated)	36	24		
Argyroupolis	N/A	12		
Athens	24	15		
Crete	24	18		
Souda Bay	N/A	12	04-18-97	17
Drama	N/A	12		
Elefsis	N/A	12		
Horiatis	N/A	12		
Larissa	24	12		
Lefkas	N/A	12		
Parnis	30	18		
Patras	30	18		
Perivolaki	N/A	12		
Thessalonki	24	15		
Yiannitsa	N/A	12		
Greenland (See Denmark)				
Guam	36	24	10-12-04	
Guatemala	36	24		
Guyana	24	18		
Haiti				
Port au Prince (Personnel assigned to ODC)	24	12	11-20-07	11
Hawai'i (except as indicated)	36	36		1
Kauai	30	18		
Pohakuloa Training Area	24	18		
Honduras (except as indicated)	24	18		
Soto Cano AB	N/A	12		
Hong Kong	36	24		
Hungary				
Budapest	36	24		
Papa	24	15	11-25-08	
Iceland (except as indicated)	30	18	10-04-99	
USAF (not assigned to a joint activity)	24	12		
USMC (not assigned to a joint activity)	24	12		
India (except as indicated)	24	12		
New Delhi (Personnel assigned to ODC)	36	24	11-09-12	18
Indonesia	24	12		
Ireland	36	24		
Israel	24	12		
Italy (except as indicated)	36	24		
Crotone	24	15		
Ghedi	36	24	05-31-13	20

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Martina Franca	24	18		
Mt. Corna	24	18		
Mt. Finale Ligure	N/A	12		
Mt. Limbara	N/A	12		
Mt. Nardelo	N/A	12		
Mt. Paganella	N/A	12		
Mt. Venda	24	18		
Mt. Vergine	24	15		
Piano di Cors	N/A	12		
Poggio Renatico	24	12		
Rimini	24	18		
Sardinia				
Decimomannu Air Base (AB)	24	15		
La Maddalena	24	24		
Sicily				
Comiso	24	12		
Jamaica	24	12		
Japan (except as indicated)	36	24		3
Akizuki Kure	24	12	12-07-04	
Itami (Sapporo)	24	12	12-07-04	
Kumamoto	24	12	12-07-04	
Kuma Shima	N/A	12		
Kyoga-Misaki	N/A	12	11-14-14	
MCAS Iwakuni	36	12		
Okuma	N/A	12		
Osaka	24	12	12-07-04	
Ryukyu Islands (except as indicated)	36	24		
Okinawa				
Ie Shima	N/A	12		
MCAS Futenma	36	12		
MCB Butler	36	12		
Seburiyama	N/A	12		
Sendai	24	12	12-07-04	
Shariki	N/A	12	11-05-08	
Johnston Atoll	N/A	12		
Jordan (except as indicated)	24	12		
Amman	24	18		
Kalaallit Nunaat (See Denmark)				
Kazakhstan				
Astana (Personnel assigned to SAO)	24	12	08-10-07	11
Kenya (except as indicated)	24	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Nairobi	24	18		
Korea (except as indicated)	36/24	12	03-2-09	4, 7
Chongju AB	N/A	12		4
Dongducheon (Camps Casey, Hovey, Mobile, Castle)	24	12		4, 5, 6
Gwangju AB (ROK)	N/A	12		4
Joint Security Area	N/A	12		4
Kunsan AB (US)	N/A	12		4
Mujak/Pohang	N/A	12		4
Uijongbu (Camps Jackson, Red Cloud, Stanley)	24	12		4, 5, 6
Kuwait	24	12		9
Kyrgyzstan	24	12		
Laos	N/A	12		
Vientiane	24	12	12-21-06	
Latvia				
Riga	24	12		
Liberia	24	18	06-30-08	15
Libya				
Tripoli (Military Personnel Assigned to SCO)	N/A	12	10-19-11	
Lithuania				
Vilnius	24	12		
Luxembourg	36	24		
Macedonia	24	18		
Skopje	24	12		
Madagascar	24	12		
Malaysia	36	24		
Marshall Islands				
Enewetok	N/A	12		
Kwajalein	24	18		
Mexico	24	18		
Midway Islands	N/A	12		
Moldova				
Chisinau	24	18		
Mongolia	24	24		
Montenegro				
Podgorica (Personnel assigned to ODC)	24	24	01-28-08	11
Morocco (except as indicated)	24	15		
Casablanca	24	12		
Errachidia	N/A	12		
Netherlands	36	24		
Netherlands Antilles				
Curacao	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
New Zealand	36	24		
Nicaragua	24	18		
Niger	24	12		
Nigeria				
Abuja (Personnel assigned to ODC)	24	24	04-11-07	11
Norway	36	24	07-07-04	
Okinawa (See Japan)				
Oman	24	12		
Pakistan	24	12		8
Panama (except as indicated)	36	24		
Galeta Island	N/A	12		
Paraguay	24	18		
Peru (except as indicated)	36	24		
Lima MAAG	30	18		
Philippines (except as indicated)	N/A	12		
Metropolitan Manila	24	18		
Manila Joint U.S. Military Assistance Group (JUSMAG-P)	36	24	12-01-11	
Poland				
Bydgoszcz	24	24	10-21-05	
*Redzikowo	*N/A	*12	*01-02-15	
Szczecin	24	24	10-21-05	
Warsaw	36	24		
Portugal (except as indicated)	36	24		
Lajes AB	N/A	12	08-09-13	21
Puerto Rico (except as indicated)	36	24		
Caguas	36	18		
Isabela	36	18		
Juana Diaz	36	18		
Ponce (Ft Allen)	36	18		
Vieques Island	N/A	12		
Yauco	36	18		
Qatar	24	12		
Romania				
Bucharest	24	24		
*Deveselu	*N/A	*12	*01-02-15	
Oradea	24	12	09-30-11	15
Russia				
Moscow (Personnel assigned to DAO)	24	24	02-15-07	11
Rwanda				
Kigali	24	24	10-17-11	

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Saint Helena (Ascension Island)	24	12		
Saipan (See Commonwealth of the N. Mariana Islands)				
Sardinia (See Italy)				
Saudi Arabia (except as indicated)	24	12		8
Eskan Village, Riyadh	24	12	07-18-08	13
Scotland (See United Kingdom)				
Senegal				
Dakar (Personnel assigned to ODC)	24	24	03-21-07	11
Serbia				
Belgrade (Personnel assigned to ODC & BAO)	24	24	06-11-07	11
Seychelles	24	12		
Sicily (See Italy)				
Singapore	36	24		
Slovakia				
Bratislava	36	24		
Trencin	24	12	09-16-11	10
Slovenia				
Ljubljana	24	12		
Spain (except as indicated)	36	24		
Adamuz	N/A	12		
Albacete (Los Llanos Air Base – USAF Only)	24	24		
Alcoy	30	18		
Balearic Islands	N/A	15		
Ciudad Real	N/A	12		
Constantina	30	18		
Elizondo	30	18		
El Ferrol	24	24		
Estaca De Vares	N/A	12		
Gorremandi	N/A	15		
Moron AB	24	15		
Rosas	30	18		
Santiago	N/A	18		
Sonseca	24	15		
Villatobas	30	18		
Sudan	24	12		
Suriname	24	18		
Sweden				
Stockholm	36	24		
Tajikistan	24	12		
Thailand (except as indicated)	24	18		
Bangkok	36	24		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Tunisia	N/A	12	03-15-13	22
Turkey (except as indicated)	24	15		24
Balikesir	N/A	12		
Cakmakli	N/A	12		
Corlu	N/A	12		
Elmadag	24	12		24
Erhac	N/A	12		
Erzurum	N/A	12		
Eskisehir	N/A	12		
Incirlik	24	15		19, 24
Iskendrum	N/A	12		
Istanbul	N/A	12		
Izmir	N/A	12		
Izmit	N/A	12		
Karatas	24	12		24
Malatya	24	12		24
Murted	N/A	12		
Oratakoy	N/A	12		
Pirinclik	N/A	12		
Sahihtepe	N/A	12		
Sinop	N/A	12		
Yumurtalik	N/A	12		
Turkmenistan	24	12		
Ukraine				
Kiev	24	12		
United Arab Emirates	24	12		
United Kingdom (except as indicated)	36	24		3
RAF Fylingdales	24	18		
RAF Machrihanish (Scotland)	24	18		
Uruguay	36	24		
Uzbekistan	24	12		
Venezuela	24	18		
Vietnam	24	12	12-01-03	
Virgin Islands	36	24		
Wake Island	N/A	12		
Wales (See United Kingdom)				
West Indies				
Anguilla	24	18		
Antigua	24	12		
Barbados	36	24		
St. Lucia	N/A	12		

Country or Area	Accompanied Tour (Months)	Unaccompanied Tour (Months)	Effective Date	Footnote
Yemen, Republic of	N/A	12	09-01-11	23
Zaire (See Democratic Republic of Congo)				

Footnotes

- 1/ Tour-length policies for a member assigned to a duty station within AK or within HI are outlined in [DoDI 1315.18](#), par. E3.1.
- 2/ Dependents are permitted only when Gov't Qtrs are available.
- 3/ A maximum 48-month tour is permitted for Navy personnel.
- 4/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility for dependents of personnel under U.S. Forces Korea (USFK) control is contingent upon the availability of facilities and services as determined by the USFK Commander. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. U.S. military personnel under U.S. Diplomatic Mission-Korea control, including those assigned to Joint U.S. Military Affairs Group-Korea, are not required to seek U.S. Forces Korea command sponsorship approval.
- 5/ Each Secretary of a Military Department has authority to permit a member to reside at these locations while dependents reside in an area in which housing and services support are available.
- 6/ A member assigned to a location with limited command-sponsorship facilities is required to be counseled and to sign a memo acknowledging the limited command-sponsorship facilities available at that installation, prior to command sponsorship acceptance.
- 7/ For an area authorized a 36-month accompanied-by-dependents tour, a member may accept a 36- or 24-month accompanied tour.
- 8/ Due to threat levels, dependents are not currently authorized at this location.
- 9/ Not every member is eligible to serve an accompanied-by-dependents tour in those locations in which such tours are authorized. Command sponsorship eligibility is controlled by USCENTCOM and is contingent upon the member's actual duty assignment. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
- 10/ OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.
- 11/ "OSD (P&R/OEPM)" memo dated 31 January 2008 established tour lengths for members assigned to the listed commands only. If an increase in the number of personnel assigned to the listed country is desired, a subsequent tour request must be submitted."

Personnel assigned to the Office of the Defense Cooperation (ODC) in Accra, Ghana; Port au Prince, Haiti; Podgorica, Montenegro; Abuja, Nigeria; Dakar, Senegal; and personnel assigned the ODC and Bilateral Affairs Office (BAO) Belgrade, Serbia.

Personnel assigned to the DoD Attaché Office (DAO) in Moscow, Russia, and personnel assigned to the Security Assistance Office (SAO) Kabul, Afghanistan; Djibouti City, Djibouti; Addis Ababa; Ethiopia; and Astana, Kazakhstan.
- 12/ PDUSD (P&R) memo of 5 May 2008 designates the accompanied tour as partially-unaccompanied. Adult dependents only (age 21 or older) are authorized.
- 13/ PDUSD (P&R) memo of 17 July 2008 approves the return of adult non-school age dependents only to Eskan Village, Riyadh, Saudi Arabia. A member executing an accompanied tour (24 months) to this area will be provided an opportunity, once in Saudi Arabia, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether the member believes that the security conditions under which the family will reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and, par. 5102-B5, at no cost to the member, and serve an unaccompanied tour (12 months).
- 14/ USD (P&R) memo of 25 June 2009 approves the return of all dependents to Bahrain. A member executing an accompanied tour (24 months) to this area must be provided an opportunity, once in Bahrain, to assess within a reasonable amount of time (90 or fewer days from the member's arrival date), whether or not the member believes that the security conditions under which the family will

reside are consistent with the family's expectations and personal level of comfort and wellbeing. A member may elect to return dependents to CONUS IAW [DoDI 1315.18](#) par. E4.5.2.5. and par. 5102-B5 at no cost to the member, and serve the unaccompanied tour (12 months).

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

16/ PDUSD (P&R) memo of 11 August 2011 allows only adult dependents age 18 years or older on an accompanied tour. The Commander, United States European Command, may authorize, on a case-by-case basis, non-school age children, who will not attain 5 years of age during the sponsor's tour, to accompany the member. This authority may not be delegated below the Chief of Staff, United States European Command.

17/ As an approved exception to assignment tour length policy, a maximum of six naval personnel assigned to any of the following nine positions at Naval Support Activity, Souda Bay, Crete, may be selected to serve a 24-month accompanied tour: Commanding officer, Executive Officer, Public Works officer, Air Operations officer, Supply officer, Staff JAG officer, Port Services Officer, Command Chaplain, and Command Master Chief. In addition, the Air Force officer assigned to the Senior Air Force Intelligence command position is also authorized to be selected to serve a 24-month accompanied or 12-month unaccompanied tour.

18/ OSD (P&R/OEPM) memo dated 8 November 2012 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), New Delhi, India.

19/ OUSD memo dated 1 August 2012 established a 24 month unaccompanied tour length for members assigned in direct support of Priority Level-1 Capable Mission at Incirlik Air Base, Turkey. USEUCOM Commander must authorize the 24 month unaccompanied tour length. All others at Incirlik serve the 15 month unaccompanied tour length.

20/ OUSD Memo dated 30 May 2013 established a 36 month accompanied tour length for members assigned to Ghedi, Italy. The 36-month accompanied tour applies to U.S. Service members assigned to Ghedi after 30 May 2013. The previous accompanied tour length was for 24 months.

21/ The NA/12 tour length only applies to new assignments after 8 August 2013. The Air Force will manage the movement of dependents already at Lajes AB, Portugal through attrition upon the accompanied member's DEROS.

22. This assignment location became dependent-restricted following the ordered evacuation of dependents. The Services are authorized and encouraged to make tour length adjustments/curtailments on a case-by-case basis IAW DoD and Service assignment policy for personnel currently assigned and serving a tour length longer than NA/12.

23 Tour length changed to dependent restricted following the ordered departure of dependents in May 2011.

24 OUSD P&R memo dated 23 June 2014 denies command sponsorship for same sex spouse of a member assigned to Turkey. This is due to the refusal of the government of Turkey to extend Status of Forces Agreement (SOFA) protections to same sex spouses or domestic partners. DoD's policy is that all command sponsored dependents receive SOFA protections.

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